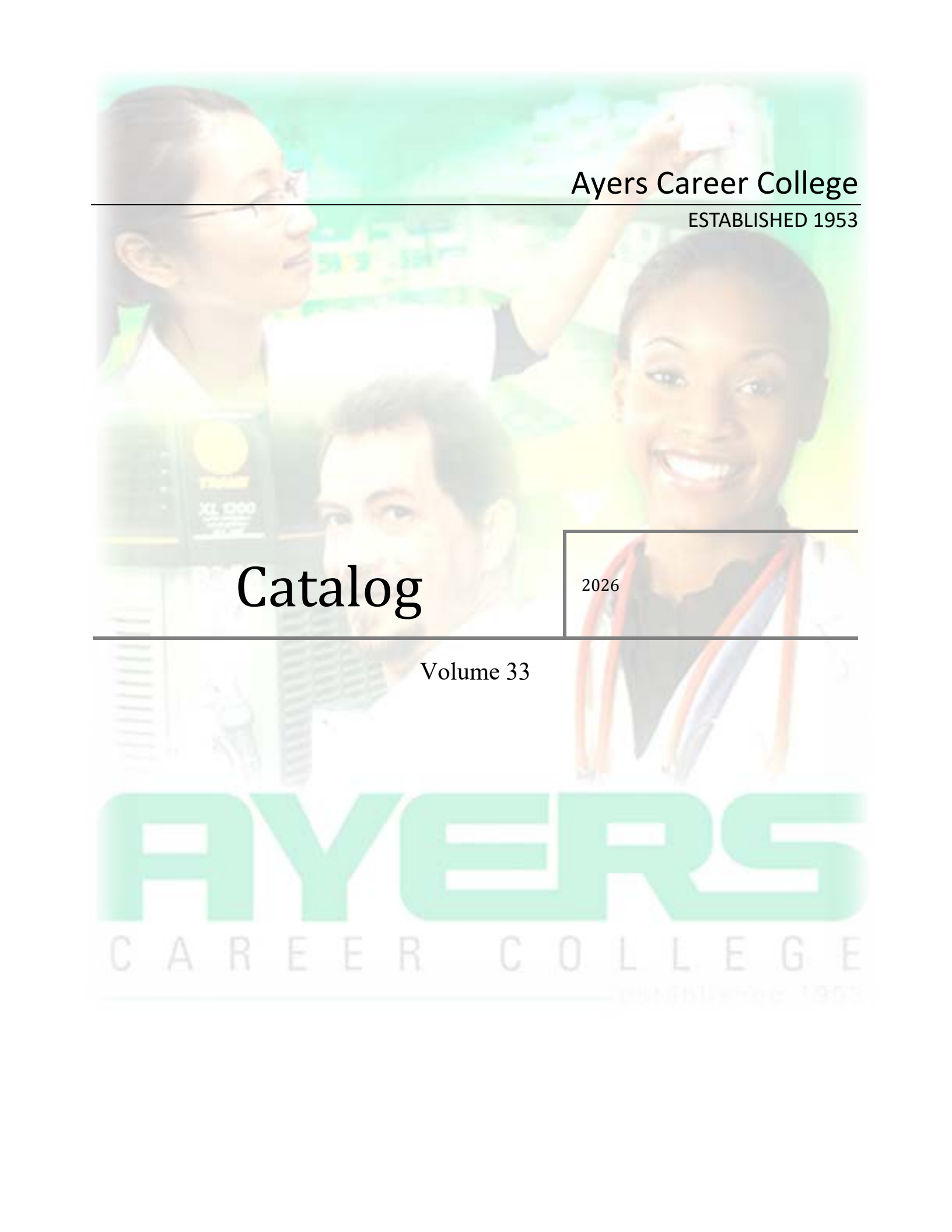




Ayers Career College

ESTABLISHED 1953

Catalog

2026

Volume 33

AYERS

CAREER COLLEGE

ESTABLISHED 1953

Catalog

Volume XXXIII, 10/12/2026

Policy Governing the Use of This Catalog

The effective date of this catalog is 10/12/2026. All catalogs printed prior to this date are no longer in effect. However, students may rely upon the curriculum requirements in the catalog they receive when they enroll in the School. Students may also have the option of using any new curriculum requirements that may be contained in a future edition of the catalog produced while they are in school. This applies only to curriculum requirements. For all other information and policies, the student must rely on the most recently published catalog. Due to changes that occur as a result of rules or regulations issued by our accreditor or federal and state agencies, and the need from time to time to discontinue or add certain classes, the School reserves the right to require students to meet new curriculum requirements stated in a version of the Catalog issued after the students' date of enrollment. Additionally, the School reserves the right to make changes to the catalog at any time. Students will be notified by an e-mail message and by a notice on the student bulletin boards when any changes take place. The requiring agencies and our accrediting body will be notified when a change in the Catalog occurs.



8820 Jewella
Shreveport, LA 71108

AYERS CAREER COLLEGE is accredited by the Commission of the
Council on Occupational Education (COE)
www.ayers.edu

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WELCOME! FROM OUR CAMPUS DIRECTOR

Dear Future Ayers Graduate,

Congratulations! You are now a part of a long and storied history of people who have come to Ayers to improve themselves. In just a few short months, you will join the ranks of Ayers graduates and embark on a new journey armed with the skills, confidence, and industry understanding to be as successful as you want to be! Choosing to come to Ayers will continue to benefit you long after you have left our halls to make your way in the world.

The best part of this decision is that once you make it, you are never alone! We have a team of professionals dedicated to making you - yes, you! - as successful as you can possibly be. Whether you need homework help or help finding a new job, the staff at Ayers is driven by only one thing: ensuring that each and every student is given the tools, attention, and assistance necessary to be the best versions of themselves they can be. We like to say that choosing to join us is the last decision our students have to make by themselves because from now on, we will be with you every step of the way.

My personal commitment to every student is this: I will always put your future first. Everything from the policies we write, to the staff meetings we have each week, is focused on making Ayers the best place for a person to gain the skills and connections necessary to find worthwhile employment in the field of their choice. If there's anything standing in the way of you being your best self, I want to know! Part of never being alone is knowing someone always has your back. While you are a student at Ayers, that person is me.

I can't wait to meet you!

Daffodel Todd
Campus Director
COE Chief Administrator
318-841-1227
Daffodel.Todd@ayers.edu

PURPOSE, OBJECTIVE AND MISSION

“DEDICATED TO HELPING STUDENTS DEVELOP
TO THE UTMOST OF THEIR POTENTIAL”

Ayers Career College is an educational institution dedicated to the highest principles of career education. Throughout the history of the School, there has been a consistent emphasis on quality education. It is our belief that private institutions such as Ayers are particularly well suited to provide education that is specific and timely.

PURPOSE

The purpose of Ayers is to furnish the business community with professionally educated, knowledgeable, sought-after graduates, thereby enabling them to become successful and productive in their community and career.

This purpose is the link throughout all departments: Administrative, Academic, Admissions and Graduate Services all work together as a team to provide for each student in a competent and professional manner.

Additionally, Ayers provides an environment that will help prepare the student for the demands of the job market. By employing highly qualified instructors, Ayers ensures that its students receive the quality of instruction that is essential to personal achievement. Ayers will continue to respond as the educational requirements of the various fields change. A continuous process of modification and updating is an integral component of our purpose.

OBJECTIVE

The primary objective of Ayers is to fill the career void which exists at the post-secondary educational level. Therefore, we are dedicated to the policy of helping each student develop to the utmost of his or her potential and to instill in each mind the importance of doing each task well and a particular job with excellence.

MISSION

To educate students to achieve career and personal success.

CAMPUS INFORMATION

HISTORY OF AYERS CAREER COLLEGE

ESTABLISHED 1953

Ayers School of Business, Inc. was founded in 1953 by Mrs. Pearl Ayers. She developed the teaching philosophy and personal interest in the student, which are still guiding principles today. For many years, the School was located in downtown Shreveport. The first location was on Texas Street.

Later it was moved to the Town House on Common Street. Mrs. Ayers retired in 1977. In 1979, after twenty-seven years in downtown Shreveport, the School was moved to a new facility at 1431 Wilkinson Street in Shreveport. In 1980, the School's name changed to reflect the addition of the Technical Trades to the School's curriculum. The School was moved to 2924 Knight Street in April 1991, to facilitate the addition of the new expanded operations.

Since then, programs have been added to more directly serve the needs of the local business community. Ayers Institute, Inc. was moved to a larger facility located at 3010 Knight Street, Shreveport, LA, in April 2001.

Ayers Career College was formed to meet the needs of the businesses located in the Ark-La-Tex region. The objective of Ayers Career College remains the same as it was at its founding: to educate personnel to meet the job requirements of a progressive and technical age. In December 2006, Ayers Career College became operational at 8820 Jewella Avenue, Shreveport, Louisiana 71108.

OFFICE HOURS

Ayers Career College's Administrative office is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday. Visitors are welcome.

BUILDING INFORMATION

Ayers Career College is presently located at 8820 Jewella Avenue in Shreveport, Louisiana. Ayers Career College occupies the entire facility at this location. It is near major traffic arteries and is on public transportation routes.

Ayers Career College provides air-conditioned classrooms and laboratories, comfortable seating, well-lighted classrooms and approximately 23,400 square feet devoted to training, with a maximum class size of 50:1. Modern equipment is available and provides the student with a wide variety of challenging projects. Consistent safety standards are an integral part of the training at Ayers. A coffee and snack area is open to all students before and after classes and during breaks. Since no smoking is allowed in the building, a designated outdoor smoking area is provided for those who do smoke.

Food and Drinks in the Classroom

Food is not allowed in the classroom. Drinks are permitted in the classroom only if secured in a spill-proof container or in a 20 ounce or smaller bottle with a lid.

Student Lounge

There is a large break area that includes a refrigerator and microwave located at the rear of the break room for student use.

Smoking Area

There is no smoking in the building. Smoking is permitted on the east front porch only (facing Jewella Avenue). All smokers must be at least 25 feet from any entry doors and are asked to place cigarette butts in the ashtrays that are provided.

Student Parking

Operating and/or parking of a vehicle on Ayers Career College property is restricted to individuals who have properly displayed a valid permit. All Ayers Career College permits must be displayed in the bottom left corner of the back window of your vehicle. All other vehicles will be considered illegally operated or parked and are subject to being towed at the driver's expense.

The following practices are specifically prohibited and may result in disciplinary action:

1. Excessive speed. The speed limit in the parking lot is 5 MPH.
2. Double parking
3. Parking over a white line or across the line indicating a parking space
4. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking
5. Parking in fire lanes, loading zones, emergency areas, or areas marked as no parking zones
6. Squealing of tires
7. Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense.
8. Parking areas must be kept free of trash. Student assistance and cooperation in this regard is both expected and appreciated.
9. Abandoned vehicles may not be parked on the Campus and will be promptly towed.

Student Entrance

Please ensure that you always use the student entrance during regular class hours.

Emergency Exit

Emergency exit plans are posted throughout the School. Learn the layout of the school and where the closest exits are located.

Visitors and Guests

Students have to notify the Associate Campus Director or the Campus Director for approval before bringing any visitors or guests into the School. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book and obtain a visitor's badge. No visitors may tour the facility without being accompanied by a school employee. No visitors or guests may attend a student's class without the prior permission of the Associate Campus Director or the Campus Director.

Children of students may not be brought into the School while the student is in class. The School is not responsible for the safety of children on School property.

Solicitation

No soliciting or advertising of any kind is permitted on School property without express authorization to do so.

ACCREDITATION, LICENSE & APPROVALS

Accreditation:

Ayers Career College is accredited by the Commission of the Council on Occupational Education (COE). Ayers Career College's Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP)

Approved and Regulated By:

Ayers Career College is licensed by the LA Board of Regent and adheres to the rules and regulations of the LA Proprietary Schools Advisory Commission.

Pharmacy Technician Program - Louisiana Board of Pharmacy
U.S. Department of Education

Programs Approved for Participation In:

Louisiana Department of Vocational Rehabilitation
Veterans Education and Training
Workforce Innovation and Opportunity Act (WIOA)

Institutional Memberships:

American Society of Health-System Pharmacists
Louisiana Society of Health-System Pharmacists
National Association for Health Professionals
National Association of Student Financial Aid Administrators
National Technical Honor Society (N.T.H.S)
Northwest Louisiana Economic Partnership

Enrolled or prospective students who wish to review a copy of the documents describing this institution's accreditation, approval, or licensing may do so by contacting the Campus Director.

ADMISSIONS

ADMISSION REQUIREMENTS

A student may be accepted into a program of study once they satisfy all of the following requirements:

1. The student is at least 18 years old.
2. The student has a high school diploma from a high school recognized by the state in which it is located or a recognized equivalent of a high school diploma such as a general education development (GED) certificate or a document from a state authority (to the school's satisfaction). The School must be able to verify that the above standards for a diploma or recognized equivalent are met.
3. An applicant must request and complete an appointment for a personal interview with an Admissions Officer.
4. All applicants must meet the minimum score of 15 or higher on the Wonderlic Scholastic Level Exam.
5. Applicants for the Hybrid versions of either the Pharmacy Technician or Medical Assistant program must have a reliable internet connection and non-tablet device in their home
6. Must sign an Enrollment Agreement and

7. Must pay their enrollment fee.

****Applicants who do not pass their Wonderlic Scholastic Level Exam will be allowed to retake another version of the exam within 24 hours of the first exam. If they do not pass the retake exam, the applicant will be allowed to take the exam again after a 48-hour waiting period. If the applicant still has not passed, they must wait a minimum of two weeks before they are eligible to retake the exam and six months thereafter if needed. If the applicant still has not passed, they must wait a minimum of six months before they are eligible to re-apply for admission and six months thereafter if needed.**

A student will be admitted into their program of study when the following are completed:

1. The student has a financial plan on file.
2. The student provides the school with one of the following before their course starts but no later than 5 school days from starting their course or the student will be withdrawn from their program of study:
 - a. A copy of their high school diploma,
 - b. A copy of their equivalent of high school diploma,
 - c. A copy of their official high school transcript,
 - d. The student's GED scores at or above the passing level set by the state agency awarding the GED.
3. Applicants for the HVAC program must possess a valid driver's license and may be subject to a criminal background check and drug screening.
4. Applicants for the ET program must possess a valid driver's license and may be subject to a criminal background check and drug screening.
4. Applicants for the Pharmacy Technician program must complete a criminal background check and a drug screening before being accepted into the program.
5. Applicants for the Medical Assistant program must provide a copy of immunization record reflecting current TB skin test (within one year) and Hepatitis B series (within last 10 years).
6. Applicants for the Medical Assistant and Pharmacy Technician programs must have all appropriate vaccinations required for employment in the field.
7. Applicants for the ET and HVAC programs with charges on their background may be required to secure a pre-hire letter from an ET or HVAC company prior to being enrolled in their program.
8. Applicants for the Pharmacy Technician program with charges on their background may be required to submit a letter and documentation to the Louisiana Board of Pharmacy prior to being enrolled in their program.

**** Pharmacy Technician students must pass a second criminal background check before a temporary training permit is issued by the Louisiana Board of Pharmacy. If the second background for the Louisiana Board of Pharmacy is not passed, the student will be terminated from the program.**

LATE ADMISSION

A new student must begin attending classes within two (2) school days following the official start date, if no attendance is recorded for the student, their enrollment will be cancelled. If a student's enrollment in a program of study is canceled by the College, the student can pursue readmission at the next available start date. Any time missed within the first two school days following the official start date will be counted as absences for Attendance Policy purposes.

START SCHEDULE

Ayers Career College has courses beginning every six weeks for day students and every ten weeks for evening students attending the Heating/AC/Refrigeration program.

CLASS SCHEDULE

For on campus programs, day classes are held Monday through Thursday from 8:30 a.m. until 2:00 p.m. Day students are provided three scheduled breaks: 9:45-9:55 a.m. (10 minutes), 10:50-11:30 a.m. (40 minutes) and 12:30-12:40 p.m. (10 minutes). Evening classes are held from 5:30 p.m. until 8:30 p.m. Evening students are provided a 10-minute break each hour.

Distance education students will have access to classes during the grading period. A student will have access to the course one day prior to the beginning date to review assignments and course requirements. Each course has specific access dates, and a student will only be allowed access to “scheduled” classes during that grading period.

CONDITIONAL ENROLLMENT POLICY

Ayers Career College is dedicated to helping students reach their career goals. All new students are automatically placed on Conditional Enrollment Status on the program start date for an introductory period of 21 calendar days. During this period, there is no financial obligation beyond the registration fee. A student will need to:

1. Complete homework, quizzes, exams, and other assignments expected of all students.
2. Meet all attendance/participation requirements.

All first-time students will be placed on Conditional Enrollment Status. All of the Institution's policies nevertheless apply to such students, and they enjoy all the rights and resources of a student on Normal Enrollment Status with the exception of federal or state financial aid. Students returning to school may be excluded from this policy based on a review of their academic record of previous coursework. While a student is Conditionally Enrolled in the Institution, charges will accrue to the student's account; however, students choosing to withdraw during the Conditional Enrollment period will not have any financial obligation to the Institution other than the non-refundable registration fee. **Note: Nothing in this policy changes the requirement that all students must pay full tuition or have financing in place prior to the start of the program.**

The Conditional Enrollment period begins on the official start date of the program and continues through Sunday at 11:59 p.m. on the **21st calendar day** of the program. Students have until 11:59 p.m. on the following Monday (the 22nd calendar day from the start of the program) to submit their official notice of withdrawal in order to owe nothing more than the non-refundable registration fee. **Note: The student cannot attend class on the 22nd calendar day of the program and still receive a full refund (not including the non-refundable registration fee).**

*No credits will be earned if the student withdraws from the program during the Conditional Enrollment Period. All students are responsible for a registration fee.

FULLY ENROLLED

To obtain Normal Enrollment Status, you must meet the following requirements before the end of the Conditional Enrollment period: Satisfy the attendance requirements as stated in the School Catalog;

satisfy any remaining admissions requirements as stated in the School Catalog; and complete the financial aid process, including submission of all the required documentation.

- Students who have submitted all required documentation that is necessary to secure the method of payment for their tuition cost and fees, will automatically be placed on Normal Enrollment Status after the expiration of the Conditional Enrollment Period and will only then become eligible for Title IV and other federal financial aid and receive credit for their courses. The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to the Institution except for the registration fee, which is non-refundable.
- Once a student reaches Normal Enrollment Status, the student shall be eligible for federal financial aid for the entire program, including the Conditional Enrollment period, if the student meets the qualifications for this aid.

Upon completion of all admission requirements, the Institution's administration will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded with the exception of the non-refundable registration fee and the student will be notified they have not been fully accepted.

WITHDRAWAL FROM THE INSTITUTION

It is expected that most students who begin classes at the Institution successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw. Students who determine the need to withdraw from the Institution must follow the steps below for an official withdrawal:

WITHDRAWAL DURING THE CONDITIONAL PERIOD

1. Students must officially notify the registrar of their intent to withdraw, in person, or via regular or electronic mail no more than 24 hours after the Conditional Enrollment Period. The deadline to submit written notification shall be 11:59 p.m. on the 22nd day after the official start of the program. Students withdrawing in person must complete the Conditional Withdrawal form. Emails may be sent to registrar@ayers.edu. Written notices may be mailed to Attn: Registrar, Ayers Career College, 8820 Jewella Ave, Shreveport, LA 71108. All notices must be postmarked or emailed prior to the deadline.
2. Once students have officially notified the registrar of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the non-refundable registration fee.

READMISSION

A student will be allowed to petition for re-entry into any program in which they withdrew or were withdrawn. The student must notify the school of their decision to re-enter and must complete an Application for Readmission to verify that the student is in good standing with all areas of school policy. The student's Application for Readmission and Re-Entry Checklist will be evaluated by School Administration to determine if the student will be allowed to re-enter their program of study. Once a determination is made, the student will be allowed to re-enter their program of study at the next entry point. The student will be required to complete all required documentation and must attend the next

student orientation. All readmission determinations will be made by the school at its discretion and will be final and binding on the student. The College is not obligated to readmit any student.

If the College has adjusted the curriculum the student may be required to complete any and all additional courses to meet the current requirements and will be liable for any additional costs associated with the student's program of study.

CLASS RETAKE POLICY

If you're a current student who previously earned a failing grade in an eligible course, you may repeat that course in a later term for grade replacement. Grade replacement gives you the opportunity to improve your cumulative GPA. Grade replacement is only available for courses in which a student received an "F" as their final grade.

Under grade replacement, the grade you earned in the prior attempt(s) of a course will still appear on your transcript, but it will be replaced in your cumulative GPA and credit totals with the grade you earn in your most recent attempt as long as that grade is a higher passing grade. If the same failing grade is earned in the latest attempt, grade replacement is **not** applied and the grades from **both** attempts will be used in computing cumulative and major grade point averages, total credits, and academic standing.

Grade replacement may only be used to replace a single failing grade with a single passing grade. Courses retaken and failed will still influence a student's GPA, even after being passed successfully.

