



# MAESTRO COLLEGE

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*Great Education. Better Life!*

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Notes:

## MESSAGE FROM THE BOARD

Welcome to Maestro College where our aim is to offer superior job training in industries where jobs are in demand. We train and prepare individuals for entry-level positions in the Cybersecurity, AI Software Engineering, Medical Assisting, and Medical Billing and Coding fields. Diploma Programs offered include Medical Billing and Coding and Medical Assistant and Associate degree programs offered include AAS degree programs in Cybersecurity and in AI Software Engineering (Program offerings may vary by campus). Seminar courses are also offered for the information technology field.

Our programs are taught by experienced professionals and educators who are committed to providing quality instruction and individual attention to every student. The curriculum is relevant and approved by industry leaders who believe that the skills and theory taught at Maestro College will give graduates the competitive edge needed to excel in their chosen careers.

We encourage inquiries or scheduled visits to our campuses and welcome you to be a part of these dynamic and vital professions.

Maestro College



# GENERAL INFORMATION

## **Mission Statement**

The mission of Maestro College is to be the premier provider of hands-on training and education by providing students and graduates with the necessary skills to secure occupational careers.

## **Objectives**

The following objectives are implemented to fulfill the mission statement:

- To be recognized as the leader in the field of career college education in the Dallas area.
- To provide superior education to our students.
- To create a learning environment that is both personal and practical in a college that is friendly and efficient and keeps pace with changing professional needs
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence
- To enable students to establish independence through personal productivity in an appropriate employment opportunity
- To establish and maintain employer satisfaction within the community by providing professionally-trained graduates.
- To constantly evaluate and appraise every facet of the College's programs to ensure relevance to the workplace and to ensure effective preparation in cultural and personal growth, and to ensure compatibility with the College's standards of excellence and quality.

## **Company History**

Peloton College, L.L.C. is a Dallas-based company. Established in 2005, the College – originally named Lawyer's Assistant School of Dallas - was founded to fulfill a need in the legal and business community for well-trained, entry-level legal professionals by providing superior academic and practical skills training. In 2008, Larry Van Loon joined the organization as a partner and the College applied for national accreditation. The Accrediting Council for Independent Colleges and Schools granted the College accreditation in 2009. After accreditation, new programs were added in Electronic Health Records, Medical Assistant, Paralegal Studies, and Information Technology Support Professional; and in 2014 the College was approved to also offer Associate of Applied Science degrees for these same programs.

In 2016, Peloton College added a branch campus in Arlington, Texas. The additional campus added a convenient location for those students in the Irving, Grand Prairie, Hurst, Fort Worth, and Arlington sections of the Dallas/Fort Worth Metroplex. The organization also added new members Carlos G. Strength and Arthur D. Johnson. In 2018, Peloton College was granted initial accreditation by the Commission of the Council on Occupational Education (COE) and ended its accreditation with ACICS. In 2019, the name of the Electronic Health Records diploma program was changed to Medical Billing and Coding; the institution decided to discontinue Associate Degree level programs whose platforms were based on the diploma versions of the same programs and added the Electronic Systems Technician program in Arlington. In 2021, the Dallas campus added the Associate of Applied Science in Cybersecurity program. Information Technology related seminar courses were added in 2022.

In March of 2025, Peloton College, LLC amended its member distribution to add a new member, Masterschool, Inc. Masterschool is a global network of career training schools primarily focused on

technology training. In June 2025, Peloton College officially changed its name to Maestro College. In August 2025, Maestro College submitted an application to seek accreditation with ACCET (Accrediting Council of Continuing Education & Training), an accreditor recognized by the U.S. Department of Education since 1978. In 2025 the Dallas campus added the Associates of Applied Science in AI Software Engineering program and was approved to add the Associates of Applied Science in Business Administration with Specialty program which is scheduled to be launched in quarter 1 of 2026.

## **Campuses and Facilities**

### **Maestro College - Dallas Main Campus**

Maestro College – Dallas is in the Central Square Building at 10830 N Central Expressway, Suite 252, Dallas, Texas, close to downtown Dallas. The surrounding area encompasses city courts, medical facilities, and IT facilities as well. Maestro College is located on the Dallas Area Rapid Transit Light Rail route (DART) with a stop accessible to the College as well as near local DART bus routes and terminals.

Theory and technology-based classes are held in space located in the Central Square Building, with the space divided among lecture rooms, technology labs, a lounge area, a Learning Resource Center, and administrative offices. Computers and current software applications are utilized in the programs.

The Central Square Building is certified as handicap accessible by the Texas Department of Licensing and Regulation/Architectural Barriers Project. The College offers free covered parking to all students, which is directly behind and attached to the building.

### **Maestro College – Arlington Branch Campus**

Maestro College – Arlington is also located at 1112 E. Copeland Road, Suite 230, Arlington, Texas, close to Six Flags, The Ballpark, and the AT&T Stadium. The College has lecture classroom, technology labs, a Learning Resource Center, administrative offices, student lounge, and ample space for expansion. Parking is available at no charge directly outside the facility. The building is handicap accessible and adheres to state and federal fire and safety regulations. The branch campus phone number is (682) 330-7435.

## **ORGANIZATION AND GOVERNANCE**

### **Legal Status**

Maestro College is a private, co-educational College operated under Peloton College, LLC, a registered Limited Liability Corporation with the Texas Secretary of State. Members of the LLC and officers include Larry Van Loon, President; Larry A. Jobe and Associates (owned by Larry A. Jobe); Carlos Strength, Member and CEO; Dr. Arthur Johnson, Member; and Masterschool, Inc., Member. The College assumes full responsibility for any agreement reached between the student and the College.