Students may not fail the same course twice. A student who fails the same course for a second time will be dismissed from the program.

TRANSFER OF CREDIT POLICY

BETWEEN PROGRAMS WITHIN THE INSTITUTION:

Students at Ayers Career College may transfer to different programs within the institution. Students must seek approval from the Campus Director. Once approved, a new Enrollment Agreement and a Change in Student Status Record form must be completed; the Campus Director must sign this form prior to processing. If applicable, credits will be evaluated by the Registrar and applied towards the new program. To be eligible for transfer credit, students must have successfully completed the course with a minimum grade of "C" and must be in good standing with the School.

Students will only be allowed to transfer into another program once during enrollment. If a student has completed or withdrawn from Ayers Career College and wishes to enroll into a new program, the student will be treated as a new enrollment.

FROM ANOTHER INSTITUTION:

Students may transfer to Ayers Career College from other accredited post-secondary public or private institutions provided they meet the entrance requirements. Prior credits from another institution cannot be transferred to Ayers Career College for credit.

Notwithstanding anything to the contrary, a Veterans Affairs student is required to provide the School with official transcripts from any and all post-secondary educational institutions attended before they will be certified for Veterans Affairs funding. The School will maintain a written record of previous education and training for each Veterans Affairs student which will clearly indicate that appropriate credit will be given for previous education and training, with the educational period shortened proportionately, with the Veteran and Veterans Affairs being notified.

TO OTHER INSTITUTIONS:

Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other post-secondary institutions. The acceptance of transfer credits is left to the discretion of the institution to which an individual transfers.

Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by Ayers Career College have been developed to prepare students with skills appropriate to the employment market rather than for college transfer. Some institutions may accept such courses as credit, while other institutions may not accept the transfer credit. Ayers Career College does not claim or guarantee any transfer credits to any other post-secondary institution.

FINANCIAL ASSISTANCE

FEDERAL FINANCIAL AID

There are several types of Financial Aid Programs available to our students. Those students requiring assistance must make an appointment to meet with a Financial Aid Officer. All students who desire to be considered for Federal Financial Aid must file a Free Application for Federal Student Aid for the year(s) that they expect to be in school. The programs listed below are available to students at Ayers. Note that each student must satisfy the eligibility requirements as stipulated by the U.S. Department of Education and/or the appropriate sponsoring agency. If a student believes that they have special or unusual circumstances they may make an appeal to the Financial Aid Office. All appeals will be reviewed by the Director of Financial Aid on a case-by-case basis.

NOTICE: Only a brief summary of the student financial aid programs is shown herein. A comprehensive description of the Federal Student Aid programs can be found in the Guide to Federal Student Aid as published by the U.S. Department of Education and available at <http://studentaid.ed.gov/resources>.

FEDERAL PELL GRANT

Eligibility for this grant is determined by a formula established by the U.S. Congress. The amount of the grant is based upon financial need and the cost of attendance. Based upon the information provided in the student's Free Application for Federal Student Aid ("FASFA"), the U.S. Department of Education issues each student a Student Aid Index number (SAI). This SAI number is used by the U.S. Department of Education to determine the amount of the Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This institution has a very limited supply of these funds. Recipients are selected from those who have the lowest SAI numbers and who have the greatest financial need.

FEDERAL DIRECT LOAN

The loan is awarded based on financial need as regulated by the U.S. Department of Education. If the loan is subsidized, the student will not be charged any interest while in school or during the six-month grace period after leaving school. If the loan is unsubsidized, the student will be charged interest beginning on the date that the funds are disbursed.

FEDERAL DIRECT PLUS LOANS (PARENT LOANS TO UNDERGRADUATE STUDENTS)

These are loans administered by the U.S. Department of Education that parents can take out to pay for the student's educational expenses, if the student is dependent upon parents for support.

OTHER FEDERAL AND STATE PROGRAMS

In addition to federal student aid programs, students may be eligible for the State Matching Funds Grant, Trade Readjustment Act (TRA) or the Workforce Innovation and Opportunity Act (WIOA). Some students are eligible for State Vocational Rehabilitation or Veterans Education and Training Benefits.

GI BILL EDUCATION BENEFITS

Some programs offered are approved by the State Approval Agency for the training of veterans, Ready Reservists, National Guard members, spouses and children of deceased or 100% disabled veterans. Veterans who want to train using their GI Bill benefits must first establish eligibility with the Department of Veteran's Affairs (VA). The application can be found on www.gibill.va.gov.

VA Eligibility Requirements

Prior to using VA Educational Benefits, all VA students must provide a Certificate of Eligibility (COE). The student will provide this documentation to the Financial Aid Department, once enrolled in classes. Once the COE has been approved by both the VA and School Certifying Official (SCO) only then will the student be allowed to enter classes under VA financing. The student must provide any additional documentation as recommended by the school (for example any prior college transcripts). If the student does not have this documentation, the student may enter class under traditional financial aid until the student provides all of the necessary documentation. At this time, the school's SCO will get the documentation approved and retroactively certify the student under their respective VA chapter.

If a student is approved under VA Chapter 31 (Veteran's Readiness and Employment (VR&E), the student may not begin classes until they have completed all the necessary paperwork with their respective VR&E representative and the school has received an approval Purchase Order through Tungston Network for the student's educational period prior to the start of class. The school also must be provided with the respective VR&E's name and contact information, including an e-mail address.

No student will be fully certified until their respective conditional period has expired.

FINANCIAL INFORMATION

RETURN OF FEDERAL FINANCIAL AID

As required by Federal Regulation any student who withdraws or is otherwise terminated from the program must have the amount of their Title IV Student Aid Funds earned and/or refunded to be calculated in accordance with the following summarized procedure (see 34CFR part 668.22 for precise regulation).

- Obtain a percent by dividing the calendar days completed for the payment period by the calendar days in the payment period. Payment period is defined as the number of calendar days applicable to the period for which the most recent Title IV disbursement has been made or is due to be made. If the percentage obtained based upon actual days attended is greater than 60%, then the student will have earned 100% of Title IV Aid disbursed for that payment period.
- To determine the dollar amount of Title IV Aid that is earned by the student, multiply the appropriate percentage from above by the amount of Title IV Aid that was disbursed and/or could have been disbursed for the Payment Period. If a student is withdrawn prior to disbursing Title IV

aid and the student has recorded attendance and a valid ISIR, the System Office will perform a Return to Title IV calculation to determine if Title IV aid could have been disbursed. If it is determined that the student is eligible those funds will be requested within 7 days of completion of the worksheet.

- The amount of Title IV Aid which must be RETURNED to the U.S. Department of Education by the student and/or by the school on behalf of the student is determined by subtracting the amount earned from the amount disbursed. These funds will be refunded to the Department of Education no later than 45 days after the school has determined that the student has withdrawn. The funds will be returned in the following order until the full amount of the required refund has been made:
 - Unsubsidized Direct Stafford Loans
 - Subsidized Direct Stafford Loans
 - Direct Parent Plus Loans
 - Pell Grant
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Iraq and Afghanistan Service Grant

REFUND AND CANCELLATION POLICY

This section explains how tuition, fees, and other charges are earned by the institution. The amount earned by the institution as described in this section – and the student’s responsibility for payment to the institution of the amount earned – is applicable to all students regardless of the Return of Title IV Funds Requirements.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. If Student cancels, any property traded in, or payments made under the contract sale and any negotiable instrument executed by the students will be returned within forty-five (45) business days following receipt of Student’s written, signed and dated cancellation notice. A student who has not attended any classes and who cancels the Enrollment Agreement after the three-day cancellation privilege has expired will be liable for the registration fee of \$100.00. Any unused portion of the book fee will be refunded.

REFUND POLICY

For students withdrawing after the initial three-day period refund/earnings will be calculated in accordance with the following.

1. After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition. (The institution shall earn 10%).
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 55% of the tuition. (The institution shall earn 45%).
3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 30% of the tuition. (The institution shall earn 70%).
4. After the first 50% of the period of financial obligation, the institution shall retain 100% of the stated program price. (The institution shall earn 100%).

5. The effective date of withdrawal or termination for refund purposes is the last day of attendance.
6. Refunds, when due, are made within forty-five (45) days (1) of the date the student notifies the institution that he or she is withdrawing, or (2) of the date the institution terminates the student or determines withdrawal by the student.

NOTE: In all instances the institution will retain the registration fee of \$100.00.

ADMINISTRATIVE POLICIES

ACADEMIC ACHIEVEMENT

GRADING

Students will be informed of their program progress by grades given on tests, papers or lab assignments. Students can monitor their academic progress in each course using the gradebook found in NEO. Students will receive a progress report at the end of every academic grading period. A grading period is every six weeks for: Electrical Technician, Heating/AC/Refrigeration, Medical Assistant, and Pharmacy Technician day and hybrid education students; every ten weeks for evening education students. These reports are designed to keep the student abreast of his or her overall progress.

Grade points are as follows:

A:	Excellent	90-100%	4.0
B:	Above Average	80-89%	3.0
C:	Average	70-79%	2.0
D:	Below Average	60-69%	1.0
F:	Failure	59% and below	0
W:	Withdrawal		
WF:	Withdrawal Failure		0 (Grade will count towards GPA)

If students do not complete required class work, assignments and tests before the end of the grading period (midnight the day the grading period ends) they will receive a grade of "0" for the incomplete work. The "0" will be averaged with the student's other grades to determine the final grade for the grading period. Students will receive an "F" for exceeding 10% absence rate in a grading period.

GRADUATION REQUIREMENTS

For students to be eligible for graduation, they must have a minimum CGPA of 2.0 on a 4.0 scale, 90% or better attendance in each course and successfully completed 100% of their respective curriculum.

Upon successful completion of the Financial Aid exit interview, graduate checklist and satisfaction of all other requirements, the student will be awarded their diploma.

HONORS

Ayers Career College is a Chapter member of the National Technical Honor Society (NTHS). Students who meet the eligibility requirements of a 3.75 CGPA, a 90% cumulative attendance rate and good standing with the College will be invited to join the NTHS.

Students who maintain a 97% attendance rate are recognized each grading period. Each student will receive an Excellent Attendance Certificate that is presented to them in the classroom.

TRANSCRIPTS

After a student graduates, the transcript of courses and grades earned becomes a part of the student's permanent record. Each student is given a copy of his or her transcript at graduation. Request for an additional transcript will be processed upon receipt of \$20.00 and written permission of the student.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students at Ayers Career College must meet or exceed the following standards in order to be considered as making satisfactory progress for Title IV aid eligibility purposes.

MAXIMUM TIME FRAME

The program of study must be completed by the time the student has attempted no more than 150% of the credit hours applicable to the program.

PACE OF COMPLETION

To ensure that students are on schedule and can complete the program within the Maximum Time Frame their Pace of Completion will at a minimum be evaluated at the following intervals. The Pace will be calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Daytime (Normally takes 36 weeks to complete)

Evaluation Period	% Of Attempted Course Work Completed
6 weeks	50%
12 weeks	50%
18 weeks	67%
24 weeks	67%
30 weeks	67%
36 weeks	67%
42 weeks	67%
48 weeks	67%
54 weeks (maximum)	67%

Evening Program (Normally takes 60 weeks to complete)

Evaluation Period	% Of Attempted Course Work Completed
10 weeks	50%
20 weeks	50%
30 weeks	67%
40 weeks	67%
50 weeks	67%
60 weeks	67%
70 weeks	67%
80 weeks	67%
90 weeks (maximum)	67%

Students who fail to meet the above requirements will be placed on Financial Aid Probation for the duration of the next measuring period. Students placed on Financial Aid Probation will remain eligible for Title IV aid during the probationary period.

Students on Financial Aid Probation must demonstrate satisfactory progress during the measuring period and bring their Pace of Completion Rate up to the standards required for the applicable increment.

At the end of the Financial Aid Probation period, students who meet the required standards will be removed from Financial Aid Probation and returned to satisfactory status.

If a student on Financial Aid Probation fails to meet the required standards by the end of the probationary measuring period, the student will be dismissed from school, and there will be no provision for further appeal.

SUCCESSFUL COMPLETION OF PAYMENT PERIOD FOR TITLE IV DISBURSEMENT

Students in non-term programs like those at Ayers Career College, must successfully complete half of the number of credit hours in the program of study and 50% of the number of weeks of instructional time in the program of study before they can receive any further Title IV disbursements for the next Payment Period (as required per 34 CFR, Part 668.4(c)). This means that at Ayers Career College, no student can receive a Title IV Aid disbursement for their second or subsequent Payment Period until that student completes 50% of their credit hours with a "C" grade or better and a 90% Attendance Rate in each course applicable to those hours.

Note: Various Satisfactory Progress options such Financial Aid Probation, Incomplete Grades, appeals etc. have no bearing on the above-mentioned requirement. The student **MUST** successfully complete all the hours of the previous Payment Period before any disbursement for a next Payment Period can be made.

EFFECTS OF COURSE INCOMPLETES, WITHDRAWALS, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES ON SATISFACTORY PROGRESS

Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on Satisfactory Progress other than within the confines of the guidelines stated above.

STUDENT APPEAL OF SATISFACTORY PROGRESS OR REINSTATEMENT OF AID

There is no appeal or reinstatement procedure for students who fail to successfully complete all the hours of the previous Payment Period. There cannot be a subsequent disbursement of Title IV Aid until all the hours of the previous Payment Period are successfully completed and until after the student has completed 50% of the number of weeks of instructional time in the program (34 CFR, Part 668.4(c)).

Students may appeal possible loss of aid or dismissal from the School due to failure to meet the Pace of Completion requirements. A student who fails to maintain the Pace of Completion requirements may make an appeal of that determination. The appeal must be in writing and be made to the Campus Director. After consulting with the student's teachers, a decision will be made to accept or deny the appeal. The decision of the Campus Director will be made in writing and these documents will be retained as a permanent part of the student's record.

Students who withdraw from enrollment or who do not complete a program of study for any reason will be subject to the same satisfactory progress standards as stated above upon re-entry. Students who re-enter after having withdrawn from enrollment must adhere to the satisfactory progress standards of Ayers Career College in conjunction with any revision made to new dates of enrollment or changes in program length.

Students receiving Veterans Affairs benefits will be held to the same criteria listed. Veterans Affairs students failing to meet these requirements will be decertified from the Veterans Affairs benefits program.

CREDIT HOUR

A credit hour is defined as a specific measurement of the quantity of learning that can take place in a course based on a specific amount of time spent on class activities and student preparation each week during the course. A credit hour is equivalent to a minimum of each of the following: one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. An instructional hour is 50 minutes.

HOMEWORK

All courses in a program of study will contain varying amounts of homework and outside course preparation hours. All homework must be turned in by the student and will be kept by the instructor of record for each specific course.

OFFERING OF COURSES AND PROGRAMS

Ayers Career College may at their discretion vary the sequence and offering of courses in any program, modify the curriculum of any program or any course in the program and adjust the number of credit hours in any program or any course in the program.

All of the courses in every program are not offered every grading period. Course offerings in programs are contingent on multiple factors. Ayers, at their discretion, will decide which courses will be offered each grading period and which programs of study will begin new courses each grading period. Ayers does not make any guarantee whatsoever that any course will be offered by the School in any grading period or that a new course in any program of study will begin in any grading period. As a result, a student may not be able to take all of the courses that he or she requests to take in any grading period or begin a program in any grading period, which may affect the amount of time it takes the student to graduate from a particular program.

Any course in a program taught at the School or any portion of a clinical component that is cancelled by the School in any grading period due to a holiday or any other reason will be rescheduled by the College for a different day and time in the same grading period. A cancelled class period may be rescheduled by the School for a day and/or time that differs from the student's regular class schedule.

Hybrid Procedures

Ayers Career College hybrid education courses and programs maintain the same academic standards, rigor, breadth, learning outcomes, and completion requirements as comparable on-campus courses and programs. Faculty teaching hybrid or distance education courses are responsible for providing timely and substantive responses to student questions and requests, whether submitted synchronously or asynchronously. Faculty will respond within 24 hours during the published operational schedule of the course or program. Ayers monitors compliance with response-time expectations and provides appropriate support to ensure students receive timely academic assistance.

Ayers Career College maintains procedures to verify that the student who registers for a hybrid education course or program is the same student who participates in and completes the coursework and receives academic credit. Verification methods may include student logins, passwords, proctored assignments, or other approved methods. The School also monitors student participation and progress through measures such as assignment and coursework completion, and other appropriate indicators. For contracted courseware, the School frequently verifies the currency, quality, and alignment of the courseware with

institutional curriculum requirements and retains direct responsibility and curriculum oversight under all applicable contracts. Students will be notified at the time of registration or enrollment of any projected additional charges associated with student identity verification for hybrid or distance education courses.

SCHOOL HOLIDAYS*

Classes will not be held during the following holidays:

Martin Luther King Jr.'s Birthday	Independence Day
Presidents Day	Labor Day
Spring Break	Fall Break
Memorial Day	Thanksgiving Break
Juneteenth	Winter Break

Other than the above holidays, classes are continuous throughout the year.

* See Absentee Policy below for additional information regarding holidays and school vacations and their effect on attendance requirements. Students will be required in some instances to make up days missed for holidays and school vacations.

ATTENDANCE POLICY

The primary purpose of the Attendance Policy is to ensure that all students attend their scheduled courses to develop their knowledge and skills, so they can be competitive in the professional labor market and to ensure their continued financial aid eligibility.

Each student is expected to attend and pursue the objectives of the course(s) for which he or she is officially enrolled. To gain knowledge and develop the skills and attitudes necessary to be competitive in the labor market, attendance is critical to the ultimate success of the student. This policy applies to all students including Veterans Affairs students.

In person students are expected to attend class every day. Hybrid students are expected to keep up with all assigned work within a given week to be considered attending regularly. This includes scheduled lab times.

Students who will be absent or late must notify the School by calling (318) 868-3000. Students leaving campus at any time must notify their instructor and sign out at the reception desk. Students arriving after 8:30 a.m. (day classes) or 5:30 p.m. (night classes) must sign in at the reception desk.

In the event of an absence, a student should make every effort to contact his or her instructor(s). The instructor may provide the student with course assignments and/or inform the student of all make-up work necessary to assist the student with keeping up with his or her courses. Students may also use e-mail to communicate with instructors. Students are encouraged to see their instructor for specific information on make-up work policies.

The attendance requirements are as follows:

1. Students are required to complete a minimum of 90% of the total scheduled instructional hours for each module.
2. Students who exceed three (3) consecutive school days of unexcused absences may be dismissed from school.

3. Attendance advisement will be conducted continuously throughout the module, especially for students in danger of reaching the 10% threshold.
4. At any point a student surpasses 10% absences in a module; the student will be dismissed from the school and must complete the module again. An exception will be made if a student has approved make-up time that is in the process of being made up, or there is an unforeseen school closure that requires make-up time. In these situations, the student must make the time up by the school's designated deadline.
5. Holidays will be made up prior to the scheduled holiday. The Campus Director will notify students of the dates available for make-up three (3) weeks prior to the holiday. If the student fails to make up the holiday before the deadline, the absence will go towards the 10% threshold.
6. Unscheduled school closings (weather, power outage) will be made-up on a schedule determined by the System Office but must be completed before the end of the module. An exception will be made if the unscheduled closing is the same week the module ends. Make-up work must be completed within two weeks of the unscheduled closing (depending on the length of the unscheduled closing). Again, if the missed work during the unscheduled closing is not made up, the absence will count towards the 10%.
7. Students may appeal in writing to the Campus Director if they feel an error has been made in their attendance records.

ATTENDANCE MAKE-UP HOURS

Make-up work shall not be authorized for the purpose of removing an absence; however, if a student notifies the school prior to an absence, class work may be evaluated for credit. Make-up work may be allowed for the following reasons:

- Illness,
- Death of immediate family member,
- Court dates,
- Job interviews,
- Military duty,
- Appointment with a government agency
- Jury duty.

Reasons for an absence must be documented On letterhead by the issuing organization. The documentation must include the date(s) missed, contact name, and telephone number. Students shall submit documentation of their absence to the Campus Director within two (2) business days of returning from the absence. If the documentation is reasonable, it will be forwarded to the System Office for approval. If the System Office approves, a deadline will be set for the student to make up any missed class time and assignments. Once the missed class time and assignments are completed, the documentation will be uploaded into SF. Failure to make up missed class time and assignments by the deadline will result in forfeiture of class make up time. It is the student's responsibility to contact instructors for assignments during their absence and seek approval for make-up class time and assignments from the Campus Director. Students are reminded it is their responsibility to be always current in all assignments. An absence does not excuse program obligations required for satisfactory progress. The list of allowable reasons is not all inclusive and approval shall consider the cumulative attendance record and other relevant factors of the individual student on a case-by-case basis.

A clear cut and beneficial program has been established that will allow a student the opportunity to make-up class time and missed assignments from regular training in a properly controlled and educational manner. Make-up class time may not be earned during a student's scheduled class time.

Make-up sessions must:

1. Be supervised by an instructor approved for the program;*
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled course session;
3. Be documented by the School as being completed, recording the date, time, duration of the make-up session, topics covered and the name of the supervising instructor; and
4. Be signed and dated by the student to acknowledge the make-up session;
5. Be inputted by the Registrar into the student management system as make-up attendance.

*If an instructor is not available, the Campus Director may allow the make-up time to be supervised by Campus personnel.

DISTANCE EDUCATION ATTENDANCE POLICY

Online students are required to participate in each class regularly during each week. A record is generated each time the student logs into the learning management system. The academic week is Monday-Sunday by 11:59 PM (CST). To receive full credit for attending class, students must attend their scheduled classes and the student must complete all weekly graded requirements as defined by the course syllabi. Partial attendance credit will be given to students who complete some but not all the assigned work in the week at the instructor's discretion. Additionally, students can submit "offline" time worksheets to their teacher on a weekly basis to capture classwork completed outside of the LMS.

DISTANCE EDUCATION ATTENDANCE PROBATION

Students whose absences exceed 2 consecutive substantial posts will be warned in writing to improve their attendance rate. For students who are funded by an agency that requires the reporting of attendance, attendance warnings will be reported and may result in termination if a student's absences exceed 4 consecutive substantial posts or accumulated absences of more than 20% of the program. However, students may be withdrawn if they are in the last module of their program and at which time, they would not be entitled to a refund.

CLINICAL EXTERNSHIP ATTENDANCE

Students in clinical externship will be counted absent when they miss scheduled clinical hours. Students who are in clinical are required to submit their time sheets on a weekly basis. The timesheet will be used as the basis for attendance for that particular week. It is the student's responsibility, with assistance from the respective Program Coordinator and the Registrar to ensure that the timesheet is received every week. If the timesheet is not received by the following Monday at noon, the student will be marked absent for the week unless prior approval is granted by the Program Coordinator or Campus Director in writing. Clinical timesheets can be faxed to the **Registrar at 318-868-7701**.

CLINICAL/ EXTERNSHIP POLICY

The Medical Assistant and Pharmacy Technician programs include an externship that must be finished successfully by the student at one or more externship/clinical sites that are assigned to the student by the school. Students who are enrolled in a program of study that contains a clinical/externship are required to enter into an agreement with the school that sets the terms of the student's clinical externship.

Clinical/externships will be coordinated with the Program Coordinator. Hours for clinical/externship may be during the day, evening, and weekend timeframes depending on the needs of the Clinical Site. Students must be in good standing with the College and must complete all necessary pre-clinical/externship checklists before being approved to start their clinical rotation(s).

Hybrid students must attend their full schedule of work at the Clinical/Externship site in person.

LEAVE OF ABSENCE

Ayers Career College does not provide for or offer a Leave of Absence.

INTERRUPTION OF EDUCATION FOR MILITARY MOBILIZATION/ACTIVATION

When Ayers Career College students whose higher education careers are interrupted by mobilization/activation re-enroll within one year of completion of their involuntary term of active service, Ayers Career College will make every possible effort to place these students back into their studies track as close as possible to the same place the students occupied when mobilized/activated. This will allow students to continue their studies with as little interruption as possible.

WITHDRAWAL FROM COURSES/SCHOOL

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Registrar. The official withdrawal action should be completed in person, if possible. If unable to withdraw in person, a student may submit a written request to the Registrar. Third parties, other than a designated school official, may not request a student withdrawal without the expressed written authorization of the student.

Students who are in attendance and withdrawn from a class may restart within 180 days of the effective date of the withdrawal and resume classes where they left off. After 180 days, students who re-enroll will begin their program from the beginning, with no credit given for previous classes.

An application to restart must be made to the Registrar. Resumption of studies will usually be at the next available regular start date following the date of the new application. Students who are out of school must reapply through the admissions office to resume attending classes.

ADVISING

The administration is here to help students with any problems that may occur while they are in class and will direct them to the department which can best meet their needs. Our staff strives to be as supportive of students as possible and is genuinely concerned with the welfare of the student body. Students are periodically evaluated throughout their program with regard to grades, attendance and academic achievements with formal advisements being conducted as needed.

The student will receive academic, attendance and/or financial aid advising from the school, as required or as the school deems necessary. Students should contact the Program Coordinator(s) or Director of Academic Affairs for academic and attendance advising. A Financial Aid Officer(s) conducts financial aid advising.

Students with disabilities requiring specific assistance are encouraged to discuss these issues with the Associate Campus Director or the Campus Director (ADA Coordinator). Additionally, please see the section titled *Disabled Applicants and Students* for information on how to request an accommodation(s).

Those students seeking referral assistance to community services while at Ayers Career College during their training should contact the Director of Academic Affairs.

STUDENT CODE OF CONDUCT

Ayers Career College reserves the right to place a student on probation or terminate enrollment if the student fails to conform to dress regulations, abide by the Student Code of Conduct or is excessively absent. A student wishing to have his or her case reviewed should contact the Registrar. The Student Code of Conduct, Attendance Policy, Dress Code and other information are read and explained to each student, who then signs his or her name to verify having actually received and understood the Catalog and verbal orientation. The signed receipt becomes a part of the student's record. Re-entry of a student after dismissal due to violation of the Student Code of Conduct will be left to the discretion of the School Administration.

All students must conduct themselves in accordance with the School's policies, regulations, procedures and rules as declared in this Catalog and the Enrollment Agreement.

At the discretion of administration, any student who engages on or off campus premises in any of the following types of misconduct will be subject to disciplinary action up to and including suspension and/or termination from the student's program of study and referral to the proper authorities.

1. Physical or verbal abuse directed toward any person or group of persons
2. Any type of harassment based on race, religion, color, age, gender, sexual orientation, national origin, disability, or any protected status
3. Careless or deliberate endangerment such as tampering with safety equipment or alarms; violations of safety rules; failure to provide practical cooperation in any emergency; possession or use on school property or at organized school activities of any firearm, knife or other weapon (except for law enforcement officers who are mandated to carry a firearm at all times and who have informed the Campus Director and Associate Campus Director of that requirement in writing)
4. Disruption of any school activities including, but not limited to, teaching, administration, research, student services, organized events and operations; refusing to identify oneself when asked; failure to comply with any lawful instruction from a school official or to cease or modify any action which is judged to be disruptive
5. Mobile telephones should be set so they do not interrupt or disrupt regular classroom activities including, but not limited to, leaving the classroom to take a call during scheduled class time. Students whose telephones disrupt class may be asked to leave and may be marked absent
6. Any dishonesty including, but not limited to, providing false information, the changing or misuse of documents, plagiarism and any other academic cheating, falsification or fraud
7. Obscene, offensive or insensitive behavior; insubordinate behavior towards any faculty or staff member; exposure of others to offensive situations; disregard for privacy
8. Theft, abuse or unauthorized use of school property, the personal property of others or public property; possession of stolen property
9. Illegal use, distribution or possession of stimulants, intoxicants or drugs
10. Use, distribution or possession of alcoholic beverages on school property or at organized school events
11. Violation of any federal, state or local law

12. Deliberate or careless destruction, damage or vandalism of any school property. The School may impose discipline and hold any student who is responsible for any such destruction, damage or defacement legally responsible for the repair and/or replacement of the property
13. Failure to conduct yourself in a manner that reflects positively on the student's association with the school
14. Falsification of any information on his or her Enrollment Agreement or any other official document
15. Encouraging others to commit any of the acts proscribed above; or participation as an accessory to any of the prohibited acts by providing assistance or support to others engaged in these acts; or by failure to separate oneself from a group in which others are so engaged
16. Violation of classroom food and drink policy.

The school reserves the right to obtain a drug screen from a student who is reasonably suspected of being under the influence of alcohol or drugs.

STUDENT DRESS CODE

Clothing

Allied health (Medical Assistant and Pharmacy Technician) students must wear clean and professional looking scrubs at school. Each program is assigned specific colors for scrubs and only these colors may be worn at school or at the student's clinical site. The School will issue a voucher for scrubs to each student. Additional scrubs may be purchased at the student's expense, but all scrub tops worn at Ayers must have the Ayers logo. Program specific colors will be worn Monday through Thursday.

Allied health students must wear shoes that are leather or vinyl with closed toes. Crocs or clogs with holes or an open back are not permitted nor are sandals.

Non-allied health students will receive a voucher for polo-style shirts and students are expected to wear either jeans, Dockers or Dickie style pants along with their discipline specific polo-style shirt (must have Ayers logo).

Dress code exceptions include attire for alternative dress code or special activity days. If you are not compliant with the outlined dress code option on that day, for example, such as wearing jeans and an Ayers shirt, you are out of dress code.

At no time are hats, shorts, tank tops, short skirts, sunglasses, warm-ups (or sweat suits), clothing that has offensive pictures or sayings or open toed shoes acceptable in any program at any time. Pants must be worn with a belt, and all scrub bottoms and pants must always be pulled up. Socks must be worn at all times.

Jewelry, Make-up, Hair, and Nails

1. No more than two pairs of earrings will be allowed to be worn (two in each earlobe) and they must be of small, conservative size. Loop earrings should have an opening no larger than a dime.
2. Teeth grills, nose, eyebrow, tongue rings, labret and other facial piercings are not considered professional and will not be allowed at any time during your program.
3. Bracelets and necklaces must be conservative in size and number.
4. Rings must be removed when wearing gloves.
5. Scents and perfumes must be kept to a minimum.
6. Hair must be pulled back during all lab classes.
7. Nails must be clean and manicured.

Identification Badges

Ayers Career College requires that all staff and students always wear an ID badge in a visible manner while on school grounds. Each person plays a vital role in creating a safe and secure environment for themselves and other students and employees.

1. The ID badge must be worn so that it is readily visible to others. If not worn on a lanyard, the badge should be worn on the collar, shirt pocket or shirt sleeve.
2. The ID badge is for your use only and shall not be loaned or transferred to anyone else.
3. The ID badge shall not be altered, defaced or duplicated in any manner.
4. The loss of your ID badge must be immediately reported to the School Administration and there will be a \$5 replacement charge.
5. If you forget your ID badge, you will not be allowed to attend class unless you receive a temporary badge from the front office.
6. You must turn in your ID badge if you are terminated or withdraw from school. The badge is the School's property.
7. Failure to comply with the above requirements may result in disciplinary action.

Miscellaneous

Tattoos should be covered as much as possible, depending upon their location.

We expect students to maintain their hygiene by bathing and brushing their teeth regularly. Body odor and unbrushed teeth are considered unprofessional.

Repeated violations may lead to disciplinary action. Students violating the dress code will be asked to leave school until they are properly dressed and may be counted absent for the time they are not in class.

PERSONAL PROPERTY

The School specifically disclaims all responsibility of every kind and type whatsoever for any theft, loss, damage or destruction to any personal property of any kind owned by any student or visitor. Students are advised they must individually take absolute responsibility for safekeeping of all their property on school premises and during any school activities. The Academic Department maintains a lost and found. The School will dispose of any items left in the lost and found after 30 days.

HARASSMENT AND NON-DISCRIMINATION POLICY

Ayers is committed to providing educational and working environments for its students, employees, administrators, staff, and visitors that are free from unlawful discrimination and/or harassment. As a result, Ayers has a Harassment and Non-Discrimination Policy that applies to complaints or concerns relating to discrimination or harassment. *To the extent a student, employee, administrator, or staff member's complaint or concern is related to sexual discrimination or harassment arising out of or occurring in an educational setting, he or she is directed to Ayers' Title IX Sexual Harassment Policy.* Please contact the Human Resources Director if you have any questions about how to file a complaint or raise a concern under this policy.

In accordance with federal and state law, Ayers prohibits discrimination and harassment based on protected characteristics such as race, color, religion, gender, sexual orientation or gender identity, national origin, age, disability, military status, and any other characteristic protected by law. Unlawful discrimination and/or harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action, up to and including termination, suspension, and/or expulsion. Ayers encourages students, employees, administrators, staff, and visitors to promptly report all discrimination and harassment.

Reporting. If you believe you have been subjected to and/or witnessed discrimination or harassment, Ayers encourages you to report the incident to any official, administrator, supervisor, or the Human Resources Director as soon as possible after the occurrence. Students are encouraged to report harassing conduct to the Campus Director or the Office of the General Counsel & Vice President. If your supervisor or the Campus Director is the source of the harassing conduct, please report the behavior to the Human Resources Director at the System Office or to the President of Ayers. No person is required to report discrimination or harassment to the alleged offender.

A complaint of discrimination or harassment must be in writing. However, you can accompany or follow up your written complaint with a verbal complaint. Your identity will be protected to the extent practicable.

Investigation. Upon receipt of a written complaint of discrimination or harassment, Ayers will initiate a prompt, thorough, and impartial investigation. The investigation will be conducted by the Human Resources Director or Campus Director.

Retaliation against any individual who reports discrimination or harassment or participates in an investigation is strictly prohibited. If you believe that you are being retaliated against for making a complaint or participating in an investigation about harassment or discrimination, you should immediately report such conduct to the Human Resources Director or the President of Ayers.

TITLE IX SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. It states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” 20 U.S.C. §1681 et seq.

Title IX regulations require education programs to have a policy applicable to its community, including students, faculty, and staff, to ensure individuals have the right to be free from sexual harassment (including sexual assault, dating violence, domestic violence, and stalking), sexual exploitation, and retaliation (collectively, “Prohibited Conduct”). Prohibited Conduct will not be tolerated and will be grounds for disciplinary action up to and including suspension and/or termination from the student’s program of study. Ayers will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting sexual harassment, as well as require training and educational programming to decrease the risk of sexual assault, dating violence, domestic violence and stalking on campus. Ayers urges all individuals to learn about the steps that can be taken to prevent all forms of sexual harassment.

A. SCOPE AND APPLICABILITY

Sexual harassment, including sexual assault, dating violence, domestic violence and stalking infringe on the rights of others, violate the standards of acceptable behavior at Ayers and may be illegal under the laws of the State of Louisiana. Ayers expects all students of the Ayers community and its guests to conduct themselves in a responsible manner, showing respect for others and for the community.

Ayers does not discriminate on the basis of sex in any educational program or activity (including admission and employment). Students, staff, faculty, or other third parties who have concerns about those issues are urged to report those concerns to the Title IX Coordinator. Such persons should not wait to report conduct of concern until the discrimination or harassment escalates or becomes

sufficiently serious (i.e., severe, pervasive and persistent) to create a hostile environment.

B. JURISDICTION

Title IX applies to persons in the United States with respect to education programs or activities that receive Federal financial assistance. Under these regulations, schools must respond when sexual harassment occurs in the school's education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the individual parties and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by Ayers. Title IX applies to all of Ayers' education programs or activities in the United States, whether such programs or activities occur on-campus or off-campus.

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I. The Title IX Coordinator

Ayers has appointed Monica Wells to serve as the Title IX Coordinator, contact information for the Title IX Coordinator is:

Monica Wells
3010 Knight St. Suite 340
Shreveport, LA 71105
TitleIX@ayers.edu
(318) 677-8900

The Title IX Coordinator oversees Ayers' compliance with Title IX. Ayers' Title IX Coordinator can be used by any student as a resource for understanding and navigating the complaint process. This includes explaining policies and procedures, providing contact information for internal and external support resources, answering procedural questions from the Investigation Team, etc. However, reports or complaints to the Title IX Coordinator may not necessarily remain confidential, if the matter is one upon which the Title IX Coordinator is required by law to act.

The Title IX Coordinator is not an advocate for either the Complainant or the Respondent. The Title IX Coordinator will respond promptly in a manner that is not deliberately indifferent.

Duties of the Title IX Coordinator include:

- Offer and coordinate supportive measures
- Determine if conduct meets the definition and jurisdiction of the Title IX Sexual Harassment Policy.
- Provide the following written notices to the parties who are known:
 - (A) Notice of Ayers' grievance process including any informal resolution process.
 - (B) Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (C) Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. If either party does not have an advisor, Ayers will provide one free of charge.
- Provide a copy of this policy to both the Complainant and Respondent.
- Provide to both Complainant and Respondent information about options for obtaining medical and counseling services, information about making a criminal report, information about receiving advocacy services, and information about other helpful resources.
- Offer to coordinate with other Ayers officials, when appropriate, to implement interim remedial measures such as no-contact orders or academic accommodations.
- Sign a formal complaint in circumstances in which the Title IX Coordinator may determine Ayers must continue with an investigation without the Complainant's participation, due to Ayers' commitment to providing a safe and non-discriminatory learning and working environment free from discrimination or harassment.
- Answer procedural questions raised by members of the Title IX Team.
- Explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.
- Coordinate informal resolution procedures any time following a formal complaint before responsibility has been determined.

II. Definitions

The following definitions clarify key terminology as used in this Policy.

Actual Knowledge means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of Ayers who has authority to institute corrective measures on behalf of Ayers.

Complainant refers to the individual(s) who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent is a voluntary, informed, un-coerced agreement through words or actions freely given, which could be reasonably interpreted as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one individual overcomes the physical limitations of another individual; and when an individual is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the individual is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in an individual's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

Formal complaint refers to a document filed by a complainant (meaning a document or electronic submission (such as by electronic mail) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint) alleging Title IX Sexual Harassment against a respondent and requesting that Ayers investigate the allegation of Title IX Sexual Harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Ayers. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy.

Formal complaint may also refer to a document signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a respondent. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

Incapacitation (or incapacity) is the state in which an individual's perception or judgment is so impaired that the individual lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where an individual knows or ought reasonably to have understood that the individual is incapacitated, constitutes Title IX Sexual Harassment as defined by this policy.

Official with Authority refers to administrators who have authority to institute corrective measures on behalf of Ayers.

Party or parties refer to the complainant(s) and the respondent(s).

Report refers to information brought to the attention of an Official with Authority alleging conduct prohibited under this policy; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint.

Respondent refers to the individual(s) who has been alleged to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Third party refers to any individual who is not an Ayers student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents).

Witness refers to any individual who shares information relating to an allegation of prohibited conduct under this policy.

III. Prohibited Conduct

This policy addresses Title IX Sexual Harassment, which encompasses all of the prohibited conduct described below that occurs on the basis of sex and meets all of the following requirements:

- Occurs within the United States; and
- Occurs within Ayers' education program or activity, meaning locations, events, or circumstances over which Ayers exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs; and
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at Ayers.

Allegations of sexual misconduct that do not fall under this policy because they do not constitute Prohibited Conduct as defined in this section may constitute violations of Ayers' other policies, including but not limited to those contained in the Catalog.

In determining whether alleged conduct violates this policy, Ayers will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in discipline. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may immediately result in suspension, expulsion or termination from the student's program of study. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy.

Prohibited behaviors are:

- **Quid Pro Quo Sexual Harassment:** An employee of Ayers conditioning the provision of an aid, benefit, or service of Ayers on a student's participation in unwelcome sexual conduct;

- **Sexual Harassment:** Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to Ayers' education program or activity;
- **Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:
 - **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
 - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by an individual with whom the victim shares a child in common; (c) by an individual who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred; (e) by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred. For purposes of this policy, an intimate partner is defined as an individual with whom one

has or had a short- or long-term relationship that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships can occur between individuals of the same gender or different genders and may include (but are not limited to) marriages, civil unions, dating relationships, “hook-up” relationships, relationships in which partners are characterized as “girlfriends” or “boyfriends,” and relationships between individuals with a child in common.

- **Dating Violence:** Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting individual’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Stalking:** Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual’s safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of the Stalking definition: *Course of conduct* means two or more acts, including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual, or interferes with an individual’s property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Retaliation under this policy: No individual may intimidate, threaten, coerce, or discriminate against any student for the purpose of interfering with any right or privilege secured by this policy or because a student has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Ayers retains the right to charge a student for making a materially false statement in bad faith during the course of an investigation, proceeding, or hearing under this.

Complaints alleging retaliation under this Title IX Sexual Harassment policy, including for the exercise of rights under this policy, must be filed in accordance with this policy and will be addressed promptly and equitably. Where the individual allegedly retaliating is not affiliated with Ayers and not otherwise subject to its policies, Ayers will process the complaint and take appropriate measures.

Notwithstanding the above, the exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this policy; and charging a student with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

For purposes of this policy, consent is defined as follows:

Consent means an active agreement to participate in a sexual act. An active agreement is words and/or conduct that communicate a person's willingness to participate in a sexual act. Examples of sexual act(s) include, without limitation: vaginal intercourse; anal intercourse; oral sex; any other intrusion, however slight, of a person's finger or any object into any other person's genitals or anus; the intentional touching of a person's intimate parts (genital area, groin, inner thigh, buttock or breast), the intentional touching of the clothing covering the immediate area of a person's intimate parts, or the intentional touching of any other person with a person's own intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual gratification.

Consent can be revoked at any time. Valid Consent cannot be given if:

- A person is incapacitated and a reasonable person in the same situation as the Respondent would have known that the person is incapacitated;
- A person is forced to consent; or
- The sexual penetration of a person by the Respondent would constitute mitigated statutory rape, statutory rape, or aggravated statutory rape under state law, based on the ages of the Respondent and the other person.