### **Authorization**

Maestro College is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas, and is accredited by the Commission of the Council on Occupational Education to award diplomas and Associate of Applied Science degrees. Contact information for the Council on Occupational Education: 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, GA 30350, (770) 396-3898, [www.council.org](http://www.council.org). Degree programs are approved by Texas Higher Education Coordinating Board (THECB). Maestro College is also approved for Veteran’s Education. Maestro College applied to become an accredited institution of the Accrediting Council for Continuing Education & Training (ACCET) in August 2025. The institution’s application is under review and pending a determination by ACCET to allow the institution to move forward with the accreditation process. Final acceptance or denial of accreditation from ACCET is expected in 2026. More information regarding ACCET accreditation can be found on their website, <https://accet.org>. ACCET is located at 1722 N St NW,

## ADMISSIONS

### Admissions Requirements

The School does not discriminate in its employment, admission, instruction, or graduation policies based on creed, religion, race, color, ethnic, origin, religion, ancestry, national origin, residence, age, non-disqualifying disability, gender, financial status, sexual orientation, marital status, or veteran's status nor does the school actively recruit students already enrolled in or attending another institution offering similar programs.

### Acceptance into Maestro College requires that the applicant:

1. Be at least 17 years of age or older on the date of enrollment. \*
2. Have a high school diploma or equivalent (GED, HiSET), or a high school equivalent Home School Completion Certificate/Diploma program provided by an organization approved and/or recognized by the Texas Education Agency (TEA), Texas Private School Accreditation Commission (TEPSAC), or the U.S. Department of Education; or completion of at least an associate's degree from an accredited college, university, or other postsecondary school accredited by a U.S. Department of Education recognized accreditor.
3. Must not be enrolled at a primary or secondary institution.

\*A high school graduate under the age of 18 years of age can enroll in our program with written permission from a parent or guardian.

### Admissions Process

1. Attend an Informational Interview and tour the facility (tour not required for seminar courses or fully online programs). Parents or spouses are encouraged to be present.
2. Submit proof of age, and High School diploma (or equivalent) or as of July 1, 2015, meet all requirements for admission through ATB alternative.
3. Complete the Enrollment Agreement (not required for seminars less than 3 consecutive calendar days in length) and have an agreement with the financial office.

### Financial Aid Programs Available to Students

There are several need based and non-need based financial assistance programs available to students who qualify, to pay for tuition and other related expenses incurred when attending school. Maestro College is eligible to participate in federal student aid programs (sometimes referred to as Title IV funding) that usually consist of federal loans, grants, or combination thereof. Specific Title IV program participation available at Maestro College includes Federal Pell Grants, Stafford Loans (both Direct Subsidized and Direct Unsubsidized Loans), and Direct Plus Loans (for parent borrowers). Students must qualify for Federal Student Aid. For more information and to apply, refer to the Federal Student Aid website (<https://studentaid.gov/>) and complete the Free Application for Federal Student Aid found on the FAFSA website (<https://studentaid.gov/h/apply-for-aid/fafsa>).

Maestro College is approved to provide training for Veterans and other eligible persons under Section 3675, Title 38, United States Code (<https://www.va.gov/education/about-gi-bill-benefits/>). Other programs available to students for financial assistance include the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance (TAA) program (Note: The TAA federal program that operates at no cost to employers expired on July 1, 2022. Although the program has ended, the Texas Workforce Commission (TWC) continues to help eligible customers. TAA helps workers by providing new skills, certifications and resources to find employment. See

<https://www.twc.texas.gov/programs/trade-adjustment-assistance>). More information on WIOA is available at [www.twc.texas.gov/programs/wioa](http://www.twc.texas.gov/programs/wioa).

Students may also seek financial assistance from private lenders/agencies. Maestro College is not affiliated with nor recommends any private lenders/agencies and the decision to borrow from private funding sources is at the sole choice of the borrower. Borrowers should apply for Federal Student Aid prior to seeking private loans. Maestro College may accept personal payment plans (please contact the College President for possible payment plan arrangements).

### **Title IV Eligibility Requirements Related to Admissions**

To determine eligibility for Title IV Federal Funds, students must comply with the Satisfactory Academic Progress Policy included in this Catalog. Students must be enrolled at least halftime to receive assistance from the Federal Student Loan Programs. At Maestro College, students are enrolled in consecutive courses for each pay period and therefore are considered full-time students.

Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits, and do not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.

The School does not provide campus-based aid programs. The School works with the Veteran Affairs office (website address is <https://www.va.gov/education/about-gi-bill-benefits/>) and Title IV Federal Student Aid Programs; funding determinations are made directly through those agencies.

Guidelines for Federal Title IV eligibility is as follows:

1. The student must have a verifiable Social Security Number; be a citizen or a national of the United States, or provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.
2. The student has no previous Title IV student loan default.
3. The student has not exceeded annual or aggregate loan limits to date.

### **Verification**

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. Federal Verification is a standard process used by the U.S. Department of Education to ensure schools verify the accuracy of information provided on your Free Application for Federal Student Aid (FAFSA). If a student is selected for federal verification, they will be notified via the FAFSA Processing System on the Student Aid Report. The school's Financial Aid department will also contact the student via email to complete a Verification Worksheet and request the required documents/forms the student must provide before financial aid can be disbursed to the student's account. This documentation will vary depending on the specific FAFSA information being verified. Documents requested may include but are not limited to federal income tax returns and W-2 forms (including student's, spouse and/or parents/guardians as applicable), proof of untaxed income, housing allowances, number in household, number in household attending college, high school completion status, etc. Students will be notified in writing of all documents required to fulfill this federal requirement.

Students are expected to provide requested verification documentation in a timely manner but no later than 3 business days after notification. If after review by the Financial Aid Director there are any changes to the financial aid package or additional documentation is needed, the student will be notified in writing and/or via email. Failure to submit the required documents by the deadline will delay the

disbursement of financial aid to the student's account and could further result in the students' inability for financial aid for the award year.

### **Acceptance to the School**

If an applicant is not accepted, all monies paid will be refunded.

### **Start Date Policy**

Students admitted after the first day of class are considered to be absent for the scheduled dates prior to enrollment. These absences are part of and not in addition to those outlined in the Attendance Policy. No student shall start beyond the third day of scheduled class upon start of program.