Force (Forced) means words and/or conduct that, viewed from the perspective of a reasonable person, substantially impair(s) a person's ability to voluntarily choose whether to take an action or participate in an activity. Examples of Force include, without limitation:

- Physical force (e.g., hitting, punching, slapping, kicking, restraining, choking, kidnapping, using a weapon, blocking access to an exit);
- Words and/or conduct that would cause a reasonable person to fear; or
- Physical force or other harm to the person's health, safety, or property, or a third person's health, safety, or property;
 - o Loss or impairment of an academic benefit, or money;
 - o Disclosure of sensitive personal information or information that would harm a person's reputation;
 - o Disclosure of video, audio, or an image that depicts the person's nudity or depicts the person engaging in a sexual act(s); or
 - o Other immediate or future physical, emotional, reputational, financial, or other harm to the person or a third person.

Incapacitation means that a person lacks the ability to actively agree to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or their mental, physical, or developmental abilities renders them incapable of making a rational informed judgment. Incapacitation is not the same as legal intoxication. A person violates this Policy when they engage in sexual activity with another person who is incapacitated under circumstances in which a reasonable person would have known the other person to be incapacitated. For purposes of evaluating Incapacitation, a "reasonable person" means a sober, objectively reasonable person in the same situation, with ordinary sensitivities, and with similar identities as the Respondent. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical

movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

IV. Assessment of Formal Complaints

Upon receipt of a report of sexual harassment or a formal complaint, the Title IX Coordinator will respond to any immediate health or safety concerns raised. The Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, such as those set forth in Section VII herein. The Title IX Coordinator will then conduct an initial assessment for the sole purpose of determining whether the alleged conduct, if substantiated, would constitute prohibited conduct under this policy. Ayers will seek to complete this initial assessment within ten (10) business days of receipt of the formal complaint. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

- If the allegations forming the basis of the formal complaint would, if substantiated, constitute Prohibited Conduct as defined in this policy, the Title IX Coordinator shall implement any appropriate supportive measures, not already in place. In addition, the Title IX Coordinator shall initiate an investigation of the allegations under this policy in a formal complaint, as described in Section IX. However, if the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process, upon the consent of both the complainant and respondent, the Title IX Coordinator may instead refer the matter to the informal resolution process, as described in Section IX.
- If the allegations forming the basis of the formal complaint would not, if substantiated, constitute Prohibited Conduct as defined in this policy, the Title IX Coordinator shall dismiss the formal complaint from the Title IX grievance process (and the complainant and/or respondent may appeal this dismissal, as discussed in Section XII below). However, if appropriate, the Title IX Coordinator may refer the matter to the Vice President of Operations for review pursuant to other relevant student or employee policies. In addition, at any time prior to the hearing, Ayers may dismiss a formal complaint if:
 - The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or any allegations therein;
 - The respondent is no longer enrolled or employed by Ayers; or
 - Specific circumstances prevent Ayers from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.
 - Upon dismissal, Ayers shall promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties via electronic format. Both parties will have equal right to appeal the dismissal through the appeal process described in Section XII.

The determination regarding dismissal becomes final either: (i) on the date that the parties are provided with the written determination of the result of an appeal, if an appeal is filed, or (ii) if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct.

V. Confidentiality and Privacy

Issues of privacy and confidentiality play important roles in this and may affect individuals differently. Privacy and confidentiality are related but distinct terms that are defined below.

In some circumstances, the reporting responsibilities of Ayers students, or Ayers' responsibility to investigate, may conflict with the preferences of the complainant and/or respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action. Requests for confidentiality or use of anonymous reporting may limit Ayers' ability to conduct an investigation.

1. Confidentiality Rights of Complainants and Respondents

While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

Medical, psychological, and similar treatment records are privileged and confidential documents that cannot be accessed or used for a grievance process under this policy without the relevant party's voluntary, written consent.

2. Privacy

The term "privacy" refers to the discretion that will be exercised by Ayers in the course of any investigation or grievance processes under this policy. In all proceedings under this policy, Ayers will take into consideration the privacy of the parties to the extent possible.

In accordance with federal regulations, Ayers will keep confidential the identity of any individual who has made a report or formal complaint under this policy, including any complainant, any individual who has been reported to be the perpetrator, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act ("FERPA"), or as required by law, or to carry out the purposes of conducting any investigation or hearing under this policy.

Any additional disclosure by Ayers of information related to the report or formal complaint may be made if consistent with FERPA or the Title IX requirements. In addition, governmental agencies may mandate certain reporting related to prohibited conduct under this policy involving employees or students.

VI. Options for Complainants, Respondents, and Other Reporting Individuals

A complainant, respondent, or witness has many options, including counseling and support services. Information regarding contact information for local law enforcement as well as contact information for Confidential Resources that are available to provide support to parties and witnesses are described in further detail in Appendix A.

After consulting a Confidential Resource as appropriate, a complainant may:

- Request supportive measures from the Title IX Coordinator (see [Section VII](#));
- File a formal complaint with the Title IX Coordinator, thereby invoking Ayers' internal grievance process (see [Section II](#)); and/or
- Contact local law enforcement to file a criminal complaint (see Appendix A). At the complainant's request, Ayers will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue a criminal process.

An individual may pursue some or all of these steps at the same time. When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting individuals are encouraged to consult a Confidential Resource (see Appendix A).

1. Students' Responsibility to Report

Any student of Ayers who learns of a potential allegation of sexual harassment, including quid pro quo harassment or hostile educational environment must, within 24 hours of receiving the information, report it to the Title IX Coordinator.

2. Anonymous Reporting

If a reporting individual makes an anonymous report, the Title IX Coordinator will consider how to proceed, taking into account the individual's articulated concerns; the best interests of the Ayers' community; fair treatment of all individuals involved; and Ayers' obligations under Title IX.

A complainant cannot file a formal complaint anonymously.

3. Timeliness of Report

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize Ayers' ability to respond promptly and effectively. Reports and formal complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the report or formal complaint, Ayers may not be in a position to gather evidence sufficient to reach a determination as to the formal complaint and/or Ayers may not be able to take disciplinary action against the respondent. However, Ayers will still seek to provide support for the complainant and seek to take steps to end the prohibited behavior, prevent its recurrence, and address its effects.

VII. Supportive Measures for Complainants and Respondents

Upon receipt of a report or formal complaint of a violation of this policy, Ayers, through the Title IX Coordinator, will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Ayers will also consider supportive measures, as appropriate and reasonably available, for the respondent.

These supportive measures are designed to restore or preserve equal access to Ayers' educational and working programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader Ayers community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them. Ayers may provide supportive measures to the complainant or respondent, as appropriate, as reasonably available, regardless of whether the complainant seeks formal disciplinary action. Once supportive measures are approved, the parties or affected individuals will be notified in writing of the supportive measures. Ayers will maintain any supportive measures provided to the complainant or respondent as confidential to the extent possible. These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Altering work arrangements for employees or student-employees
- Safety planning
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or course schedule or job assignment.
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Requests for supportive measures may be made by or on behalf of the complainant or respondent to any Ayers official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating Ayers' response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. Ayers will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by an imposed measure.

VIII. Emergency Removal

In connection with this policy, whether or not a grievance process is underway, Ayers may summarily remove an individual from an education program or activity on an emergency basis, after undertaking an individualized safety and risk analysis, and upon the determination that the individual poses an immediate threat to the physical health or safety of any student or other individual (including themselves, the respondent, the complainant, or any other individual). In these situations, Ayers will provide the individual with notice and an opportunity to challenge the decision immediately following the removal.

IX. Informal Resolution Process

Subject to the consent of the parties and the approval of the Title IX Coordinator, Ayers permits informal resolution processes in cases in which a formal complaint has been filed with the Title IX Coordinator. Subject to approval by the Title IX Coordinator, the informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent. The informal resolution process is not available in matters involving a student and an employee.

The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes with other students in a forum that is separate and distinct from Ayers' formal grievance processes under the Title IX Sexual Harassment policy. The purpose of the informal resolution process is to address the conduct which has been reported by the complainant and place the parties in a position to pursue their academic interests in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.

Ayers may facilitate the informal resolution process prior to conducting a hearing. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX Sexual Harassment grievance process with respect to the formal complaint.

Ayers will not require, as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of Title IX Sexual Harassment. Similarly, Ayers will not require, encourage, or discourage the parties from participating in the informal resolution process. Ayers will not offer the informal resolution process unless a formal complaint is filed.

See Appendix B for additional information regarding the informal resolution process.

X. Grievance Procedures for Title IX Sexual Harassment Complaints

Ayers is committed to providing a prompt and impartial investigation and adjudication of all formal complaints alleging violations of this policy. During the grievance process, both parties (complainant and respondent) have equal rights to participate.

1. Conflict of Interest

All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as Investigators, Decision Maker, and Appeal Officer as appointed by the Title IX Coordinator in consultation with the President. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has conflicting interest or is biased must

report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether or not the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

2. Responsibility to Review Reports and Formal Complaints

The Title IX Coordinator may review reports of violations of this policy even absent the filing of a formal complaint, or under certain circumstances, even if a formal complaint has been withdrawn. The Title IX Coordinator may need to file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the Ayers community, fair treatment of all individuals involved, and Ayers' obligations under Title IX.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

3. Presumption of Good Faith Reporting

Ayers presumes that reports of Prohibited Conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

4. Presumption of Non-Responsibility

The respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process.

5. Honesty and Cooperation during Grievance Process

Ayers expects all members of the Ayers community to be honest and cooperative in their official dealings with Ayers under this policy. In this regard, individuals are expected to acknowledge requests from Ayers officials for information in a timely fashion and to make themselves available for meetings with Ayers officials or any persons acting on behalf of Ayers; any student or member of the faculty or staff who fails to do so may be subject to discipline. However, parties and witnesses may choose not to attend the hearing or may choose not to participate in cross examination at the hearing.

6. Advisors

Throughout the grievance process, each party may have an advisor of their choice; parties may change their advisor at any time during the grievance process. An advisor is an individual chosen by a complainant or a respondent to provide guidance during the grievance process. An advisor may be a member or non-member of Ayers community and may be an attorney. If a party is unable to select an advisor, Ayers will provide without fee or charge to that party an advisor selected by Ayers (who may be, but is not required to be, an attorney) to be present at any

interviews or meetings. In addition, the advisor will participate in any hearing for the purpose of conducting cross-examination of the other party and/or any witnesses.

The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process, but the advisor may not actively participate in interviews and may not serve as a proxy for the party. The advisor may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the advisor may not actively participate in the hearing.

Any individual who serves as an advisor is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by Ayers. Ayers (including any official acting on behalf of Ayers such as an investigator or a hearing panelist) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and to take appropriate steps to ensure compliance with this policy.

7. Prior Sexual Behavior

The complainant's predisposition or prior sexual behavior are not relevant and will not be used during the grievance process, unless 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.

8. Consolidation

The Title IX Coordinator has the discretion to consolidate multiple formal complaints as to allegations of Title IX Sexual Harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

9. Investigation of Allegations of Violations of Other Policies

When an initial assessment or investigation under this policy identifies additional related possible violations of Ayers policies by the same party(ies) that would normally be handled by another responsible office, the Title IX Coordinator, with the approval of that responsible office, may direct investigators under this policy to investigate such other possible violations at the same time that they investigate the allegations covered by this policy. Under such circumstances, the records from the investigation of the non-Title IX Sexual Harassment matter shall be provided to the person responsible for adjudicating that non-Title IX Sexual Harassment matter in accordance with applicable Ayers policies and procedures.

10. Procedures Where One Party Is a Member of the Ayers Community and the Other Party Is a Non-Member of the Ayers Community

When a third party, (i.e., a non-member of our Ayers community) is a party under this policy, Ayers will use disciplinary procedures that are generally consistent with the disciplinary procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the Ayers community.

XI. Investigation and Adjudication

1. Timing

Ayers will seek to complete the investigation and adjudication within ninety (90) business days after the investigators' first interview of the complainant. Investigations will proceed according to the aforementioned timeframe during times when Ayers is not in session. Timeframes for all phases of the grievance process, including the investigation, the hearing, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, advisor, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. Ayers will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

In accordance with policy, Ayers will review requests for language assistance and accommodation of disabilities throughout the investigation and adjudication process.

Although cooperation with law enforcement may require Ayers to temporarily suspend the fact-finding aspect of an investigation, under such circumstances, Ayers will promptly resume its investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. Ayers will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide supportive measures for the complainant or respondent. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. Investigation

If the Title IX Coordinator has determined, following an initial assessment, that an investigation is appropriate, the Title IX Coordinator will refer the matter for investigation to an investigator or investigators.

a. Notice of Investigation

Following the receipt and review of the formal complaint by the Title IX Coordinator, and it being determined that the matter properly falls under this Title IX Sexual Harassment policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.
- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
Notice of the allegations potentially constituting Title IX Sexual Harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.

- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of Ayers policy.
- Information regarding the applicable grievance procedures, including the informal resolution process.

If, during the investigation, additional information is disclosed that may also constitute Prohibited Conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

b. Collection of Evidence

The investigators will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigators are responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigators during the investigation. If a party or witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Decision Maker (see Section IX (3)), be excluded from consideration at the hearing. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigators will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three (3) business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately and will be interviewed by the investigator. The investigator will interview witnesses as necessary and may, at their discretion, delegate witness interviews to two investigators. The investigator will record all interviews or take notes during the interviews. Any other recording of interviews is prohibited and violations may result in discipline.

In general, a party's medical and counseling records are confidential. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of

treatment to the party, unless the investigator obtains that party's voluntary, written consent to do so.

The investigator will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

c. Case File

After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigator has completed any witness interviews and any gathering of evidence, the investigator will prepare a case file. The case file will include all collected evidence that is directly related to the allegations raised in the formal complaint, including the evidence upon which Ayers does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence. The investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party and their advisor in electronic form or hard copy. In all cases, any information relied on in adjudicating the matter will be provided to the parties and their advisors. The investigator will also provide an updated Notice of the Allegations, as appropriate.

Within ten (10) business days of receiving the case file, each party may respond in writing, which may include a request that the investigators collect additional evidence. If the investigator believes that further information is needed following receipt of any responses from the parties, the investigator will pursue additional investigative steps, if needed. The parties and their advisors will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigator, in electronic format or hard copy.

d. Investigative Report

Following their review of the parties' responses (if any) to the case file, the investigator will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information.

At least ten (10) business days prior to the hearing, the investigative report will be provided to the parties and their advisors via electronic format.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five (5) business days prior to the start of the hearing. The response may consist of a written statement not to exceed 10 pages. At least 48 hours prior to the hearing, the parties and their advisors will be provided with the other party's written response to the investigative report, if any, in electronic format.

3. Hearing

An alleged Title IX violation complaint must be resolved through the Title IX Hearing process, unless the parties agree to an Informal Resolution. A Decision Maker, appointed by the Title IX Coordinator in consultation with the President, will hear every case.

At least ten (10) business days prior to the hearing, the parties and their advisors will be notified of the hearing date, time, and location (or relevant electronic information, if the hearing will be conducted remotely). The Decision Maker will have absolute discretion with respect to administering the hearing. The Decision Maker will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The Decision Maker will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or advisor.

Prior to the hearing, the Decision Maker will be provided with the case file, investigative report, and any responses to the investigative report. She/he shall review the case file (including the parties' responses), ask questions during the hearing as deemed appropriate, and deliberate the adjudication of responsibility (as described in Section XI(3)(e)).

In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Decision Maker can determine their relevance. The Decision Maker has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

At the Decision Maker's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisors to explain the hearing protocol.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at Ayers' discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Ayers may delay or adjourn a hearing based on technological errors not within a party's control. Each party may make requests related to the format or the nature of their participation in the hearing. The Decision Maker will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Decision Maker and the parties to simultaneously see and hear the party answering questions. As appropriate and/or at the discretion of the Decision Maker, hearings may be conducted in person or by video conference or any other means of communications by which all individuals participating are able to see and hear each other.

a. Standard of Proof

The standard of proof under this policy is preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

b. Expectation regarding the Complainant, the Respondent, and the Witnesses regarding the Hearing

In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.

If the complainant, the respondent, or a witness informs Ayers that they will not attend the hearing (or will refuse to be cross-examined), the hearing may proceed, as determined by the Title IX Coordinator. The Decision Maker may not, however: (a) rely on any statement or information provided by that non-participating individual in reaching a determination regarding responsibility; or (b) draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing (or their refusal to be cross-examined).

c. Case Presentation

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisors to conduct cross examination of the other party and/or of relevant witnesses. A typical hearing may include brief opening remarks by the Decision Maker; questions posed by the Decision Maker to one or both of the parties; questions posed by the Decision Maker to any relevant witnesses; and cross-examination by either party's advisor of the other party and relevant witnesses. The parties will have equal opportunity to present fact and expert witnesses, and other inculpatory and exculpatory evidence.

The parties' advisors will have the opportunity to cross examine the other party (and witnesses, if any). Such cross examination must be conducted directly, orally, and in real time by the party's advisor and never by a party personally. Only relevant cross examination questions may be asked of a party or witness. Before a party or witness answers a cross-examination question that has been posed by a party's advisor, the Decision Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Others may attend the hearing at the request of or with the prior approval of the Decision Maker, but the parties will be notified in advance of anyone else who will be in attendance.

d. Record of Hearing

Ayers shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited. Violations may result in discipline.

e. Evaluation of Evidence and Written Determination

Following the hearing, the Decision Maker will consider all of the relevant evidence and deliberate regarding responsibility. The Decision Maker shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy.

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on

documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision Maker.

Decision Makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall they base their judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Decision Makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision Maker may draw an adverse inference as to that party or witness' credibility.

The Decision Maker shall write a written determination, which will contain: (1) the allegations potentially constituting Title IX sexual harassment; (2) 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 (if any), methods used to gather other information, and the hearing); (3) findings of fact supporting the determination; (4) conclusions regarding the application of this policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility (as described in Section XI(4)), and whether any remedies designed to restore or preserve equal access to Ayers' education program or activity or working environment will be implemented; and (6) relevant appeal information for the parties. Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below.

The parties and their advisors will simultaneously be provided with the written determination via electronic format.

4. Disciplinary Sanctions and Remedies (to be included in the Written Determination)

The sanctions will be imposed by the Campus Director if the respondent is a student and in consultation with Human Resources, if the respondent is a faculty or staff member. Sanctions will take into account the seriousness of the misconduct as compared to like cases in the past, the

respondent's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore or preserve equal access to Ayers' education program or activity.

See Appendix C for the range of sanctions under this policy.

XII. Appeal

Appeals under this policy will be heard by an individual ("Appeal Officer"), appointed by the Title IX Coordinator, in consultation with the Campus Director.

Both parties have equal rights to an impartial appeal at the following junctures:

Upon the dismissal of a formal complaint or any allegations therein; or

Upon receiving the written determination regarding responsibility and, when applicable, sanction and remedies.

Appeals may be submitted on the following bases:

- (1) procedural irregularity that affected the outcome of the matter;
- (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter;
- (3) the Title IX Coordinator or their staff, investigator(s), the Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or
- (4) the sanctions (or recommended sanctions) are not commensurate with the violation.

To appeal, a party must electronically submit a written appeal statement to Title IX Coordinator within five (5) business days of receipt of the written determination or dismissal. The Appeal Panel Chair may deem a late submission reasonable only under extenuating circumstances, and the Appeal Panel Chair may decide in their sole discretion what constitutes valid extenuating circumstances. The appeal shall consist of a written statement not to exceed ten (10) pages, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed ten (10) pages, to the Title IX Coordinator within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.

An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of Ayers' rules has occurred.

In deciding an appeal, the Appeal Panel may consider the case file and any responses, investigative report and any responses, the hearing record, the written determination, and any written appeal(s) or statements by the parties. The Appeal Panel also may consider any other relevant materials and that have been shared with the parties.

The parties and their advisors will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

- If the Appeal Panel finds that the earlier decision should stand, the parties will be so informed, and the Title IX process is concluded.
- If the Appeal Panel finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the Decision Maker to determine appropriate further action.
- If the Appeal Panel finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded to the Decision Maker for appropriate further action.
- If the Appeal Panel finds that the Title IX Coordinator or their staff, investigator(s), or the Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter, the Appeal Panel will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.
- If the Appeal Panel finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the Decision Maker for reconsideration.

The Appeal Panel will seek to complete the appeal review within twenty (20) business days of receipt of the appealing party's written statement.

Unless further proceedings are necessary, the determination regarding responsibility becomes final either: (i) on the date that the parties are provided with the written determination of the result of an appeal, if an appeal is filed (at which point the Title IX Sexual Harassment grievance process is concluded), or (ii) if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the Title IX Sexual Harassment grievance process is concluded).

XIII. Training

Ayers will provide appropriate training to Ayers officials with responsibilities under this policy, including the Title IX Coordinator, investigators, potential Decision Makers and Appeal Panel members, and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment, the scope of Ayers' education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Ayers will ensure that Decision Makers receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant's sexual predisposition or prior sexual behavior. Ayers will ensure that investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence.

XIV. Record Retention

Ayers will maintain records of the following for a period of seven (7) years:

- Each Title IX Sexual Harassment grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided

- to the complainant designed to restore or preserve access to Ayers' education program or activity;
- Any appeal and the result there from;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, Decision Makers, Appeal Panel members, and any individual who facilitates the informal resolution process with regard to Title IX Sexual Harassment; and
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of Title IX Sexual Harassment. In each instance, Ayers will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Ayers' educational and working program or activity. If Ayers does not provide a complainant with supportive measures, then Ayers will document the reasons why.

XV. Modification and Review of Policy

Ayers reserves the right to modify this policy to take into account applicable legal requirements or extraordinary circumstances.

At regular intervals, Ayers will review this policy to determine whether modifications should be made.

Appendix A:

Law Enforcement and Confidential Resources

Any individual may contact local law enforcement concerning alleged sexual harassment that may constitute a crime.

Information shared with Confidential Resources (including information about whether an individual has received services) will be disclosed to the Title IX Coordinator or any other individual only with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor).

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential. Other off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Ayers unless the victim requests the disclosure and signs a consent or waiver form.

Appendix B:

Informal Resolution Process

The informal resolution process is a voluntary, remedies-based process designed to provide members of the Ayers community with an option to resolve certain disputes with other members of the Ayers community in a forum that is separate and distinct from the formal grievance processes under the Title IX Sexual Harassment Policy. Subject to approval by the Title IX Coordinator (see below), the informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent. *The informal*

resolution process is not available in matters involving a student and an employee. The purpose of the informal resolution process is to eliminate the conduct which has been reported by the complainant (and prevent its recurrence), and place both individuals in a position to pursue their academic, working, and non-academic interests in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.

Prior to participating in the informal resolution process, parties will be notified in writing of the information contained in this Appendix B.

The following are features of the informal resolution process:

Participation in the informal resolution process is completely voluntary.

No party will be required to participate in the informal resolution process; and

Ayers will not require, encourage, or discourage the parties from participating in the informal resolution process.

All parties must consent in writing to participation in the informal resolution process.

Ayers may offer the informal resolution process only under the following circumstances:

A formal complaint (as defined in section II) has been filed by the complainant;

The Title IX Coordinator has determined, through an initial assessment (see section IV), that the alleged conduct, if substantiated, would constitute Title IX Sexual Harassment or Sexual Misconduct;

The Title IX Coordinator has determined that the informal resolution process is appropriate for this matter.

All parties will be provided with a written notice disclosing the allegations, the requirements of the informal resolution process, and any outcomes resulting from participating in the informal resolution process.

At any time prior to signing an informal resolution agreement, any party has the right to withdraw from the informal resolution process and resume the formal grievance process.

Under the informal resolution process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record. If a formal complaint is filed against the respondent in a subsequent matter under the Title IX Sexual Harassment policy, the respondent's participation in a prior informal resolution process will not be considered relevant and will not be taken into account in the resolution of the subsequent complaint.

Parties may be accompanied by a member of the Ayers community who will serve as a support person to any meeting related to the informal resolution process. However, an Ayers support person may not actively participate in meetings and may not serve as a proxy for the party. Any individual who serves as

an Ayers support person is expected to make themselves available for meetings as scheduled by Ayers. Ayers (including any official acting on behalf of Ayers) has the right at all times to determine what constitutes appropriate behavior on the part of an Ayers support person and to take appropriate steps to ensure compliance with this policy.

Any agreements reached as part of the informal resolution process must be approved by the Title IX Coordinator in order to ensure consistency with Ayers' federal obligations. If the Title IX Coordinator determines at any time prior to the signing of the informal resolution agreement that the informal resolution process is no longer appropriate, the Title IX Coordinator may terminate the process.

Upon signing the informal resolution agreement, the parties are bound by its terms and cannot opt for a formal grievance process based on the conduct alleged in the formal complaint.

Failure to comply with the signed agreement may result in disciplinary action for either party.

If the parties' circumstances change significantly, they may request a supplemental agreement; the Title IX Coordinator will determine whether it is appropriate to proceed.

Initiation of the Informal Resolution Process

If the complainant files a formal complaint and requests to engage in the informal resolution process, the Title IX Coordinator will consider whether the informal resolution process is appropriate in the particular matter. In making this determination, the Title IX Coordinator will consider the following factors:

- The disciplinary record (or past conduct) of the respondent relating to sexual misconduct, physical violence, failure to comply with a No Contact Order, and/or other relevant conduct;
- The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety;
- Whether the circumstances warrant the Title IX Coordinator filing a formal complaint (e.g., if there is sufficient evidence to proceed with an investigation/adjudication even absent participation by the complainant);
- Whether proceeding with the informal resolution process is in accordance with the principles and objectives of Ayers' Title IX Sexual Harassment policy, as determined by the Title IX Coordinator; and/or
- Whether proceeding with the informal resolution process in matters involving faculty and staff members is in accordance with Ayers' employment practices.

If the Title IX Coordinator determines that a case is not appropriate for the informal resolution process, the Title IX Coordinator will inform the complainant that the informal resolution process is unavailable.

If the formal grievance process has already begun, either party may seek to initiate the informal resolution process up until five business days prior to the hearing. If both parties agree to participate in the informal resolution process and the Title IX Coordinator approves of the informal resolution process, the formal grievance process will be adjourned while the informal resolution process is pending; if an agreement is not reached, the formal grievance process will be resumed.

Upon initiation of the informal resolution process, the Title IX Coordinator will refer the matter to a trained informal resolution facilitator (“facilitator”). The facilitator will consult (separately) with each party in an effort to reach a resolution that best meets the interests and needs of the parties. Unless they mutually choose to do so as part of an agreement, the parties will not meet together in person as part of the process.

Potential Outcomes of the Informal Resolution Process

Depending on the nature and circumstances of the particular situation, parties may agree to outcomes such as:

- Long-term extension of a mutual No Contact Order or No Communication Order;
- Imposition of a “skewed” No Contact Order, placing the burden on the respondent to limit the respondent’s physical proximity to the complainant;
- Restrictions on the respondent from participation in particular organizations or events;
- Participation by the respondent in an alcohol education program designed to reduce the harmful problems associated with alcohol abuse;
- Provision to the respondent of an “impact statement” written by the complainant (describing the impact(s) that the respondent’s conduct had on the complainant);
- Conversation between the parties facilitated by a trained individual appointed by the Title IX Coordinator; and
- Other measures deemed appropriate by the Title IX Coordinator.

Failure to Comply with the Informal Resolution Agreement

Failure to comply with the signed agreement may result in disciplinary action for either party, consistent with the disciplinary procedures described applicable policy manuals (for faculty and staff members).

Records Relating to the Informal Resolution Process

The records relating to the informal resolution process will be maintained in accordance with section XIV.

Prior to participating in the informal resolution process, parties will be notified in writing that any information gathered during the informal resolution process may be used in the Title IX Sexual Harassment formal grievance processes described in Section X, if the informal resolution process ends prior to a written agreement being signed by the parties. However, Ayers will not draw any adverse inference based on a respondent’s participation in the informal resolution process, nor will such participation be considered an admission by the respondent.

Even if the parties enter into a written informal resolution agreement, if information related to the violation of other Ayers policies comes to light through the informal resolution process, such information may be used in other Ayers disciplinary processes.

Retaliation

The protections against Retaliation described in section III apply to individuals participating in the informal resolution process. Disciplinary consequences may result for those found responsible for Retaliation.

Time Frame for the Informal Resolution Process

The time frame for completion of the informal resolution process may vary, but Ayers will seek to complete the informal resolution process within thirty (30) business days of completion of the initial assessment. Should the time period extend beyond this time frame, the parties will be notified.

Appendix C: Range of Sanctions under this Policy

Members of the Ayers community may be subject to disciplinary sanctions for violating this policy.

Sanctions Applicable to Students

The sanctions for students are listed below.

1. **Warning.** An admonition that does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
2. **Reprimand.** Reprimand is a stronger admonition than a warning, intended to signal that the student has committed a minor infraction, conveying that the student must be vigilant against future infractions, and providing a disincentive against future infractions in that a reprimand will not become part of the student's permanent record unless there is a subsequent infraction, at which point the reprimand will be formally recorded on the student's permanent record.

Both a warning and a reprimand may be taken into account in judging the seriousness of any future violation.

More serious violations may be met with the following formal responses which are recorded on the student's permanent record.

1. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from Ayers. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

Disciplinary probation appears on a student's permanent record at Ayers (but not on the transcript) and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

2. **Withholding of Degree.** In cases involving students in their final semester, Ayers may withhold a student's Ayers degree for a specified period of time. This sanction is imposed instead of suspension at the end of a student's final year when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at Ayers and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
3. **Suspension.** Removal from enrollment in Ayers for a specified period of time. A suspension is recorded on a student's transcript. Relevant information remains on the

student's permanent record at Ayers and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

4. **Suspension with Conditions.** Removal from enrollment in Ayers for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. A suspension with conditions is recorded on a student's transcript. Relevant information remains on the student's permanent record at Ayers and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
5. **Expulsion.** Permanent removal from enrollment in Ayers, without any opportunity for readmission to the community. Expulsion is recorded on a student's transcript. Relevant information remains on the student's permanent record at Ayers and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

The following may accompany the preceding sanctions, as appropriate:

Censure. Censure can be added to any of the other sanctions listed above, except warning and reprimand. Censure indicates Ayers' desire to underscore the seriousness of the violation and the absence of mitigating circumstances, and to convey that seriousness in response to future authorized inquiries about the given individual's conduct.

Restriction of Access to Space, Resources, and Activities. When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.

Sanctions Applicable to Faculty and Staff Members

For violations of this policy by faculty or staff members, disciplinary sanctions may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension (or recommendation for suspension), demotion, termination (or recommendation for termination) in accordance with applicable policies. Ayers may place a faculty or staff member on administrative leave during the pendency of a grievance process, provided that such action shall not modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Sanctions Applicable to Non-Members of the Ayers Community

For violations of this policy by non-members of the Ayers community, disciplinary sanctions may include being temporarily or permanently barred from Ayers or subject to other restrictions.

HEALTH, SECURITY AND SAFETY

All students, staff and faculty of Ayers Career College should be aware of medical treatment available on campus, and the procedure for acquiring medical care and/or transportation in case of emergency. There

is a first aid kit available at the receptionist's desk, in common areas, and in all labs. In all instances of any type of emergency, the School's Emergency Response Plan will be followed.

Emergency Medical Care

All students, staff and faculty should immediately report a medical emergency to the Campus Director, or Associate Campus Director (referred to collectively as "Administrators"). The notified employee will contact the nearest faculty member who is trained in CPR and call 911 for emergency medical services for the person in need of such services. The notified employee will communicate to the EMS dispatcher the exact location of the emergency (address, school name, contact person, and telephone number) and inform relatives/points of contact of the victim and inform them of the situation. If none of the Administrators are available, students are directed to contact a member of the faculty or staff. Members of the faculty and staff are instructed to call 911 when the administrators are unavailable.

Minor Emergency Care

Minor emergency medical care requirements will be reported to the Associate Campus Director. These problems will be resolved utilizing the first aid kit only or by referral to the appropriate medical facility or physician.

Severe Weather Information

Severe weather may consist of high winds, tornadoes, snow, hail or heavy rainfall. Ayers Career College Administrative Staff will monitor weather forecasts and bulletins concerning potential severe weather. If conditions indicate the possibility of severe weather, the Campus Director and/or Associate Campus Director will make the decision for canceling classes and releasing students to go to their homes.

In the event the decision is made to close the School, Ayers will notify the local television and radio stations and post a message on the School's Facebook page. It is the student's responsibility to use these sources to determine any school closing. If in doubt, call the School. If the School reschedules a cancelled class meeting, students are expected to attend the rescheduled class and are accountable for all material covered during the rescheduled meeting. Students who are not able to attend these rescheduled class meetings have to arrange to make up the assigned work with their respective instructor(s).

If severe weather is imminent, such as high winds, tornados, or large hail, students will be moved to the interior office/classrooms away from windows and exits. Students will return to class or be released after the weather has passed.

Fire Information

In the event of a fire, instructors, staff and students, are to evacuate the building in accordance with the Emergency Response Plan and Evacuation Plan (**located in each classroom**). Instructors are to carry their attendance rosters with them and take roll once all students have exited the building. They are to remain with their individual classes to await instructions by fire officials or the Administration to either reenter the building or dismiss students. These procedures are practiced in fire drills each year.

Bomb Threat Information

A bomb threat will be addressed by following the Emergency Response Plan and immediately notifying instructors to evacuate all students, staff and visitors from the building into the parking lot away from the building. Staff will account for students by taking roll from their individual class attendance rosters. Faculty, staff and students are instructed to call 911 to alert the authorities of a bomb threat. Neither

staff, students nor faculty will be allowed to reenter the building until the all-clear has been issued by local police personnel.

All personnel should be aware of unusual persons, or packages located within the school building. Do not pick up or handle unusual packages, especially if they have not been delivered by one of the recognized mail carriers. Any persons loitering or having no apparent reasons for being in the building will be asked if they require assistance. If they do not require assistance, an Administrator will address the situation.

Safety Tips

Students can do quite a few things to defend themselves from crime. Some crimes occur because there is a chance for them to happen. For example, a good number of crimes of burglary and theft are random, not calculated. They happen because a window is down, valuables are left in plain sight or a vehicle is left unlocked. The following are some important safety tips:

- Always try to walk in well-lit areas;
- Try to walk in a group or with at least one other individual, especially at night;
- Stay away from less-frequented places when alone, especially at night;
- Be aware of how you carry your valuables and don't leave them unattended;
- If a driver stops to ask for directions, do not get too close to the car;
- Do not ignore your instincts; if you think you are being followed, change direction or go to a public area or group of people.

If you are being followed while driving, drive to the nearest police station, fire station or a well-lit, open business where you can safely call the police. Additionally, if you are in the possession of a mobile phone, call 911. Try to get the car's license number and description.

Policies Pertaining to Campus Safety and Security Survey Reporting

Reporting Criminal Activities/Emergencies

Faculty, staff, students, and visitors should immediately report all criminal activities and/or other emergencies occurring on Campus or on public property within, or immediately adjacent to and accessible from the Campus to the Campus Director who serves as Campus Security Authority. If the Campus Director is not available, the report should be made to the Associate Campus Director or Night Supervisor (for night classes). If these staff members are unavailable, the report should be made to any staff or faculty member. However, if immediate intervention by a law enforcement entity or emergency response unit is warranted, the observer should, if possible, immediately dial the emergency telephone number 911. The guidelines in the Ayers Emergency Response Plan should be implemented if they pertain to the emergency.

The institution considers the following to be criminal activities or criminal activity-related:

Murder/ Non-Negligent Manslaughter	Negligent Manslaughter	Robbery
Sex Offenses, Forcible	Sex Offenses, Non-Forcible	Burglary
Aggravated Assault	Motor Vehicle Theft	Arson
Weapons Possession	Drug Abuse Violations	Hate Crimes
Liquor Law Violations	Domestic Violence	Stalking
Dating Violence		

Reporting of Criminal Actions or Emergencies on Campus

Students, faculty and staff should make criminal activity and/or emergency reports to the following personnel:

Daffodel Todd, Campus Director
Daisy Powell, Night Supervisor
Bethany Hansen, Director of Academic Affairs

If these individuals are not available, reports should be made to any staff or faculty member or 911 should be called to reach emergency responders.

In the event of the occurrence of any of the following on this Campus or on public property within, or immediately adjacent to and accessible from the Campus (i.e. criminal homicide, murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor or drug law violations, and/or possession of weapons) all students, faculty and staff will be immediately notified in a timely manner using the appropriate method as determined by the Response Team. In addition, such occurrences will be promptly posted on the school bulletin board.

Ayers Response to Crime/Emergency Reports

Ayers shall, upon receipt of a criminal activity or emergency report made by a student or employee, make written documentation of such report and retain the information for purposes of updating the Ayers Campus Safety and Security Survey which is distributed by October 1st of each year to employees and currently enrolled students and to other students and prospective students and employees upon request. Ayers will issue timely warnings and emergency notifications.

Timely Warning/Emergency Notifications Response

In the event of the occurrence of any of the criminal activities mentioned above or any potential or actual emergency on this Campus or on public property within or immediately adjacent to and accessible from the Campus, all students, faculty and staff will be notified without delay, taking into account the safety of the community. Since the Campus consists of one building, both notification and timely warnings will be made at the same time on the school's PA system, verbally or by runner as deemed necessary by the Response Team, the Campus Director, Associate Campus Director or other Campus Security Authority in accordance with the Emergency Response Plan. When safely possible, a copy of the warning or notification will be posted on the student bulletin boards.

If a situation reported to school personnel or local police agencies arises, either on or off campus that, in the judgment of the Campus Director, the Associate Campus Director or their designee, constitutes an ongoing or continuing threat to the Campus a "timely warning and emergency notification" will be issued by the Response Team without delay, taking into account the safety of the community, to each instructor and staff member who will in turn alert the students; unless by doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Preparation of Disclosure of Crime Statistics

Each year the Campus Safety Survey Administrator prepares the Annual Security Report. This is a report of campus crime statistics to comply with the Higher Education Opportunity Act. This report is prepared in cooperation with the local law enforcement agencies to record any reported crime, arrest and referral statistics occurring on campus or on public property within, or immediately adjacent to and accessible from the Campus.

By October 1st of each year an Annual Safety and Security Report which includes statistics for the previous three years concerning reported crimes on campus or on public property within or immediately adjacent to and accessible from the campus is distributed to employees and currently enrolled students. In addition, the institution has consolidated its policies concerning campus security, emergency responses and other related areas into an Emergency Response Plan which is also supplied to current students and employees. The Annual Safety and Security Report is also in the College Catalog that is provided to all new students before or at orientation and to new employees during their employee orientation. The report will be provided to any prospective student, active student or employee upon request.

Reporting of Criminal Offenses

Students and employees should report criminal offenses described in this policy in a voluntary, confidential manner to the Campus Director, Associate Campus Director or other Campus Security Authority for the purposes of making timely warnings, emergency notifications without delay, and taking into account the safety of the community, and for the annual security report disclosure. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Campus Security

Security Considerations

Overall campus security is maintained by the Shreveport Police Department, in its public capacity. Criminal incidents are referred to the local police who have jurisdiction on the Campus. The Brown Security Systems company provides keypad access for fire and police emergencies. A fire detection sprinkler system is in place throughout the Campus and most classrooms have telephones.

The name and contact information of the security company is:

Brown Security Systems
437 Highway 3191
Natchitoches, LA 71457
(318) 443-3658

Otherwise, the Campus is available for entry from 7:30 a.m. until 8:30 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday except for school holidays listed in the School's catalog. Access into the School may be made from the front of the School. The Campus is closed on Saturday and Sunday.

The Campus Director, Associate Campus Director, and the Night Supervisor have master keys to the main doors. The College's corporate members also have master keys. Doors within the Campus are kept locked except during regular school hours.

Campus Law Enforcement

Enforcement Authority

The institution does not have a dedicated law enforcement department but does keep in contact with local authorities including the Shreveport Police Department. The Campus administrative personnel enforce the policies of the School. In instances where criminal activity or an emergency situation has been reported, the Ayers administrative personnel, acting as the Response Team, have the authority to obtain the services of public law enforcement entities. However, if administrative personnel are unavailable at the time or place in which a criminal activity or emergency situation has occurred, any Ayers' personnel

or any student is given the authority and encouraged to obtain the services of public law enforcement or emergency responders by calling 911.

Policy for Prompt and Accurate Reporting

It is the policy of Ayers that all occurrences of criminal activity or emergency situations shall be reported to the Campus Director or the Associate Campus Director. The procedures in the Emergency Response Plan will be followed and a written report shall be made and retained by the Associate Campus Director with a copy sent to the corporate office. Any violations of the law on Campus will be referred to law enforcement agencies for investigation. The School does not have procedures for voluntary, confidential reporting of crime statistics. When a potentially dangerous threat to the Campus community arises, timely reports or warnings will be issued through the Ayers PA system, by runner, by email announcements, the posting of flyers on bulletin boards, in-class announcements, or other appropriate means.

Ayers Career College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Ayers cannot hold reports of crime in confidence.

Programs for Personal Security and Crime Prevention

Ayers routinely makes students and employees aware of Campus security procedures and policies through the student and employee orientation process. In addition, the school periodically holds campus-wide seminars hosted by local law enforcement agencies on such topics as personal safety, crime prevention, and drug and alcohol abuse awareness. The school also posts personal safety tips in the student break area and in the student catalog.

Off-Campus Student Activities

The institution does not provide housing for students, nor does it provide off-campus locations for student organizations.