### **Reasonable Accommodations**

Reasonable accommodations will be provided on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject to unlawful discrimination, they may notify the school director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

### **Immunization Requirement**

The health and safety of students is important to Maestro College. Although immunizations are not required, there may be exceptions from certain externship sites in the Medical Assisting program. All students are strongly encouraged to obtain immunizations for their own protection. Students may obtain information regarding the consequences of outdated immunizations for certain diseases, the age groups most vulnerable to these vaccine preventable diseases from the Texas Department of State Health Services website: [www.dshs.state.tx.us/immunize/](http://www.dshs.state.tx.us/immunize/)

### **Other Requirements That May Adversely Affect Students Ability to Benefit From Training**

Maestro College offers vocational training programs to prepare students for entry level employment in the student's chosen field of study. None of the programs offered at Maestro College require graduates to possess program specific certifications to work in the field. The institution does offer students the opportunity to complete the following certifications, listed by program, to make graduates more attractive to potential employers:

Medical Assistant – Certified Clinical Medical Assistant (CCMA)

Medical Coding and Billing – NHA Certified Billing & Coding Specialist (CBCS)

AAS in Cybersecurity – CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+, Certified Ethical Hacker (CEH) and/or CompTIA CySA+

Students should be aware that some employers may have policies against hiring individuals with certain criminal convictions. For example, health care related employers might not hire individuals with a history of a drug related offense(s); other employers might not hire individuals with a felony conviction. Employers may also require a background check and/or drug screening as a precedent to employment. Students anticipating employment with specific employers are encouraged to be familiar with the hiring practices and policies of the employers **before** enrolling in a program. The school will not accept responsibility for a student's inability to get hired due to a criminal conviction.

# HOURS OF OPERATION

## Business Office Hours:

Monday through Thursday

9:00 a.m. – 7:00 p. m.

Friday

9:00 a.m. – 5:00 p. m.

Day & Evening Classes – Hybrid Program: Classes are held on Monday through Wednesday at the campus and online on Thursday and/or Friday. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office. Class days may vary to accommodate holidays. Current hybrid Programs offered are Medical Billing & Coding, AAS in Cybersecurity\*

Day & Evening Classes – Synchronous Distance Education Programs: Classes are held Monday through Thursday online via remote distance education. Current synchronous distance education programs offered are Medical Billing and Coding and AAS in Cybersecurity

Asynchronous Distance Education Programs: Assignments are assigned weekly and completed by the student at a time of their choosing within the required timeframe of the class/term. At a minimum students must complete at least one assignment in the first week, fourth week, midweek and last week of each term. The current asynchronous distance education program offered is AAS in AI Software Engineering and AAS in Business Administration

Day & Evening Classes – Traditional Program: Classes are held on Monday through Thursday at the campus. Class days may vary to accommodate holidays. The current traditional program offered is Medical Assistant\*

\*When necessary and only as allowed by regulatory agencies, programs may be delivered via remote distance education (online) due to circumstances beyond the control of the school.

Programs (May vary by campus)	Day Class Schedule*	Evening Class Schedule*	Online Schedule
Medical Billing and Coding (Hybrid)	Monday – Thursday 9 a.m. – 2:30 p.m.	Monday – Thursday 5:30 p.m. – 10:30 p.m.	Thursday
Medical Billing and Coding (Distance)	Monday – Thursday 9 a.m. – 2:30 p.m. (online)	Monday – Thursday 5:30 p.m. – 10:30 p.m. (online)	Monday - Thursday
AAS in Cybersecurity (Hybrid)	Monday – Wednesday 9 a.m. – 2:30 p.m.	Monday – Wednesday 5:30 p.m. – 10:30 p.m.	Thursday
AAS in Cybersecurity (Distance)	Monday – Wednesday 9 a.m. – 2:30 p.m. (online)	Monday – Wednesday 5:30 p.m. – 10:30 p.m. (Online)	Monday - Thursday
Medical Assistant (Traditional)	Monday – Thursday 9 a.m. – 2:30 p.m.	Monday – Thursday 5:30 p.m. – 10:30 p.m.	N/A
AAS in AI Software Engineering (Distance) AAS in Business Administration (Distance)	Monday –Friday Asynchronous		Monday- Friday

Ten-minute breaks are included in every 60 minutes of class. Day classes include a 30-minute lunch break.

\*Scheduled Day and/or Evening Class offerings may vary depending on program enrollment. When necessary and as allowed by regulatory agencies, programs may be delivered via remote-distance education (online) due to circumstances beyond the control of the school.

**On-campus Classroom Capacity and Instructor-to-Student Ratios**

For all traditional and hybrid programs, the maximum number of students in a classroom or lab will vary based on the size of the physical space of the room and shall not exceed the number of allowed persons per square foot as set by the campus location's applicable building code AND in accordance with instructor to student ratios of 1 instructor for every 30 students in lecture classrooms, and 1 instructor for every 20 students in lab classrooms.

## ACADEMICS – DEGREE PROGRAMS

### Associate of Applied Science in Cybersecurity

(103.0 Quarter Credit Hours); (Only offered at Dallas campus.)

**Objective:** The Associate of Applied Science in Cybersecurity program is designed to teach students the skills for entry-level employment in the Cybersecurity industry. Cybersecurity professionals work in a wide range of industries supporting the security of IT infrastructure. The program starts with IT, networking, and cybersecurity fundamentals creating a foundation upon which the students build adding knowledge and skills in Linux security, ethical hacking and penetration testing, network defense & countermeasures, incident response & digital forensics, and cybersecurity programs & policies.

The Associate of Applied Science in Cybersecurity program prepares and supports students in obtaining several certifications in support of their cybersecurity career including CompTIA's A+, Network+, Security+, Linux+, Pentest+, & CySA+. Graduates will typically qualify for entry-level employment in roles such as Information Security Analysts and Computer Network Support Specialists.

**Admission Requirements:** Applicants must be at least 17 years of age or older on the date of enrollment, have a HS diploma or equivalent (GED, HiSET) or a recognized Home School Certificate/Diploma. Applicants must not be enrolled at a primary or secondary institution.

**Program Length:** Main Campus 63 weeks Day/ Evening

**Education Delivery: Option 1 – Hybrid:** In a hybrid manner, students will complete courses in traditional in-person classes at the campus on Monday through Wednesday and online classes on Thursday and/or Friday (as scheduled) of each week via Google Classroom and general education in an Online format on Thursday each week. OREN099 and BPCD240 courses may be traditional or online on Thursday's. Total course time delivered online shall not exceed 50% of total hours of the program if taken in a hybrid manner. **Option 2 – Synchronous Distance Education:** In a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For both Hybrid and Distance formats, access to a high-speed internet is required for online participation. If a student does not have access to high-speed internet at home, the Student Services representative can assist with information regarding other locations where a student may obtain high-speed internet access. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

#### PROGRAM CURRICULUM OUTLINE\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN099	Introduction to Career Development and Student Success	20	0	20	2
Cybr110	Computer Systems and IT Infrastructure	70	50	120	9.5
Cybr130	Networking Fundamentals (Network+)	70	50	120	9.5
Cybr210	Cybersecurity Fundamentals (Security+)	60	60	120	9
Cybr220	Linux Fundamentals for Cybersecurity (Linux+)	60	60	120	9
Cybr310	Ethical Hacking and Penetration Testing (Pentest+)	60	60	120	9
Cybr320	Network Defense & Countermeasures	60	60	120	9
Cybr330	Cybersecurity Operations – Incident Response & Digital Forensics (CySA+)	60	60	120	9
Cybr340	Developing Cybersecurity Programs and Policies	60	60	120	9
SPCH 100	Essentials of Public Speaking	40	0	40	4
PSYC 100	General Psychology	40	0	40	4
ENGL 100	English Composition	40	0	40	4

ENVR 200	Global Environmental Change	40	0	40	4
HIST 200	American History Since World War II	40	0	40	4
MATH 200	College Mathematics	40	0	40	4
BPCD 240	Career Development	40	0	40	4
	<b>Program Total</b>	<b>800</b>	<b>460</b>	<b>1260</b>	<b>103</b>

\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required.

### Course Descriptions:

#### **OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Maestro College and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	20 / 0	
<b>Qt. Credits</b>	2	
<b>Prerequisite</b>	None	

#### **Cybr110 Computer Systems and IT Infrastructure**

<b>Total Hours</b>	120	A foundational course designed to provide essential understanding of hardware components, operating systems, and IT infrastructure. The course covers PC operation principles, Windows system management, hardware and software troubleshooting, and customer service skills. Emphasis is placed on understanding the relationship between system components and cybersecurity requirements.
<b>Lec / Lab</b>	70 / 50	
<b>Qt. Credits</b>	9.5	
<b>Prerequisite</b>	OREN 099	

#### **Cybr130 Networking Fundamentals (Network+)**

<b>Total Hours</b>	120	Networking Fundamentals (Network+) covers network technologies, installation and configuration, media and topologies, management, and security. Hands-on scenarios - focused on troubleshooting and tools needed to resolve problems - are also explored.
<b>Lec / Lab</b>	70 / 50	
<b>Qt. Credits</b>	9.5	
<b>Prerequisite</b>	OREN 099	

#### **Cybr210 Cybersecurity Fundamentals (Security+)**

<b>Total Hours</b>	120	Cybersecurity Fundamentals provides an overview of computer security topics, with a focus on understanding the most common threat types and implementing basic protection systems for device, data, and network protection.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

#### **Cybr220 Linux Fundamentals for Cybersecurity (Linux+)**

<b>Total Hours</b>	120	Linux Fundamentals for Cybersecurity familiarizes students with Linux operating system fundamentals, with a focus on security. It covers a full range of command-line and shell activities, including managing accounts, developing account security policies, setting file permissions, and managing storage. It also looks at scripting and automation, networking configuration, and a variety of security issues such as software management security policies, footprinting, firewalls, and intrusion detection.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

#### **Cybr310 Ethical Hacking and Penetration Testing (Pentest+)**

<b>Total Hours</b>	120	Ethical Hacking and Penetration Testing provides a guide to operating as a penetration testing professional. It includes standards and best practices, specific hacking techniques, test design, and report-writing.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr320 Network Defense & Countermeasures**

<b>Total Hours</b>	120	Network Defense & Countermeasures prepares students to defend networks against attacks by implementing proactive protection measures and by responding to active and potential threats. It covers multiple techniques for network defense, including firewalls, intrusion-detection systems, VPNs, encryption, and system hardening.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr330 Cybersecurity Operations – Incident Response & Digital Forensics (CySA+)**

<b>Total Hours</b>	120	Cybersecurity Operations – Incident Response & Digital Forensics familiarizes students with skills and best practices for computer forensics investigation and analysis. Students will learn how to gather and analyze digital evidence and use critical thinking skills to solve computer-based crimes.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr340 Developing Cybersecurity Programs and Policies**

<b>Total Hours</b>	120	Developing Cybersecurity Programs and Policies familiarizes students with skills and best practices for developing and implementing effective cybersecurity policies within an organization-wide cybersecurity framework.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**SPCH 100 Essentials of Public Speaking**

<b>Total Hours</b>	40	This general education course is an overview of the preparation and presentation of introductory, informative, persuasive, and commemorative speeches. Special attention is focused on critical and ethical listening, positive and effective evaluation of speeches, discussion of current issues, and small group communication.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**PSYC 100 General Psychology**

<b>Total Hours</b>	40	This general education course provides broad coverage of the field of psychology, introducing the basic concepts, theories, and applications that constitute the discipline. Topics covered include: sensation and perception, sleep and dreams, classical and operant conditioning, foundations of memory, motivation and emotion, nature and nurture, and personality.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENGL 100 English Composition**

<b>Total Hours</b>	40	This general education course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. Lessons and assignments introduce students to college-level research methods and the conventions of academic writing.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENVR 200 Global Environmental Change**

<b>Total Hours</b>	40	This general education course focuses on the science of climate change. Students will learn how the climate system works; what factors cause climate to change across different time zones, how those factors interact; how climate has changed in the past; how scientists use models, observations, and theory to make predictions about future climate; and the possible consequences of climate change for our planet.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**HIST 200 American History Since World War II**

<b>Total Hours</b>	40	This general education course covers the major events in American history since World War II with emphasis on the economic, political and social development of the United States of America.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**MATH 200 College Mathematics**

<b>Total Hours</b>	40	This general education course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and introduces probability and statistics.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

Students are encouraged to gain industry recognized certifications by taking one or more of the following exams offered by Maestro College at the completion of the Medical Billing and Coding program. CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+, Certified Ethical Hacker (CEH) and/or CompTIA CySA+.