Policy Regarding Alcohol and Drugs

Drug and Alcohol-Free Policy

It is the policy of Ayers Career College to provide a drug-free campus. Ayers Career College is committed to maintaining a drug-free campus in accordance with the applicable requirements of the United States Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on Campus and at any and all school sponsored activities.

Appropriate disciplinary sanctions will be imposed for violations of laws and the Student Code of Conduct as listed in the School Catalog. Such sanctions will include, but are not limited to, expulsion, termination of employment, referral for prosecution, and on-campus penalties imposed by the proper disciplinary bodies.

Drug and Alcohol Educational Programs

Ayers Career College recognizes that there are serious health risks associated with the use of illicit drugs and alcohol abuse. Accordingly, Ayers Career College will use its educational resources to establish a drug-free awareness program for students and employees.

Efforts to educate students and employees about health risks, available counseling, treatment, rehabilitation or re-entry programs and the local, state, and federal legal sanctions related to the unlawful possession or distribution of illicit drugs and alcohol will be the primary objective of this policy. Referral services are listed in the Student Handbook.

This objective will be accomplished by:

1. Ensuring that both students and employees acknowledge and sign their understanding of the compliance requirements of all institutional policies.
2. Providing students and employees with a listing of alcohol and substance abuse education and treatment services.
3. Providing students and employees with written information describing the use and effects of controlled substances, the school's Code of Conduct and the legal sanctions imposed by state and federal law for illegal possession or distribution of such substances.

Ayers periodically holds campus-wide seminars on drug and alcohol abuse awareness. In addition, information on drug and alcohol abuse is also posted in the student break room, and written information is provided to each enrolled student during the financial aid interview.

Sexual Offenses and Offenders

Educational Programs

Ayers educates the student community about sexual assaults, domestic violence, dating violence, stalking and date rape through periodic, mandatory campus-wide seminars on these topics. The sessions are conducted by local law enforcement. Information is also available to students through the Campus Director.

Procedures for Sex Offense Occurrences

Students who are sexually assaulted on campus should first get to a place of safety and then obtain necessary medical treatment. Victims are strongly advised to report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported to the Campus Director, Associate Campus Director or Night Supervisor. A timely warning/notification will be issued. The College shall, upon receipt of a sexual offense report made by a student or employee, make written documentation of such report and retain the information for purposes of updating the Ayers Campus Safety and Security Survey Reporting which is distributed to all employees and enrolled students by October 1st of each year.

Notifying Law Enforcement Authorities

The Campus Director shall report a sexual assault occurrence to appropriate local law enforcement entities. Filing a police report will ensure a victim receives necessary medical treatment and tests, provide the opportunity for collection of evidence, and ensure the victim has access to confidential counseling.

Student Counseling

Any student who has been sexually assaulted on campus shall be encouraged to contact the Rape Crisis Center at (318) 222-0556 for counseling.

Change in Student Status

Any student who has been sexually assaulted on campus may request a change in student status from the Registrar (i.e., change from day classes to night, etc.).

Disciplinary Action

A student who has been found to have sexually assaulted another student on campus shall receive the outcome of the investigation in a closed meeting with school administration.

If after appropriate investigation by the school administration and/or a law enforcement entity, a student has been found to have sexually assaulted another student on Campus, that student shall be immediately dismissed from enrollment at the College. Such students will not be allowed to re-enter into any program of study at Ayers Career College. All students suspected of sexually assaulting another student on campus shall be subject to the same investigation and/or disciplinary action.

Law Enforcement Information Regarding Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Ayers Career College is providing a link to the State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Information concerning registered sex offenders in the State of Louisiana may be obtained by looking at the following Louisiana State Police website: www.lsp.org. For specific information on a particular offender, you may call the Louisiana State Police at 1-866-853-6580 or visit the website of the State Sex Offender and Child Predator Registry at Louisiana State Police.

AYERS CAREER COLLEGE
8820 Jewella Avenue
Shreveport, Louisiana
CAMPUS SAFETY & SECURITY REPORT
Year Ending December 31, 2025

	All On-Campus Property			Public Property (See Definition)			Grand Total		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible (Include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Criminal Homicide	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-forcible (Include only incest and statutory rape)	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Property Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons: Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hazing									
	0	0	0	0	0	0	0	0	0

Public Property Definition: *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. A copy of the institution's Campus Safety and Security Policy may be obtained by contacting the Campus Director.*

DISABLED APPLICANTS AND STUDENTS

Ayers Career College is dedicated to compliance with the Rehabilitation Act of 1973, Section 5 and its regulations. Ayers' facilities follow federal, state and local laws and regulations, including those related to safety, health and disabilities.

Ayers Career College does not discriminate on the basis of disability in admission or access, or treatment or employment in its programs and activities. Students with a disability can request an accommodation by contacting the Associate Campus Director or Campus Director who serve as school Student Disability Coordinators.

STUDENT GRIEVANCE POLICY

A student must first attempt to resolve the matter with the School by filing a written and signed complaint with the School's officials at Ayers Career College, 3010 Knight Street, Ste. 360, Shreveport, Louisiana 71105. Only after the student has unsuccessfully attempted to resolve the matter with the School, after filing a written and signed complaint with the School's officials, shall the student's complaint relative to actions of school officials be addressed to the Louisiana State Board of Regents.

Louisiana State Board of Regents
Proprietary Schools Section
PO Box 3677
Baton Rouge, LA 70821
Telephone 225-342-4253

If the student feels that the decision of the Louisiana State Board of Regents is not acceptable, they may file their complaint with Dr. Kirk A. Nooks, President/CEO, The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. The COE website is <http://council.org>, phone number is (770) 396-3898, and FAX number is (770) 396-3790.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Registrar's office to determine the location of appropriate records and the procedure for reviewing such records.
2. The right to request that records believed to be inaccurate, or misleading be amended. The request should be submitted in writing to the Ayers Career College Registrar's Office. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, the School must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by Ayers Career College in an administrative, supervisory, academic, or support staff position; a person or company with whom Ayers Career College has contracted (such as an auditor, attorney or collection agent); a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if he or she must review the educational record in order to fulfill his or her official responsibilities.

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

Ayers Career College may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student Name
- Address
- Telephone number
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Diplomas and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a form at the Registrar's office by the end of the first week of school.

REVISIONS TO POLICIES AND PROCEDURES

Ayers Career College reserves the right to amend their policies and procedures, including those outlined in this Catalog, at any time. Students will be notified of changes that pertain to them via email announcements and posting of any policy change on the student bulletin board located in the student break area and/or the program of study specific bulletin boards located throughout the campus.

STUDENT SERVICES

CAREER SERVICES

Ayers Career College assists graduates by helping them to obtain entry-level positions in their respective fields of study and provides guidance on self-directed job searches. Ayers Career College has an employer base comprised of companies that have either hired our graduates in the past or are looking to hire our graduates. Ayers Career College invites employers to visit the School and speak with our students regarding employment opportunities. Upon successful completion of the program, we will assist the graduates in obtaining entry-level employment. However, ***Ayers Career College does not guarantee job placement.*** Through our training in career development, a student is taught job-seeking skills that will be useful throughout his or her career. As a student acquires these skills, he or she will learn how to find a job on his or her own merit. However, Career Services will work diligently to help each graduate in their efforts to secure employment.

ACADEMIC RESOURCES

A resource center of materials to supplement the textbook content is available for all students to use during school hours. These materials include books, audio and video tapes and DVDs. There are separate resources for medical and technical programs.

HOUSING ASSISTANCE

Ayers Career College does not offer any type of housing assistance.

COMMUNITY RESOURCES

Listed below are some informative Community Resources such as Al-Anon, Women's Health, and other related groups. Feel free to contact the Director of Academic Affairs for more information concerning Community Resources that may be accessible to you.

Organization Website and Phone Number

- Council on Alcoholism and Drug Abuse www.cadanwla.org (318) 222-8511
- Alcoholics Anonymous www.aa.org 1 (800) 234-0246
- Al-Anon www.al-anon.org 1 (888) 425-2666
- Cocaine Anonymous www.ca.org 1 (800) 347-8998
- Drug and Alcohol Abuse Hotline www.nida.nih.gov 1 (800) 234-0420
- Family and Children's Services www.acf.hhs.gov 1 (800) 222-8000
- HIV/AIDS www.AIDS.gov See website
- Men's Health www.health.nih.gov See website
- Narcotics Anonymous www.na.org See website
- Rape Crisis Center www.therapeccrisiscenter.org 1 (888) 366-1640
- Women's Health www.womenshealth.gov 1 (800) 994-9662

COPYRIGHT INFRINGEMENT

Federal law requires that all colleges and universities provide their students with the following important information regarding United States Copyright Law and the consequences of violating this law. Violations of U.S. Copyright Law **are serious and carry stiff penalties.**

Know the Facts

- I. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities.
- II. 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 a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- III. 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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Ayers Policy Regarding Copyright Violations

Ayers Career College ("ACC") has a zero-tolerance policy for students found to have violated U.S. Copyright Law using ACC's information technology systems, including but not limited to, all ACC computers and networks. Any student that is suspected of such a violation will be immediately subjected to an internal investigation. If the investigation shows that the student did violate U.S. Copyright Law, the student will be subject to discipline up to and including dismissal from ACC.

ACC will fully cooperate and work with any law enforcement agency investigating a potential violation of US Copyright Law through the use of ACC information systems.

Legal Alternatives

As technology has improved, many sites have been created to provide individuals with legal access to copyrighted content such as movies, television shows and music. Many of these sites provide this content free of charge. For a list of alternative legal sources of copyrighted content please visit, <http://www.educause.edu/legalcontent>.

Campus Points of Contact

The listing below is not all inclusive. If you have a question or require additional information, please ask someone so that they can assist you or point you to the correct person or department.

Daffodel Todd Campus Director	Accreditation and licensing, copyright infringement, safety and security, student diversity, campus oversight, regulatory compliance, student disability coordinator, survey and data tracking
Director of External Affairs	Institutional facilities, classroom equipment, information technology, ID badges, lost and found, student records, graduate employment assistance, completion, retention and graduate employment rate information
Velvet Hernandez Registrar	Class schedules, program/course change and withdrawals, attendance and grade input, student records
Skyler Thompson Financial Aid Officer	Cost of attendance and financial aid, financial aid advising, refund policy, return of federal loan and grant assistance, student account information, tuition and fees, student loan deferments and forbearance
Daisy Powell Night Supervisor	Point of contact for all evening students as a conduit to the appropriate person and/or department

PROGRAMS OF STUDY

Electrical Technician

Heating/AC/Refrigeration

Medical Assistant

Pharmacy Technician

Electrical Technician

This program is designed to allow the student to learn the concepts and practices regarding the installation, maintenance, troubleshooting, and repair of large industrial systems and prefabricated buildings. The fundamentals of the course are presented and then applied to actual equipment in hands-on training. The student will be trained in the maintenance and troubleshooting of mechanical and electrical systems relevant to the industries in the area. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

This program is designed to prepare graduates to install, repair, service and maintain large industrial machining systems and introduce students to basics of electrical maintenance and repair.

Career Opportunities

Ayers Career College Electrical Technician graduates may find employment in any of the following settings: pre-fabricated building manufacturing, industrial production, and machine maintenance.

Offering

This program is taught four days per week for a total of thirty-six (36) quarter credit hours in a period of thirty-six (36) weeks or four evenings per week for a total of thirty-six (36) quarter credit hours in a period of sixty (60) weeks.

Day classes meet Monday through Thursday from 8:30 a.m. to 2:00 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 8:45 p.m.

Externships will be coordinated with the Director of External Affairs, Support Coordinator and Program Coordinator. Students are required to complete 120 extern hours over a six-week period. Extern hours must be scheduled Monday through Friday, between 8:00 AM and 5:00 PM, based on the approved schedule and availability of the assigned extern site.

Required Program Materials

The required program materials for the Electrical Technician program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Dual Channel Oscilloscope	\$45.00	N/A	N/A	FNIRSI
Elenco Electronics Learning Center	\$45.00	N/A	N/A	Elenco
Fox and Hound Signal Tracer	\$40.00	N/A	N/A	Klein
Digital Multimeter	\$50.00	N/A	N/A	Klein
Chromebook	\$100.00	N/A	N/A	Dell, HP, etc
Cengage Unlimited - 1 Year	\$215.00	N/A	N/A	Cengage
Tool bag	\$150.00	N/A	N/A	Various
Uniform	\$100.00	N/A	N/A	N/A
Steel Toed Boots	\$150.00	N/A	N/A	N/A
<u>\$895.00</u>				

Program Outline

Course Number	Course Name	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr. Cr. Hours
BE770	Career Development	50	10	0	60	5.5
ET105	Safety in the Workplace	30	0	0	30	3.0
ET110	Math for Electronics	30	0	0	30	3.0
ET120	Introduction to Electronics	60	60	0	120	9.0
ET130	Wiring	20	10	0	30	2.5
ET150	Electric Motor Control	40	20	0	60	5.0
ET170	Electronic Devices	30	30	0	60	4.5
ET210	Programmable Logic Controllers	30	30	0	60	4.5
ET240	Electrical Machine Control	20	40	0	60	4.0
ET260	Industrial Electronics	60	30	0	90	7.5
ET300	Externship	0	0	120	120	4.0
Total		370	230	120	720	52.5

Course Descriptions

BE 770 – Career Development (50 Lecture, 10 Lab, 60 Total) – 5.5 Quarter Credits

Career Development is focused on preparing soon-to-be graduates for their professional life after graduation. This course covers a wide variety of topics such as resume building, interview preparation, “soft skills”, and much more. This course is designed to equip students with everything they need to be successful after they have earned their diploma with Ayers.

ET105 – Safety in the Workplace (30 Lecture, 0 Lab, 30 Total) – 3.0 Quarter Credits

This course is designed to ensure that students get a complete understanding of safety in the industrial workplace, with a particular focus on safety when working with charged electrical components. This course covers correct procedures when dealing with energized systems, the proper use of personal protective equipment (PPE), proper lockout and tagout procedures, and the various safety requirements put in place by organizations such as the Occupational Safety and Health Administration (OSHA).

ET110 – Math for Electronics (30 Lecture, 0 Lab, 30 Total) – 3.0 Quarter Credits

This course acts as a primer on the various math skills future Electrical Technicians will need. While it does cover the basics of adding, subtracting, multiplying, and dividing, it also covers more advanced skills such as finding ratios and converting values to the metric system and back to USCS. Students will also receive instruction on using tools such as a multimeter and correctly reading and using the information gained.

ET120 – Introduction to Electronics (60 Lecture, 60 Lab, 120 Total) – 9.0 Quarter Credits

Introduction to Electronics takes students from no firm understanding of electricity to a working understanding of electricity, electrical components, and powered systems. Students will learn about

circuits, resistors, ranges, wiring and component diagrams, and much more. This course will give students a solid foundation for the more advanced lessons on electronics during the remainder of the program.

ET130 – Wiring (20 Lecture, 10 Lab, 30 Total) – 2.5 Quarter Credits

The wiring course focuses exclusively on the various uses of wire in an industrial setting. Wire is used internally on all devices great and small, but it is also used to connect multiple devices or to establish communication between different systems. Students will learn how to check, trace, troubleshoot, repair, and replace wire in a wide variety of settings to accomplish a wide variety of tasks.

ET150 – Electric Motor Control (40 Lecture, 20 Lab, 60 Total) – 5.0 Quarter Credits

ET150 is primarily concerned with instructing students on how electronics interact with non-digital devices. For the most part, electronic components act as starters, monitors, or controllers for an existing motor or machine, and this course will instruct students on that relationship. They will learn how to troubleshoot, repair, replace, and even rebuild components that are not performing as needed.

ET170 – Electronic Devices (30 Lecture, 30 Lab, 60 Total) – 4.5 Quarter Credits

Electronic Devices is a course designed for students to take a closer look at the starters, monitors, controllers, and other electronic devices that serve as accessories to larger, more complex systems. Students will learn how to read and write wiring diagrams, how to take apart electronic devices safely and repair them, and how to check a device for service before use. They will also learn how these devices communicate with larger machines and the common issues that can arise from this communication.

ET210 – Programmable Logic Controllers (30 Lecture, 30 Lab, 60 Total) – 4.5 Quarter Credits

Programmable Logic Controllers (PLCs) are an advanced version of traditional starters, monitors, and safety switches. Students will learn the programming languages most commonly encountered, the methods for reviewing and making changes to the code and interact with some of the more commonly encountered PLCs. They will program PLCs for various purposes, and evaluate and improve their performance using data generated by the PLC.

ET240 – Electrical Machine Control (20 Lecture, 40 Lab, 60 Total) – 4.0 Quarter Credits

ET240 focuses on the large systems themselves – how are they monitored or controlled, what their purpose is, and the steps that are needed to safely and effectively work on them. This course builds upon many of the other courses, taking what students learned previously and expanding it, allowing students to understand the systems as a whole instead of focusing on individual components.

ET260 – Industrial Electronics (60 Lecture, 30 Lab, 90 Total) – 7.5 Quarter Credits

Industrial Electronics is, in many ways, the capstone course for the Electrical Technician program. Students will take all they have learned previously and use it to design, build, troubleshoot, repair, and reconfigure a wide variety of systems that are similar or identical to those they will encounter in the field.

ET300 – Externship (120 Extern, 120 Total) – 4.0 Quarter Credits

In their last module, students will be placed with one of our employer partners who will take the skills and knowledge students have gained from their time at Ayers and put it to practical, real-world use. Students will go through the new employee orientation process, be placed in a position and given the same responsibilities – plus a little extra training – as they would if they were hired and further refine their skills under the tutelage of trained, professional personnel.

HEATING/AC/REFRIGERATION

This program is designed to allow the student to learn the concepts and practices of heating, air conditioning and refrigeration equipment, installation, humidity control, and ways to improve indoor air quality. The fundamentals of the course are presented and then applied to actual equipment in hands-on training. The student will be trained in the maintenance and troubleshooting of mechanical and electrical systems. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

This program is designed to prepare graduates to install, repair, service and maintain residential and light commercial heating, cooling and refrigeration systems and introduce students to basics of industrial and chilled water refrigeration.

Career Opportunities

Ayers Career College HVAC graduates may find employment in any of the following HVAC settings: residential, commercial, maintenance.

Offering

This program is taught four days per week for a total of thirty-six (36) quarter credit hours in a period of thirty-six (36) weeks or four evenings per week for a total of thirty-six (36) quarter credit hours in a period of sixty (60) weeks.

Day classes meet Monday through Thursday from 8:30 a.m. to 2:00 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 8:45 p.m.

Required Program Materials

The required program materials for the Heating/AC/Refrigeration program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Cengage Unlimited – 12 mos.	\$215.00	9780357700044	n/a	Cengage
Uniform	\$100.00	N/A	N/A	N/A
Toolbag	\$420.00	N/A	N/A	N/A
Chromebook	\$100.00	N/A	N/A	N/A
EPA Exam	\$26.00	N/A	N/A	N/A
EPA Exam Review Manual	\$8.50	N/A	N/A	N/A
<u>\$869.50</u>				

Program Outline

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr. Cr. Hrs.
ACM110	Technical Mathematics for HVAC	20	10	0	30	2.5
ACR114	Introduction to HVAC	10	110	0	120	6.5
ACR115	Introduction to Electricity and Automatic Controls	10	50	0	60	3.5
ACR116	Electric Motors	10	20	0	30	2.0
ACR117	Refrigeration	10	110	0	120	6.5
ACR217	Air Conditioning (Heating)	10	110	0	120	6.5
ACR218	Air Conditioning (Cooling)	0	90	0	90	4.5
ACR315	All-Weather Systems	0	60	0	60	3.0
ACR325	Domestic Appliances	0	30	0	30	1.5
BE770	Career Development	50	10	0	60	5.5
Total		120	600	0	720	42.0

Course Descriptions

ACM110 Technical Mathematics for HVAC (10 Lecture/20 Lab: Total 30 Clock Hours) 2 Qtr. Cr. Hrs.

Students will review fundamental operations of numbers including basic addition, subtraction, multiplications, division, fractions, decimals, and percentages. The course progresses to the application of fundamental math to HVAC situations. [Prerequisite: None]

ACR114 Introduction to HVAC (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

The student will learn how heat, matter and energy respond to different temperatures and pressures, with special emphasis on refrigerants and how they respond to temperature and pressure changes. This course is also designed to teach general safety practice, the name of tools and special instruments and their proper use, the names and uses of fasteners used in the industry, and how to cut, measure and braze copper tubing and safe handling of other tubing. [Prerequisite: None]

ACR115 Introduction to Electricity/Automatic Controls

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach basic electricity, series and parallel circuits, automatic controls and their components and applications, and electronic and programmable controls. Much attention is given to safety. Students will be given lab experience in wiring various systems, using multi-meters, ammeters, and Ohms' law to troubleshoot electrical systems. Students will gain practice in reading schematic and pictorial diagrams and develop critical thinking skills and logic to assess systems. [Prerequisite: None]

ARC116 Electric Motors

(10 Lecture/20 Lab: Total 30 Clock Hours) 2.0 Qtr. Cr. Hrs.

This course is designed to teach the types of electric motors, their applications, operation, and controls. Lab exercises will teach troubleshooting techniques and give practice in changing motors, fans, and bearings. [Prerequisite: None]

ACR117 Refrigeration

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the commercial system components, evaporators, condensers, compressors, expansion devices, special refrigeration systems components, and their uses in refrigeration systems. The student will learn typical operating conditions for commercial refrigeration and

troubleshooting techniques using pressure gauges, electric meters, system diagrams and schematics. [Prerequisite: None]

ACR217 Air Conditioning (Heating) (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the electric, gas, oil, and hydronic heating systems and techniques to maintain indoor air quality. Students will learn components of the various systems and techniques to maintain indoor air quality. Students will learn components of the various systems and how to safely install, maintain and troubleshoot each. Students will completely wire an electric heating system using electric diagrams and instruments. Lab exercises will acquaint students with gas heating components and special safety procedures. [Prerequisite: None]

ACR218 Air Conditioning (Cooling) (10 Lecture/80 Lab: Total 90 Clock Hours) 5.0 Qtr. Cr. Hrs.

This course is designed to teach air conditioning as it relates to comfort cooling. Operating under typical conditions, students will learn about comfort and psychometrics, and how to adjust the indoor air quality for maximum comfort. Students will also learn how to determine the correct cooling system size for a residence, how to install it, its typical operating conditions, and troubleshooting the components and controls. The student will gain experience in the lab using a psychrometer and duct size tables. The student will learn proper installation as an addition to existing heating system. [Prerequisite: None]

ACR315 All-Weather Systems (0 Lecture/60 Lab: Total 60 Clock Hours) 3.0 Qtr. Cr. Hrs.

This course is designed to teach systems that combine heating and cooling systems, including electric, gas, and oil heating added to electric air conditioning with air source and geothermal heat pumps and their components being the focus of the course. The student will learn installation, maintenance and troubleshooting using both split system and room air source heat pumps in the lab. [Prerequisite: None]

ACR325 Domestic Appliances (0 Lecture/30 Lab: Total 30 Clock Hours) 1.5 Qtr. Cr. Hrs.

This course is designed to teach repair and maintenance of refrigerators, freezers, and room air conditioners. Students will perform the service and maintenance in the lab that they will perform on the job. Students are encouraged to bring these appliances into the lab to diagnose problems and effect repairs. [Prerequisite: None]

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

HEATING/AC/REFRIGERATION HYBRID

This program is designed to allow the student to learn the concepts and practices of heating, air conditioning and refrigeration equipment, installation, humidity control, and ways to improve indoor air quality. The fundamentals of the course are presented and then applied to actual equipment in hands-on training. The student will be trained in the maintenance and troubleshooting of mechanical and electrical systems. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

This program is designed to prepare graduates to install, repair, service and maintain residential and light commercial heating, cooling and refrigeration systems and introduce students to basics of industrial and chilled water refrigeration.

Special Requirements

Hybrid students must show proof of reliable home internet connection.

Career Opportunities

Ayers Career College HVAC graduates may find employment in any of the following HVAC settings: residential, commercial, maintenance.

Offering

This program is taught four days per week for a total of thirty-six (36) quarter credit hours in a period of thirty-six (36) weeks or four evenings per week for a total of thirty-six (36) quarter credit hours in a period of sixty (60) weeks.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Day classes meet Monday through Thursday from 8:30 a.m. to 2:00 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 8:45 p.m.

Required Program Materials

The required program materials for the Heating/AC/Refrigeration program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Cengage Unlimited – 12 mos.	\$215.00	9780357700044	n/a	Cengage
Uniform	\$100.00	N/A	N/A	N/A
Toolbag	\$420.00	N/A	N/A	N/A
Chromebook	\$100.00	N/A	N/A	N/A
EPA Exam	\$26.00	N/A	N/A	N/A
EPA Exam Review Manual	\$8.50	N/A	N/A	N/A
<u>\$869.50</u>				

Program Outline

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr. Cr. Hrs.
ACM110	Technical Mathematics for HVAC	20	10	0	30	2.5
ACR114	Introduction to HVAC	10	110	0	120	6.5
ACR115	Introduction to Electricity and Automatic Controls	10	50	0	60	3.5
ACR116	Electric Motors	10	20	0	30	2.0
ACR117	Refrigeration	10	110	0	120	6.5
ACR217	Air Conditioning (Heating)	10	110	0	120	6.5
ACR218	Air Conditioning (Cooling)	0	90	0	90	4.5
ACR315	All-Weather Systems	0	60	0	60	3.0
ACR325	Domestic Appliances	0	30	0	30	1.5
BE770	Career Development	50	10	0	60	5.5
Total		120	600	0	720	42.0

Course Descriptions

ACM110 Technical Mathematics for HVAC (10 Lecture/20 Lab: Total 30 Clock Hours) 2 Qtr. Cr. Hrs.

Students will review fundamental operations of numbers including basic addition, subtraction, multiplications, division, fractions, decimals, and percentages. The course progresses to the application of fundamental math to HVAC situations. [Prerequisite: None]

ACR114 Introduction to HVAC (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

The student will learn how heat, matter and energy respond to different temperatures and pressures, with special emphasis on refrigerants and how they respond to temperature and pressure changes. This course is also designed to teach general safety practice, the name of tools and special instruments and their proper use, the names and uses of fasteners used in the industry, and how to cut, measure and braze copper tubing and safe handling of other tubing. [Prerequisite: None]

ACR115 Introduction to Electricity/Automatic Controls

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach basic electricity, series and parallel circuits, automatic controls and their components and applications, and electronic and programmable controls. Much attention is given to safety. Students will be given lab experience in wiring various systems, using multi-meters, ammeters, and Ohms' law to troubleshoot electrical systems. Students will gain practice in reading schematic and pictorial diagrams and develop critical thinking skills and logic to assess systems. [Prerequisite: None]

ARC116 Electric Motors

(10 Lecture/20 Lab: Total 30 Clock Hours) 2.0 Qtr. Cr. Hrs.

This course is designed to teach the types of electric motors, their applications, operation, and controls. Lab exercises will teach troubleshooting techniques and give practice in changing motors, fans, and bearings. [Prerequisite: None]

ACR117 Refrigeration

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the commercial system components, evaporators, condensers, compressors, expansion devices, special refrigeration systems components, and their uses in refrigeration systems. The student will learn typical operating conditions for commercial refrigeration and troubleshooting techniques using pressure gauges, electric meters, system diagrams and schematics. [Prerequisite: None]

ACR217 Air Conditioning (Heating) (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the electric, gas, oil, and hydronic heating systems and techniques to maintain indoor air quality. Students will learn components of the various systems and techniques to maintain indoor air quality. Students will learn components of the various systems and how to safely install, maintain and troubleshoot each. Students will completely wire an electric heating system using electric diagrams and instruments. Lab exercises will acquaint students with gas heating components and special safety procedures. [Prerequisite: None]

ACR218 Air Conditioning (Cooling) (10 Lecture/80 Lab: Total 90 Clock Hours) 5.0 Qtr. Cr. Hrs.

This course is designed to teach air conditioning as it relates to comfort cooling. Operating under typical conditions, students will learn about comfort and psychometrics, and how to adjust the indoor air quality for maximum comfort. Students will also learn how to determine the correct cooling system size for a residence, how to install it, its typical operating conditions, and troubleshooting the components and controls. The student will gain experience in the lab using a psychrometer and duct size tables. The student will learn proper installation as an addition to existing heating system. [Prerequisite: None]

ACR315 All-Weather Systems (0 Lecture/60 Lab: Total 60 Clock Hours) 3.0 Qtr. Cr. Hrs.

This course is designed to teach systems that combine heating and cooling systems, including electric, gas, and oil heating added to electric air conditioning with air source and geothermal heat pumps and their components being the focus of the course. The student will learn installation, maintenance and troubleshooting using both split system and room air source heat pumps in the lab. [Prerequisite: None]

ACR325 Domestic Appliances (0 Lecture/30 Lab: Total 30 Clock Hours) 1.5 Qtr. Cr. Hrs.

This course is designed to teach repair and maintenance of refrigerators, freezers, and room air conditioners. Students will perform the service and maintenance in the lab that they will perform on the job. Students are encouraged to bring these appliances into the lab to diagnose problems and effect repairs. [Prerequisite: None]

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

MEDICAL ASSISTANT

The Medical Assistant program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and clinical settings. Students are able to put theory into practice, as they are placed in medical offices to work under the supervision of the physician and other experienced medical personnel. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of this program is to prepare students to function effectively and safely as members of a medical health team. It enables students to perform procedures concerned with diagnosis, treatment and education of patients in a medical office. Successful graduates can offer their skills as an entry-level Medical Assistant in a hospital, home healthcare, clinical setting, or nursing home, etc.

Special Requirements

Students wishing to enroll in the Medical Assistant program must have all appropriate vaccinations required for employment in the industry.

Career Opportunities

Ayers Career College Medical Assistant graduates may find employment in any of the following medical standings: physician's offices/clinic, hospital, offices of health practitioners, outpatient care centers, rehabilitation centers, medical and diagnostic laboratories, nursing care facilities or private and public healthcare facilities.

Offering

This program is taught four days per week for a total of fifty-point six (50.6) quarter credit hours in a period of thirty-six (36) weeks.

Classes meet Monday through Thursday from 8:30 a.m. to 2:00 p.m.

Clinicals will be coordinated with the Director of External Affairs, Support Coordinator and Program Coordinator. Students are required to complete 140 clinical hours over a six-week period. Clinical hours must be scheduled Monday through Friday, between 8:00 AM and 5:00 PM, based on the approved schedule and availability of the assigned clinical site.

Required Program Materials

The required program materials for the Medical Assistant program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Chromebook	\$100.00	N/A	N/A	N/A
e-Textbooks - Cengage Unlimited	\$215.00	9780357700044	n/a	Cengage
MA Certification	\$90.00	N/A	N/A	N/A
NAHP Exam Review book	\$25.00	N/A	n/a	NAHP
Stethoscope	\$45.00	N/A	N/A	N/A
Blood Pressure Cuff	\$42.00	N/A	N/A	N/A
Uniform	\$290.00	N/A	N/A	N/A
BLS/CPR training	\$35.00	N/A	N/A	N/A
<u>\$842.00</u>				

Program Outline

Course		Lecture	Lab	Extern	Total Hours	Qtr. Cr. Hrs.
BE770	Career Development	50	10	0	60	5.5
ER100	Electronic Health Records	20	40	0	60	4.0
MA100	Medical Terminology	40	20	0	60	5.0
MA155	Body Structure & Disease	40	20	0	60	5.0
MA355	Patient Education and Safety in the Medical Office	40	20	0	60	5.0
MA320	Administrative Medical Assistant Duties	30	30	0	60	4.5
MA850	Clinical Medical Assisting Duties	30	30	0	60	4.5
MA900	Medical Math	30	30	0	60	4.5
MA955	Principles of Pharmacology for Medical Assisting	30	30	0	60	4.5
MA1000	Certification Review	10	50	0	60	3.5
MA1050	Clinical (Medical Assistant)	0	0	140	140	4.6
Total		320	280	140	740	50.6

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

ER100 Electronic Health Records (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides the student with the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. This course covers the medical billing process, including the flow of information from pre-registering patients through recording office visit transactions to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. [Prerequisite: None]

MA100 Medical Terminology (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. [Prerequisites: None]

MA155 Body Structure & Disease (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base

balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. [Prerequisites: None]

MA355 Intro to MA/Patient Safety

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course prepares Medical Assistants for their duties. Specifically, those related to providing patient education in areas of wellness, nutrition, and disease prevention and control. Students learn foundational concepts required for patient education including effective communication using multiple channels. Additionally, common patient barriers that hinder patient education and communication are addressed; such as language, cultural differences, stress, pain, and related psychological states. This course also explores the role of the medical assistant in the healthcare facility as it relates to maintaining the safety of coworkers and patients, including safety policies and procedures, universal precautions, medical and surgical asepsis, and office security and quality assurance. [Prerequisite: None]

MA320 Administrative Medical Assisting Duties

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening and closing the medical office, office communication, maintenance of office equipment and supplies. This course explains the knowledge and skills required for the medical assistant to perform financial management duties in the medical office. Topics include basic banking and bookkeeping procedures, medical insurance, billing and coding, and insurance claims processing. [Prerequisite: None]

MA850 Clinical Medical Assisting Duties

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course explains skills and knowledge required for the Medical Assistant to perform authorized clinical duties in the medical office. Topics include the procedures for equipment sterilization and infection control, assisting with various medical examinations, assisting with minor surgery performed in the medical office, and assisting with procedures related to various medical specialties. Additionally, students learn the Medical Assistant's role in performing procedures for obtaining samples for and performing clinical and laboratory testing common to the medical office such as blood and urine testing, radiological procedures, electrocardiography and pulmonary function testing. Students also learn the role and responsibilities of medical assistants in physical therapy and rehabilitation modalities and how to address specific needs of special populations. [Prerequisite: MA100; MA155; MA255]

MA900 Medical Math

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is designed to assist the Medical Assistant with using critical thinking skills, understanding medication orders, equipment used in medication preparation and administration, and drug labels in addition to calculating dosages administered oral and parenteral routes using the three systems of measurement.

MA955 Principles of Pharmacology for Medical Assisting

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course explains the knowledge and skills required for the Medical Assistant to accurately and safely administer medications under the supervision of a physician. Students apply basic math skills to pharmacology and drug administration, learn the pharmacological properties of common drugs related to each body system, and learn the appropriate routes and methods of drug administration. Additionally, students review the safety precautions and guidelines related to drug administration and related patient care. The course also discusses the role and legal responsibilities of the Medical Assistant in an office emergency, including Medical Assistant tasks to be performed in an emergency, emergency supplies and equipment, and basic first aid procedures for common medical office emergencies. [Prerequisite: MA100; MA155, MA200; MA255; MA320]

MA1000 Certification Review (10 Lecture/50 Lab: Total Hours 60) 3.5 Qtr. Cr. Hrs.

This course is preparation for the nationally recognized credentialing exam. [Prerequisite: All previous Medical Assistant courses]

MA1050 Clinical (0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.

This course provides the Medical Assistant student foundational information that prepares students for and supports students in their medical assistant clinical experience. The practical experience component occurs in an authorized medical facility as assigned and coordinated by the School. The student will perform or demonstrate medical procedures, medical competencies and administrative techniques in the clinical setting under the supervision of an on-site coordinator. Students will be evaluated for performance of administrative and clinical tasks and job preparatory skills such as appearance, attitude, maturity, dependability, initiative, and interpersonal skills with co-workers, supervisors, patients, and physicians. Examples of procedures are: phlebotomy; EKG; vital signs; scheduling appointments; patient history; injections; urinary catheters. [Prerequisites: [All previous Medical Assistant courses]

MEDICAL ASSISTANT HYBRID

The Medical Assistant program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and clinical settings. Students are able to put theory into practice, as they are placed in medical offices to work under the supervision of the physician and other experienced medical personnel. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of this program is to prepare students to function effectively and safely as members of a medical health team. It enables students to perform procedures concerned with diagnosis, treatment and education of patients in a medical office. Successful graduates can offer their skills as an entry-level Medical Assistant in a hospital, home healthcare, clinical setting, or nursing home, etc.

Special Requirements

Students wishing to enroll in the Medical Assistant program must have all appropriate vaccinations required for employment in the industry. Hybrid students must show proof of a reliable home internet connection.

Career Opportunities

Ayers Career College Medical Assistant graduates may find employment in any of the following medical standings: physician's offices/clinic, hospital, offices of health practitioners, outpatient care centers, rehabilitation centers, medical and diagnostic laboratories, nursing care facilities or private and public healthcare facilities.

Offering

This program is taught four days per week for a total of fifty-point six (50.6) quarter credit hours in a period of thirty-six (36) weeks. Classes are split into six-week modules. Every module, students will be required to spend 6 hours on campus for lab practice.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Clinicals will be coordinated with the Director of External Affairs, Support Coordinator and Program Coordinator. Students are required to complete 140 clinical hours over a six-week period. Clinical hours must be scheduled Monday through Friday, between 8:00 AM and 5:00 PM, based on the approved schedule and availability of the assigned clinical site.

Required Program Materials

The required program materials for the Medical Assistant program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Chromebook	\$100.00	N/A	N/A	N/A
e-Textbooks - Cengage Unlimited	\$215.00	9780357700044	n/a	Cengage
MA Certification	\$90.00	N/A	N/A	N/A
NAHP Exam Review book	\$25.00	N/A	n/a	NAHP
Stethoscope	\$45.00	N/A	N/A	N/A
Blood Pressure Cuff	\$42.00	N/A	N/A	N/A
Uniform	\$290.00	N/A	N/A	N/A
BLS/CPR training	\$35.00	N/A	N/A	N/A
<u>\$842.00</u>				

Program Outline

Course		Lecture	Lab	Extern	Total Hours	Qtr. Cr. Hrs.
BE770	Career Development	50	10	0	60	5.5
ER100	Electronic Health Records	20	40	0	60	4.0
MA100	Medical Terminology	40	20	0	60	5.0
MA155	Body Structure & Disease	40	20	0	60	5.0
MA355	Patient Education and Safety in the Medical Office	40	20	0	60	5.0
MA320	Administrative Medical Assistant Duties	30	30	0	60	4.5
MA850	Clinical Medical Assisting Duties	30	30	0	60	4.5
MA900	Medical Math	30	30	0	60	4.5
MA955	Principles of Pharmacology for Medical Assisting	30	30	0	60	4.5
MA1000	Certification Review	10	50	0	60	3.5
MA1050	Clinical (Medical Assistant)	0	0	140	140	4.6
Total		320	280	140	740	50.6

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

ER100 Electronic Health Records (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides the student with the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. This course covers the medical billing process, including the flow of information from pre-registering patients through recording office visit transactions to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. [Prerequisite: None]

MA100 Medical Terminology (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. [Prerequisites: None]

MA155 Body Structure & Disease (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base

balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. [Prerequisites: None]

MA355 Patient Education and Safety in the Medical Office (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course prepares Medical Assistants for their duties. Specifically, those related to providing patient education in areas of wellness, nutrition, and disease prevention and control. Students learn foundational concepts required for patient education including effective communication using multiple channels. Additionally, common patient barriers that hinder patient education and communication are addressed; such as language, cultural differences, stress, pain, and related psychological states. This course also explores the role of the medical assistant in the healthcare facility as it relates to maintaining the safety of coworkers and patients, including safety policies and procedures, universal precautions, medical and surgical asepsis, and office security and quality assurance. [Prerequisite: None]

MA320 Administrative Medical Assisting Duties (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening and closing the medical office, office communication, maintenance of office equipment and supplies. Additionally, this course explains the knowledge and skills required for the Medical Administrative Assistant to perform financial management duties in the medical office. Topics include basic banking and bookkeeping procedures, medical insurance, billing, coding, and insurance claims processing. [Prerequisite: None]

MA850 Clinical Medical Assisting Duties (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course explains skills and knowledge required for the Medical Assistant to perform authorized clinical duties in the medical office. Topics include the procedures for equipment sterilization and infection control, assisting with various medical examinations, assisting with minor surgery performed in the medical office, and assisting with procedures related to various medical specialties. Additionally, students learn the Medical Assistant's role in performing procedures for obtaining samples for and performing clinical and laboratory testing common to the medical office such as blood and urine testing, radiological procedures, electrocardiography and pulmonary function testing. Students also learn the role and responsibilities of medical assistants in physical therapy and rehabilitation modalities and how to address specific needs of special populations. [Prerequisite: MA100; MA155; MA255]

MA900 Medical Math (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is designed to assist the Medical Assistant with using critical thinking skills, understanding medication orders, equipment used in medication preparation and administration, and drug labels in addition to calculating dosages administered oral and parenteral routes using the three systems of measurement.

MA955 Principles of Pharmacology for Medical Assisting (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course explains the knowledge and skills required for the Medical Assistant to accurately and safely administer medications under the supervision of a physician. Students apply basic math skills to pharmacology and drug administration, learn the pharmacological properties of common drugs related to each body system, and learn the appropriate routes and methods of drug administration. Additionally, students review the safety precautions and guidelines related to drug administration and related patient care. The course also discusses the role and legal responsibilities of the Medical Assistant in an office emergency, including Medical Assistant tasks to be performed in an emergency, emergency supplies and equipment, and basic first aid procedures for common medical office emergencies. [Prerequisite: MA100; MA155, MA200; MA255; MA320]

MA1000 Certification Review**(10 Lecture/50 Lab: Total Hours 60) 3.5 Qtr. Cr. Hrs.**

This course is a preparation for the nationally recognized credentialing exam. [Prerequisite: MA955]

MA1050 Clinical**(0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.**

This course provides the Medical Assistant student foundational information that prepares students for and supports students in their medical assistant clinical experience. The practical experience component occurs in an authorized medical facility as assigned and coordinated by the Campus. The student will perform or demonstrate medical procedures, medical competencies and administrative techniques in the clinical setting under the supervision of an on-site coordinator. Students will be evaluated for performance of administrative and clinical task and job preparatory skills such as appearance, attitude, maturity, dependability, initiative, and interpersonal skills with co-workers, supervisors, patients, and physicians. Examples of procedures are: phlebotomy; EKG; vital signs; scheduling appointments; patient history; injections; urinary catheters. [Prerequisite: MA100; MA200; MA255; MA320; MA850; MA955]

PHARMACY TECHNICIAN

The Pharmacy Technician program provides an overview of the theory, principles and practices of the Pharmacy Technician. Areas of the study include accurately and safely processing prescriptions, aseptic techniques, inventory control, keeping accurate and confidential records, third party billing, acting within relevant legislation and effectively communicating orally and in writing. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of the Pharmacy Technician program is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Pharmacy Technician in either the hospital or retail setting.