<b>Associate of Applied Science in Cybersecurity</b>	
<b>103.0 Quarter Credit Hours</b>	
Tuition	\$28,425.00
Registration Fee	\$100.00
Textbooks	\$1,375.00
<b>Total Cost of the Program</b>	<b>\$29,900.00</b>

For financial assistance, payment options, and other financial information please refer to **Financial Services** on page 44 of this catalog. Financial Assistance is available to those who qualify. Contact the Financial Aid Office for more information.

# Associate of Applied Science in AI Software Engineering

(107 Quarter Credit Hours); (Only offered at Dallas campus.)

**Objective:** The Associate of Applied Science in AI Software Engineering program is designed to prepare students for entry-level employment in the software engineering field with a concentration on artificial intelligence. This program is designed to produce workforce-ready AI technicians and junior software engineers trained in Python, machine learning, cloud infrastructure, data ethics, and LLM applications

This associate degree program incorporates a combination of academic theory through general education courses along with technical skills through the core courses to prepare individuals for today's work environment. Graduates will typically qualify for entry-level employment in roles such as AI Software Technician, Junior Machine Learning Engineer, Python Developer, Data Analyst (Entry-Level), AI Support Specialist, Prompt Engineer/LLM Application Designer, Cloud AI Deployment Assistant, AI QA/Test Technician, AI Integration Associate, AI Solutions Consultant (Entry-Level), Automation Assistant/Script Developer, Flask Web Developer (Entry-Level), Junior Data Engineer, & Tech Support Analyst – AI Tools.

**Admission Requirements:** Applicants must be at least 17 years of age or older on the date of enrollment, have a HS diploma or equivalent (GED, HiSET) or a recognized Home School Certificate/Diploma. Applicants must not be enrolled at a primary or secondary institution.

**Program Length:** Main Campus 90 weeks Day/Evening

**Education Delivery: Asynchronous Distance Education:** As a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For the Distance format, access to a high-speed internet is required for online participation. If a student does not have access to high-speed internet at home, the Student Services representative can assist with information regarding other locations where a student may obtain high-speed internet access. The Distance Education guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

## PROGRAM CURRICULUM OUTLINE\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours	Quarter Credit Hours
PY101	Introduction to Programming with Python	35	10	45	4
PY102	Data Structures & Algorithms in Python	30	20	50	4
PY103	Object-Oriented Programming (OOP) in Python	30	20	50	4
PY104	Software Engineering Principles & Version Control (includes mini-project)	30	20	50	4
BE101	Web Fundamentals & Introduction to Flask	30	20	50	4
BE102	RESTful API Development with Flask	30	20	50	4
BE103	Databases: SQL & NoSQL Basics	30	20	50	4
BE104	Authentication, Authorization, and Middleware in Flask	30	20	50	4
BE105	Advanced Backend Concepts and Microservices (Flask)	30	20	50	4
BE106	Backend Project	40	20	60	5
FE101	Introduction to TypeScript & Modern JavaScript	35	10	45	4
FE102	Building Interactive UIs with React	30	20	50	4
FE103	Frontend Integration Project (Full-stack connectivity, frontend-focused)	40	20	60	5
AI101	Introduction to AI Concepts & Math Foundations	30	20	50	4
AI102	Fundamentals of Machine Learning	30	20	50	4

AI103	Prompt Engineering & Working with LLMs	30	20	50	4
AI104	Applied AI Capstone Project (AI-Powered Full-Stack Application)	40	20	60	5
CD101	Professional Profiles and Personal Branding	25	10	35	3
CD102	AI Project Portfolio Development	25	10	35	3
CD103	AI Career Strategy and Interview Preparation	25	10	35	3
CD104	AI Career Launch Workshop	25	10	35	3
SPH 100	Essentials of Public Speaking	40	0	40	4
PSYC 100	General Psychology	40	0	40	4
ENGL 100	English Composition	40	0	40	4
ENVR 200	Global Environmental Change	40	0	40	4
HIST 200	American History Since World War II	40	0	40	4
MATH 200	College Mathematics	40	0	40	4
	<b>Program Totals</b>	<b>890</b>	<b>360</b>	<b>1250</b>	<b>107</b>

\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required.

### Course Descriptions:

#### **PY101 Introduction to Programming with Python**

<b>Total Hours</b>	45	Introduction to Programming with Python introduces students to programming using Python. Students will explore topics such as What is Programming?, Overview of Programming Languages and Python, How Computers Execute Programs, Installing Python, Choosing and Installing a Code Editor.
<b>Lec / Lab</b>	35 / 10	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	None	

#### **PY102 Data Structures & Algorithms in Python**

<b>Total Hours</b>	50	Data Structures & Algorithms in Python introduces students to programming using Python. Students will explore topics such as What Are Data Structures and Algorithms?, Abstract Data Types (ADTs) and Their Role, Efficiency and Performance Basics, Introduction to Big O Notation, Analyzing Time Complexity.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	PY101	

#### **PY103 Object-Oriented Programming (OOP) in Python**

<b>Total Hours</b>	50	Object-Oriented Programming (OOP) in Python introduces students to programming using Python. Students will explore topics such as What is Object-Oriented Programming?, History and Motivation for OOP, Benefits and Drawbacks of OOP, Defining and Creating Classes in Python, Instantiating Objects from Classes.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	PY102	