Special Requirements

Students wishing to enroll in the Pharmacy Technician program must pass an initial criminal background check and drug screening before being accepted into the program. In addition, any student desiring to practice in the state of Louisiana is strictly prohibited from entering or completing the clinical portion of their training until after they receive their Pharmacy Technician permit from the State Board of Pharmacy. This process includes passing an additional criminal background check that is administered by the State Board of Pharmacy. This criminal background check must be passed while the student is actively enrolled in School. It is fully the student's personal responsibility to ascertain that they can pass all criminal background checks and the drug screening prior to entry into the program. All candidates for the Pharmacy Technician program must be 18 years of age at the time of enrollment and have all appropriate vaccinations required for employment in the industry.

Students seeking to obtain national pharmacy technician certification through the Pharmacy Technician Certification Board (PTCB) or National Healthcare Associations (NHA) must satisfy all eligibility requirements established by PTCB or NHA. Eligibility for National Certified Pharmacy Technician (CPhT or EXCPT) certification requires completion of a PTCB/NHA-Recognized Education/Training Program or, as an alternative pathway, qualifying work experience as a pharmacy technician. Candidates must also disclose all criminal and State Board of Pharmacy registration or licensure actions, comply with all applicable PTCB certification policies, and achieve a passing score on the Pharmacy Technician Certification Exam (PTCE or EXCPT). Students are responsible for meeting all PTCB/NHA requirements in effect at the time they apply for national certification. Completion of the School's Pharmacy Technician program does not, by itself, guarantee national certification, as certification is awarded by PTCB upon successful completion of its eligibility and examination requirements.

Students who obtain PTCB CPhT or EXCPT certification are responsible for maintaining their national certification in accordance with all PTCB/NHA requirements. National CPhT certification must be renewed every two years. To maintain an active certification, the required continuing education must be completed during each certification cycle and submit the required recertification application and fee by the applicable deadline. Students and graduates are responsible for monitoring their certification status, completing all required continuing education, maintaining documentation of continuing education, and complying with all PTCB/NHA policies and requirements necessary to keep their certification active. Certification requirements, continuing education requirements, fees, and renewal procedures are subject to change by PTCB or NHA, and certificants are responsible for following the requirements in effect at the time of renewal.

Career Opportunities

Ayers Career College graduates may find employment at any of the following pharmaceutical settings:

Retail (Community) Pharmacies	Hospitals/Institutional
Franchised Pharmacies	Pharmaceutical Facilities
Long Term Care Agencies	Compounding Pharmacies
Infusion Pharmacies	Nuclear Pharmacies

Offering

This program will be taught four days per week for a total of fifty-point one (50.1) quarter credit hours in a period of thirty-six (36) weeks.

Classes meet Monday through Thursday from 8:30 a.m. to 2:00 p.m.

Clinicals will be coordinated with the Director of External Affairs, Support Coordinator and Program Coordinator. Students are required to complete 140 clinical hours over a six-week period. Clinical hours must be scheduled Monday

through Friday, between 8:00 AM and 5:00 PM, based on the approved schedule and availability of the assigned clinical site.

Required Program Materials

The required program materials for the Pharmacy Technician program are as follows:

Item Title	Item Cost Per Student	Book ISBN	Book Copyright Date	Publisher
Background Check	\$65.00	N/A	N/A	N/A
Candidate's License	\$65.00	N/A	N/A	N/A
Paradigm Textbooks – 24 mos.	\$330.00	Multiple	N/A	Paradigm
Chromebook	\$100.00	N/A	N/A	N/A
Drug Screen	\$35.00	N/A	N/A	N/A
Fingerprints (Drug Charges)	\$55.00	N/A	N/A	N/A
License Fees	\$125.00	N/A	N/A	N/A
BLS/CPR training	\$35.00	N/A	N/A	N/A
PT Certification	\$150.00	N/A	N/A	N/A
Uniform	\$290.00	N/A	N/A	N/A
<u>\$1,250.00</u>				

Program Outline

Course Name		Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Qtr. Cr. Hours
BE770	Career Development	50	10	0	60	5.5
PMY100	Pharmacy Calculations I	40	20	0	60	5.0
PMY102	Pharmacy Calculations II	40	20	0	60	5.0
PMY105	Principles of Dispensing Medication	30	30	0	60	4.5
PMY130	Law & Ethics for Pharmacy Technicians	30	30	0	60	4.5
PMY140	Pharmacotherapy and Disease Processes	40	20	0	60	5.0
PMY210	Pharmacy Practice	20	40	0	60	4.0
PMY230	Sterile Products and Aseptic Techniques	20	40	0	60	4.0
PMY240	Pharmacotherapy and Drug Classification	20	40	0	60	4.0
PMY295	Pharmacy Technician Exam Review	20	40	0	60	4.0
PMY300	Pharmacy Clinical	0	0	140	140	4.6
Total		310	290	140	740	50.1

Course Descriptions

BE770 Career Development

(50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

PMY100 Pharmacy Calculations I

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY102 Pharmacy Calculations II

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY105 Principles of Dispensing Medication

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is an introduction to the role of the Pharmacy Technician in practice settings including history, personnel, resources, and ethical standards of pharmacy practice. Students will learn the role and scope of pharmacy technicians, identify the various practice settings, display appropriate work ethic and concepts, and articulate the role of pharmacy technicians as support personnel in a pharmacy. This course also includes a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy setting and a hands-on, practical approach to understanding and working with prescription charges and the billing process. [Prerequisite: None]

PMY130 Law & Ethics for Pharmacy Technicians

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is a thorough overview of law and ethics in pharmacy. It reviews federal and state laws and regulations that affect pharmacy employees. Special attention is paid to the Controlled Substances Act and the resultant activities of the Food and Drug Administration (FDA) and the Drug Enforcement Agency (DEA).

PMY140 Pharmacotherapy and Disease Processes

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course is designed to introduce the student to fundamental concepts and processes of pharmacology and human diseases. This course will provide the students with a study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. Students will be able to explain the use and side effects of prescription and OTC medications on 13 systems to include cardiovascular, respiratory, gastrointestinal, renal, nervous, endocrine, reproductive, immune, skeletal, eyes, ears, nose and throat, dermatologic, hematologic, and muscular. [Prerequisite: None]

PMY210 Pharmacy Practice

(20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substances procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. [Prerequisite: None]

PMY230 Sterile Products and Aseptic Techniques (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course will discuss sterile products information and aseptic admixture techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. [Prerequisite: None]

PMY240 Pharmacotherapy and Drug Classification (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topic includes nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. [Prerequisite: None]

PMY295 Pharmacy Technician Exam Review (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

All pharmacy technicians are required to pass the Pharmacy Technician exam to practice in the state of Louisiana. This course is designed to prepare technician candidates for the exam. [Prerequisite: None]

PMY300 Pharmacy Clinical I (0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.

This course provides an opportunity to work in a retail or hospital pharmacy setting under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently. [Prerequisite: PMY100; PMY105; PMY130; PMY140 PMY210; PMY230; PMY240; PMY295]

PHARMACY TECHNICIAN HYBRID

The Pharmacy Technician program provides an overview of the theory, principles and practices of the Pharmacy Technician. Areas of the study include accurately and safely processing prescriptions, aseptic techniques, inventory control, keeping accurate and confidential records, third party billing, acting within relevant legislation and effectively communicating orally and in writing. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of the Pharmacy Technician program is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Pharmacy Technician in either the hospital or retail setting.

Special Requirements

Students wishing to enroll in the Pharmacy Technician program must pass an initial criminal background check and drug screening before being accepted into the program. In addition, any student desiring to practice in the state of Louisiana is strictly prohibited from entering or completing the clinical portion of their training until after they receive their Pharmacy Technician permit from the State Board of Pharmacy. This process includes passing an additional criminal background check that is administered by the State Board of Pharmacy. This criminal background check must be passed while the student is actively enrolled in School. It is fully the student's personal responsibility to ascertain that they can pass all criminal background checks and the drug screening prior to entry into the program. All candidates for the Pharmacy Technician program must be 18 years of age at the time of enrollment and have all appropriate vaccinations required for employment in the industry.

Students seeking to obtain national pharmacy technician certification through the Pharmacy Technician Certification Board (PTCB) or National Healthcare Associations (NHA) must satisfy all eligibility requirements established by PTCB or NHA. Eligibility for National Certified Pharmacy Technician (CPhT or EXCPT) certification requires completion of a PTCB/NHA-Recognized Education/Training Program or, as an alternative pathway, qualifying work experience as a pharmacy technician. Candidates must also disclose all criminal and State Board of Pharmacy registration or licensure actions, comply with all applicable PTCB certification policies, and achieve a passing score on the Pharmacy Technician Certification Exam (PTCE or EXCPT). Students are responsible for meeting all PTCB/NHA requirements in effect at the time they apply for national certification. Completion of the School's Pharmacy Technician program does not, by itself, guarantee national certification, as certification is awarded by PTCB upon successful completion of its eligibility and examination requirements.

Students who obtain PTCB CPhT or EXCPT certification are responsible for maintaining their national certification in accordance with all PTCB/NHA requirements. National CPhT certification must be renewed every two years. To maintain an active certification, the required continuing education must be completed during each certification cycle and submit the required recertification application and fee by the applicable deadline. Students and graduates are responsible for monitoring their certification status, completing all required continuing education, maintaining documentation of continuing education, and complying with all PTCB/NHA policies and requirements necessary to keep their certification active. Certification requirements, continuing education requirements, fees, and renewal procedures are subject to change by PTCB or NHA, and certificants are responsible for following the requirements in effect at the time of renewal.

Career Opportunities

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Long Term Care Agencies
Infusion Pharmacies

Hospitals/Institutional
Pharmaceutical Facilities
Compounding Pharmacies
Nuclear Pharmacies

Offering

This program will be taught five days per week for a total of fifty-point one (50.1) quarter credit hours in a period of thirty-six (36) weeks. Classes are split into six-week modules. Every module, students will be required to spend 6 hours on campus for lab practice.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Clinicals will be coordinated with the Director of External Affairs, Support Coordinator and Program Coordinator. Students are required to complete 140 clinical hours over a six-week period. Clinical hours must be scheduled Monday through Friday, between 8:00 AM and 5:00 PM, based on the approved schedule and availability of the assigned clinical site.

Required Program Materials

The required program materials for the Pharmacy Technician program are as follows:

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Candidate's License	\$65.00	N/A	N/A	N/A
Paradigm Textbooks – 24 mos.	\$330.00	Multiple	N/A	Paradigm
Chromebook	\$100.00	N/A	N/A	N/A
Drug Screen	\$35.00	N/A	N/A	N/A
Fingerprints (Drug Charges)	\$55.00	N/A	N/A	N/A
License Fees	\$125.00	N/A	N/A	N/A
BLS/CPR training	\$35.00	N/A	N/A	N/A
PT Certification	\$150.00	N/A	N/A	N/A
Uniform	\$290.00	N/A	N/A	N/A

\$1,250.00

Program Outline

Course Name		Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Qtr. Cr. Hours
BE770	Career Development	50	10	0	60	5.5
PMY100	Pharmacy Calculations I	40	20	0	60	5.0
PMY102	Pharmacy Calculations II	40	20	0	60	5.0
PMY105	Principles of Dispensing Medication	30	30	0	60	4.5
PMY130	Law & Ethics for Pharmacy Technicians	30	30	0	60	4.5
PMY140	Pharmacotherapy and Disease Processes	40	20	0	60	5.0
PMY210	Pharmacy Practice	20	40	0	60	4.0
PMY230	Sterile Products and Aseptic Techniques	20	40	0	60	4.0
PMY240	Pharmacotherapy and Drug Classification	20	40	0	60	4.0
PMY295	Pharmacy Technician Exam Review	20	40	0	60	4.0
PMY300	Pharmacy Clinical	0	0	140	140	4.6
Total		310	290	140	740	50.1

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

PMY100 Pharmacy Calculations I (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY102 Pharmacy Calculations II (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates, prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY105 Principles of Dispensing Medication (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is an introduction to the role of the Pharmacy Technician in practice settings including history, personnel, resources, and ethical standards of pharmacy practice. Students will learn the role and scope of pharmacy technicians, identify the various practice settings, display appropriate work ethic and concepts, and articulate the role of pharmacy technicians as support personnel in a pharmacy. This course also includes a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy setting and a hands-on, practical approach to understanding and working with prescription charges and the billing process. [Prerequisite: None]

PMY130 Law & Ethics for Pharmacy Technicians (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is a thorough overview of law and ethics in pharmacy. It reviews federal and state laws and regulations that affect pharmacy employees. Special attention is paid to the Controlled Substances Act and the resultant activities of the Food and Drug Administration (FDA) and the Drug Enforcement Agency (DEA).

PMY140 Pharmacotherapy and Disease Processes (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course is designed to introduce the student to fundamental concepts and processes of pharmacology and human diseases. This course will provide the students with a study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. Students will be able to explain the use and side effects of prescription and OTC medications on 13 systems to include cardiovascular, respiratory, gastrointestinal, renal, nervous, endocrine, reproductive, immune, skeletal, eyes, ears, nose and throat, dermatologic, hematologic, and muscular. [Prerequisite: None]

PMY210 Pharmacy Practice (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging

and labeling, outpatient dispensing, hospital dispensing procedures, controlled substances procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. [Prerequisite: None]

PMY230 Sterile Products and Aseptic Techniques (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course will discuss sterile products information and aseptic admixture techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. [Prerequisite: None]

PMY240 Pharmacotherapy and Drug Classification (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topic includes nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. [Prerequisite: None]

PMY295 Pharmacy Technician Exam Review (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

All pharmacy technicians are required to pass the Pharmacy Technician exam to practice in the state of Louisiana. This course is designed to prepare technician candidates for the exam. [Prerequisite: None]

PMY300 Pharmacy Clinical (0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.

This course provides an opportunity to work in a retail or hospital pharmacy setting under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently. [Prerequisite: PMY100; PMY105; PMY130; PMY140 PMY210; PMY230; PMY240; PMY295]

TUITION AND FEES

Electrical Technician:

36 Weeks-Day	Tuition	\$17,455.00
52.5 Qtr. Cr. Hours	Registration	\$100.00
	Required Program Materials	\$895.00

Total Cost	\$18,450.00
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Heating/AC/Refrigeration:

36 Weeks-Day	Tuition	\$17,480.50
	Registration	\$100.00
42.0 Qtr. Cr. Hours	Required Program Materials	\$ 869.50

Total Cost	\$18,450.00
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Medical Assistant:

36 Weeks-Day	Tuition	\$17,508.00
50.6 Qtr. Cr. Hours	Registration	\$100.00
	Required Program Materials	\$842.00

Total Cost	\$18,450.00
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Pharmacy Technician:

36 Weeks-Day	Tuition	\$17,100.00
50.1 Qtr. Cr. Hours	Registration	\$100.00
	Required Program Materials	\$1,250.00

Total Cost	\$18,450.00
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Day Class Start Schedule 2026/2027

Start Date- 6 Weeks	Grading Period End Date- 6 Wks	Mid-Point- 18 Weeks	Grad Date- 36 Weeks
11/17/2025	1/15/2026	4/16/2026	8/20/2026
1/19/2026	2/26/2026	5/28/2026	10/1/2026
3/2/2026	4/16/2026	7/9/2026	11/19/2026
4/20/2026	5/28/2026	8/20/2026	1/21/2027
6/1/2026	7/9/2026	10/1/2026	3/4/2027
7/13/2026	8/20/2026	11/19/2026	4/22/2027
8/24/2026	10/1/2026	1/21/2027	6/3/2027
10/12/2026	11/19/2026	3/4/2027	7/15/2027
11/30/2026	1/21/2027	4/22/2027	8/26/2027

Evening Class Start Schedule 2026/2027

Start Date- 10 Weeks	Grading Period End Date- 10 Wks	Mid-Point- 30 weeks	Grad Date- 60 Weeks
11/3/2025	1/29/2026	6/25/2026	2/18/2027
2/2/2026	4/16/2026	9/3/2026	5/6/2027
4/20/2026	6/25/2026	11/19/2026	7/15/2027
6/29/2026	9/3/2026	2/18/2027	9/23/2027
9/7/2026	11/19/2026	5/6/2027	12/16/2027
11/30/2026	2/11/2027	7/15/2027	3/9/2028

2026-2027Holidays

MLK*
 Presidents Day*
 Spring Break
 Memorial Day*
 Juneteenth
 Independence Day*
 Labor Day*
 Fall Break
 Thanksgiving Break
 Winter Break

*requires make up

ADMINISTRATION LIST

Bruce A. Busada
President

G. Barry Busada
Senior Vice President

Janet B. Johnson
Vice President

Michael J. Busada
General Counsel & Vice President

Mitch G. Busada
Vice President of Finance

Kalil A. Busada
Vice President of Facilities

Michael G. Krieg
Vice President of Operations

Stephanie Collier
Director of Financial Aid

Marcia Upchurch
Financial Aid Coordinator

Monica Wells
Human Resources Manager

Avery Vascoe
Compliance Manager

Emily Cook
Controller

Daffodel Todd
Campus Director

Director of External Affairs

Bethany Hansen
Director of Academic Affairs

Nichole Walker
Director of Admissions

Daisy Powell
Night Supervisor

FACULTY LISTING

MEDICAL FACULTY

Full – Time

Angela L. Davis, CCMA, CPT
Medical Assistant Program
Instructor
Medical, Vocational, Clerical Subjects

Rock Bridge Training Institute – Medical Assistant Diploma
Certified Clinical Medical Assistant
31 Years Experience

Eboni Moore, CCMA
Medical Assistant Program
Instructor
Medical Assistant Subjects

Remington College – Medical Assistant Diploma
Certified Clinical Medical Assistant
10 Years Experience

Ieshia Player, NRCMA
Medical Assistant Program
Instructor – Hybrid/Traditional
Medical Assistant Subjects

Blue Cliff College – Medical Assistant Diploma
Nationally Registered Certified Medical Assistant
11 Years Experience

Sherry W. Jackson, NRCMA, NRCPT
Medical Assistant Program
Program Coordinator/Instructor
Medical Assistant Subjects

ConCorde Career Institute – Medical Assistant Diploma
Nationally Registered Certified Medical Assistant
42 Years Experience

PHARMACY FACULTY

Full – Time

Brandi Felt-Castellano, CPhT
Program Coordinator/Instructor
Pharmacy Tech Subjects

Certified Pharmacy Technician
21 Years Experience

Chad Wagstaff
Instructor
Pharmacy Tech Subjects

Ayers Career College – Certified Pharmacy Technician
13 Years Experience

Danielle R. Pomber, CPhT
Instructor – Hybrid/Traditional
Pharmacy Tech Subjects

Certified Pharmacy Technician
32 Years Experience

TECHNICAL FACULTY

Full – Time

Eric J. Casey
Instructor
Heating/AC/Refrigeration

Ayers Career College – HVAC Diploma
Certified HVAC Technician
10 Years Experience

William L. Jureski, Jr.
Instructor
Heating/AC/Refrigeration

Ayers Career College – HVAC Diploma
Certified HVAC Technician
30 Years Experience

Maurice J. Jackson
Program Coordinator/Instructor
Heating/AC/Refrigeration

Ayers Career College – HVAC Diploma
Certified HVAC Technician
46 Years Experience

Ronnie Garner
Program Coordinator/Instructor
Electrical Technician

Northwest Louisiana Community and Technical College
Certified Journeyman Electrician
12 Years Experience

MULTI-PROGRAM FACULTY

Full-Time

Bethany Hansen
Instructor
Career Development

University of Michigan – Ph.D., M.A., Biological Anthropology
University of California – B.S., Biology
15 Years Experience

Part-Time

Daisy B. Powell
Instructor
Medical Subjects & Career
Development

Wiley College, B.S. - Office Management
University of Phoenix-M.B.A.
Central Michigan University-M.S.A.
36 Years Experience

AYERS CAREER COLLEGE

ADDRESS

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The information contained in this catalog is true and correct to the best of my knowledge.



(President)

9/09/2026

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