#### **PY104 Software Engineering Principles & Version Control (includes mini-project)**

<b>Total Hours</b>	50	Software Engineering Principles & Version Control (includes mini-project) explores software development methodologies and tools. Students will explore topics such as What is Software Engineering?, Software Engineering Roles and Team Structures, Ethics and Professional Responsibilities in Software Engineering, Overview of the Software Development Lifecycle, The Waterfall Model.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	None	

**BE101 Web Fundamentals & Introduction to Flask**

<b>Total Hours</b>	50	Web Fundamentals & Introduction to Flask helps students understand web development using Flask. Students will explore topics such as What is Web Development?, The History and Evolution of the Web, Types of Web Applications: Static vs. Dynamic, Overview of Web Technologies, The Structure of the Internet and the Web.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	PY103	

**BE102 RESTful API Development with Flask**

<b>Total Hours</b>	50	RESTful API Development with Flask helps students understand web development using Flask. Students will explore topics such as What is an API?, Types of APIs: REST, RPC, GraphQL (Overview), REST Architecture Principles and Constraints, RESTful URL Design and Naming Conventions, Mapping CRUD Operations to HTTP Methods.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	BE101	

**BE103 Databases: SQL & NoSQL Basics**

<b>Total Hours</b>	50	Standalone Databases: SQL & NoSQL Basics equips students with practical knowledge and applied skills. Students will explore topics such as What is a Database?, Database Management Systems (DBMS) Overview, Types of Databases, Databases in Web and AI Applications, Core Concepts: Tables, Rows, Columns, and Keys.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	BE102	

**BE104 Authentication, Authorization, and Middleware in Flask**

<b>Total Hours</b>	50	Authentication, Authorization, and Middleware in Flask helps students understand web development using Flask. Students will explore topics such as Introduction to Web Application Security, Understanding Authentication: Concepts and Flows, Understanding Authorization: Concepts and Flows, Designing User Models and Database Schemas, Implementing User Registration.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	BE103	

**BE105 Advanced Backend Concepts and Microservices (Flask)**

<b>Total Hours</b>	50	Advanced Backend Concepts and Microservices (Flask) helps students understand web development using Flask. Students will explore topics such as Organizing Large-Scale Flask Projects, Configuration Management in Flask, Leveraging Flask Extensions for Scalability, Introduction to Asynchronous Programming Concepts, Using asyncio and async/await in Python.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	BE104	

**BE106 Backend Project**

<b>Total Hours</b>	60	Backend Project equips students with practical knowledge and applied skills. Students will build their own end to end backend application, with authentication system, user management, CRUD operations, deploy with docker, and utilize version control.
<b>Lec / Lab</b>	40 / 20	
<b>Qtr. Credits</b>	5	
<b>Prerequisite</b>	BE105	

**FE101 Introduction to TypeScript & Modern JavaScript**

<b>Total Hours</b>	45	Introduction to TypeScript & Modern JavaScript equips students with practical knowledge and applied skills. Students will explore topics such as The History and Role of JavaScript, JavaScript Engines and Runtimes, Introducing TypeScript, Setting Up Your Development Environment, Statements, Expressions, and Blocks.
<b>Lec / Lab</b>	35 / 10	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	PY104	

**FE102 Building Interactive UIs with React**

<b>Total Hours</b>	50	Building Interactive UIs with React equips students with practical knowledge and applied skills. Students will explore topics such as What is React and Why Use It?, The History and Evolution of React, Comparing React to Other Frontend Frameworks, Understanding Single-Page Applications (SPAs), Installing Node.js and npm/yarn.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	FE101	

**FE103 Frontend Integration Project (Full-stack connectivity, frontend-focused)**

<b>Total Hours</b>	60	Frontend Integration Project (Full-stack connectivity, frontend-focused) equips students with practical knowledge and applied skills. Students will explore topics such as Choosing an Application Domain and Project Scope, Writing User Stories and Acceptance Criteria, Creating Wireframes and UI Mockups, Mapping Backend API Endpoints and Data Flows, Planning Authentication and Authorization Flows.
<b>Lec / Lab</b>	40 / 20	
<b>Qtr. Credits</b>	5	
<b>Prerequisite</b>	FE102	

**AI101 Introduction to AI Concepts & Math Foundations**

<b>Total Hours</b>	50	Introduction to AI Concepts & Math Foundations investigates artificial intelligence foundations and applications. Students will explore topics such as What is Artificial Intelligence?, A Brief History of AI, Symbolic AI vs. Statistical AI, General AI vs. Narrow AI, Ethics and Societal Impacts of AI.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	None	

**AI102 Fundamentals of Machine Learning**

<b>Total Hours</b>	50	Fundamentals of Machine Learning provides a practical introduction to core ML concepts. Students will explore topics such as What is Machine Learning?, Types of Machine Learning, The Machine Learning Workflow Overview, Defining and Framing ML Problems, Data Collection and Understanding.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	AI101	

**AI103 Prompt Engineering & Working with LLMs**

<b>Total Hours</b>	50	Prompt Engineering & Working with LLMs explores software development methodologies and tools. Students will explore topics such as What Are Large Language Models (LLMs)?, Evolution of Language Models, Transformer Architecture Basics, Pretraining, Fine-Tuning, and Transfer Learning, Overview of Major LLMs.
<b>Lec / Lab</b>	30 / 20	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	AI102	

**AI104 Applied AI Capstone Project (AI-Powered Full-Stack Application)**

<b>Total Hours</b>	60	Applied AI Capstone Project (AI-Powered Full-Stack Application) is a comprehensive final project showcasing accumulated skills. Students will explore topics such as Defining AI Project Scope and Objectives, Technology Stack and Architecture Review, Dataset and Model Selection, Project Roadmap and Milestones, Integrating the Selected AI Model or LLM.
<b>Lec / Lab</b>	40 / 20	
<b>Qtr. Credits</b>	5	
<b>Prerequisite</b>	AI103, BE106, FE103	

**CD101 Professional Profiles and Personal Branding**

<b>Total Hours</b>	35	This course focuses on creating effective professional profiles and developing a personal brand in the AI industry. Students will learn to craft compelling resumes/CVs, build optimized LinkedIn profiles, create professional social media presences, and establish their personal brand as AI professionals. The course includes peer review sessions and culminates in a polished set of professional documents and online profiles that highlight students' unique value propositions.
<b>Lec / Lab</b>	25 / 10	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	None	

**CD102 AI Project Portfolio Development**

<b>Total Hours</b>	35	This course guides students through the process of curating and developing a comprehensive AI project portfolio. Students will learn to select, document, and present AI projects effectively, create case studies that highlight technical skills and business impact, develop a professional portfolio website, and prepare project demonstrations. The course is primarily hands-on and culminates in a complete portfolio that showcases students' AI engineering capabilities to potential employers.
<b>Lec / Lab</b>	25 / 10	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	None	

**CD103 AI Career Strategy and Interview Preparation**

<b>Total Hours</b>	35	This course prepares students for the AI job application and interview process. Students will learn effective job search strategies for AI positions, techniques for tailoring applications to specific roles, advanced technical and behavioral interview preparation for AI roles, and salary negotiation tactics. The course includes mock interviews, coding challenges, and culminates in students developing a personalized career roadmap and interview strategy.
<b>Lec / Lab</b>	25 / 10	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	None	

**CD104 AI Career Launch Workshop**

<b>Total Hours</b>	35	This practical workshop course provides guided, hands-on experience in the actual job search process. Students will actively apply to AI positions with instructor guidance, participate in real-time interview feedback sessions, engage in networking events and industry connections, and receive personalized coaching throughout their job search. This course functions as a supported transition from education to employment, with the goal of securing interviews and job offers in the AI field before graduation.
<b>Lec / Lab</b>	25 / 10	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	None	

**SPCH 100 Essentials of Public Speaking**

<b>Total Hours</b>	40	This general education course is an overview of the preparation and presentation of introductory, informative, persuasive, and commemorative speeches. Special attention is focused on critical and ethical listening, positive and effective evaluation of speeches, discussion of current issues, and small group communication.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**PSYC 100 General Psychology**

<b>Total Hours</b>	40	This general education course provides broad coverage of the field of psychology, introducing the basic concepts, theories, and applications that constitute the discipline. Topics covered include: sensation and perception, sleep and dreams, classical and operant conditioning, foundations of memory, motivation and emotion, nature and nurture, and personality.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENGL 100 English Composition**

<b>Total Hours</b>	40	This general education course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. Lessons and assignments introduce students to college-level research methods and the conventions of academic writing.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENVR 200 Global Environmental Change**

<b>Total Hours</b>	40	This general education course focuses on the science of climate change. Students will learn how the climate system works; what factors cause climate to change across different time zones, how those factors interact; how climate has changed in the past; how scientists use models, observations, and theory to make predictions about future climate; and the possible consequences of climate change for our planet.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**HIST 200 American History Since World War II**

<b>Total Hours</b>	40	This general education course covers the major events in American history since World War II with emphasis on the economic, political and social development of the United States of America.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**MATH 200 College Mathematics**

<b>Total Hours</b>	40	This general education course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and introduces probability and statistics.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

<b>Associate of Applied Science in AI Software Engineering</b>	
<b>107.0 Quarter Credit Hours</b>	
Tuition	\$29,900.00
Registration Fee	\$0.00
<b>Total Cost of the Program</b>	<b>\$29,900.00</b>

For financial assistance, payment options, and other financial information please refer to **Financial Services** on page 44 of this catalog. Financial Assistance is available to those who qualify. Contact the Financial Aid Office for more information.

# Associate of Applied Science in Business Administration

(108 Quarter Credit Hours); (Only offered at Dallas campus.)

**Objective:** The Associate of Applied Science in Business Administration program is designed to prepare students for entry-level employment in the business administration field with concentration options in any one of six specialized tracks. This program is designed to produce workforce-ready business professionals trained in management fundamentals, digital marketing, data analytics, financial management, and specialized business applications with AI-enhanced tools.

The 6 specialization tracks a student can select from are:

**1. Digital Marketing & E-Commerce including:**

- a. Digital marketing and analytics
- b. Social media management and AI tools
- c. SEO/SEM with machine learning insights
- d. Last-mile logistics and optimization
- e. International payment systems

**2. Data Analytics & Business Intelligence including:**

- a. Advanced analytics and model development
- b. Business intelligence systems and reporting
- c. Predictive analytics for strategic planning
- d. Big Data platforms and cloud analytics
- e. Business performance measurement

**3. Healthcare Management including:**

- a. Clinical data management and analysis
- b. Electronic health records systems
- c. Medical coding and revenue cycle management
- d. Population health analytics

**4. Supply Chain & Logistics Management including:**

- a. Demand forecasting and planning
- b. Sustainable logistics and green operations
- c. Global trade and customs management
- d. Growth strategies and operations scaling

**5. Entrepreneurship & Innovation including:**

- a. Lean Startup methodology and MVP development
- b. Venture finance and funding strategies
- c. Innovative business model development

**6. General Business Management including:**

- a. Management fundamentals and leadership
- b. Customer experience and market analysis
- c. Risk management and compliance
- d. Data systems and technology integration

Graduates will typically qualify for entry-level employment in roles such as Business Operations Analyst, Digital Marketing Coordinator, Healthcare Business Analyst, Supply Chain Assistant, Business Development Associate, Project Coordinator, Administrative Manager, Customer Success Manager, Data Analyst (Entry-Level), E-commerce Manager, Marketing Analytics Specialist, Business Intelligence Analyst, Healthcare Data Coordinator, Logistics Coordinator, Startup Operations Manager, and Business Technology Consultant. This associate degree program incorporates a combination of academic theory through general education courses along with technical skills through the core courses to prepare individuals for today's work environment.

**Admission Requirements:** Applicants must be at least 17 years of age or older on the date of enrollment, have a HS diploma or equivalent (GED, HiSET) or a recognized Home School Certificate/Diploma. Applicants must not be enrolled at a primary or secondary institution.

**Program Length:** Main Campus 90 weeks Day/Evening

**Education Delivery: Asynchronous Distance Education:** As a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For the Distance format, access to a high-speed internet is required for online participation. If a student does not have access to high-speed internet at home, the Student Services representative can assist with information regarding other locations where a student may obtain high-speed internet access. The Distance Education guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

**PROGRAM CURRICULUM OUTLINE\***

<b>Course Number</b>	<b>Course Name</b>	<b>Lecture Contact Hours</b>	<b>Lab Contact Hours</b>	<b>Total Contact Hours</b>	<b>Quarter Credit Hours</b>
ACCT 150	Accounting Fundamentals	50	20	70	6
COMM 180	Business Communication & Technology	50	20	70	6
FINC 160	Corporate Finance	50	20	70	6
MATH 110	College Algebra & Trigonometry	50	20	70	6
MGMT 101	Management Fundamentals	50	20	70	6
MKTG 120	Digital Marketing & Analytics	50	20	70	6
OPMT 130	Operations Management	50	20	70	6
PERF 210	Performance Management & Analytics	50	20	70	6
PHIL 110	Business Ethics & AI Governance	50	20	70	6
PMGT 170	Project Management	50	20	70	6
PSYC 140	Business Psychology	50	20	70	6
<i>Selected Track</i>		<i>300</i>	<i>120</i>	<i>420</i>	<i>36</i>
CAPS 300	Applied Business Capstone Project	50	20	70	6
<b>Program Totals</b>		<b>900</b>	<b>360</b>	<b>1260</b>	<b>108</b>
<b>DIGITAL MARKETING &amp; AI ANALYTICS TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
BUSN 303	Consumer Behavior & Market Research	50	20	70	6
DMKT 202	Social Media Marketing & Strategy	50	20	70	6
DMKT 203	Search Engine Optimization & Analytics	50	20	70	6
BUSN 302	Digital Business Strategy	50	20	70	6
BUSN 305	E-Commerce & Online Retail	50	20	70	6
BUSN 301	Business Process Innovation	50	20	70	6
<b>DATA ANALYTICS &amp; BUSINESS INTELLIGENCE TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
DATA 211	Business Intelligence & Reporting	50	20	70	6
BUSN 304	Data-Driven Decision Making	50	20	70	6
BUSN 301	Business Process Innovation	50	20	70	6
DATA 214	Advanced Analytics & Visualization	50	20	70	6
DATA 215	Predictive Analytics for Business	50	20	70	6
DATA 216	Big Data & Cloud Analytics	50	20	70	6
<b>HEALTH INFORMATION MANAGEMENT TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
HLTH 221	Healthcare Systems & Regulations	50	20	70	6
HLTH 222	Medical Records & Information Systems	50	20	70	6
HLTH 223	Healthcare Analytics & Quality Management	50	20	70	6
BUSN 304	Data-Driven Decision Making	50	20	70	6
HLTH 225	Privacy & Security in Healthcare	50	20	70	6
HLTH 226	Healthcare Operations & Performance	50	20	70	6
<b>LOGISTICS &amp; SUPPLY CHAIN TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
LSCM 231	Supply Chain Fundamentals	50	20	70	6
BUSN 301	Business Process Innovation	50	20	70	6
LSCM 233	Inventory & Warehouse Management	50	20	70	6
BUSN 304	Data-Driven Decision Making	50	20	70	6
LSCM 235	Global Logistics & Transportation	50	20	70	6

BUSN 306	Business Model Innovation & Scaling	50	20	70	6
<b>ENTREPRENEURSHIP &amp; INNOVATION TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
BUSN 302	Digital Business Strategy	50	20	70	6
ENTR 242	Startup Development & Lean Methodology	50	20	70	6
ENTR 243	Innovation & Product Development	50	20	70	6
BUSN 303	Consumer Behavior & Market Research	50	20	70	6
BUSN 306	Business Model Innovation & Scaling	50	20	70	6
BUSN 305	E-Commerce & Online Retail	50	20	70	6
<b>GLOBAL E-COMMERCE TRACK</b>		<b>300</b>	<b>120</b>	<b>420</b>	<b>36</b>
BUSN 303	Consumer Behavior & Market Research	50	20	70	6
BUSN 305	E-Commerce & Online Retail	50	20	70	6
ECOM 253	International E-Commerce & Cross-Border Trade	50	20	70	6
ECOM 254	Digital Payment Systems & Fintech	50	20	70	6
BUSN 301	Business Process Innovation	50	20	70	6
BUSN 302	Digital Business Strategy	50	20	70	6

\*Sequencing and frequency of courses offered may vary depending on point of entry, where prerequisites are required, and which track is selected.

### Course Descriptions:

#### PHIL 110 Business Ethics & AI Governance

<b>Total Hours</b>	70	Business Ethics & AI Governance examines ethical decision-making in business contexts with emphasis on AI implementation. Students explore ethical frameworks, corporate responsibility, AI bias and fairness, regulatory compliance, and societal impacts of business decisions
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

#### PSYC 140 Business Psychology

<b>Total Hours</b>	70	Business Psychology explores human psychology in business environments. Students examine individual behavior, group dynamics, motivation theories, leadership styles, organizational culture, and change management strategies
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

#### COMM 180 Business Communication & Technology

<b>Total Hours</b>	70	Business Communication & Technology develops professional communication skills across various media and platforms. Students explore written communication, presentation skills, digital communication platforms, and AI-assisted content creation
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

#### MATH 110 College Algebra & Trigonometry

<b>Total Hours</b>	70	College Algebra & Trigonometry builds strong mathematical foundation for advanced business courses. Course includes algebra, trigonometry, functions, and business applications essential for quantitative analysis
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**MGMT 101**

<b>Total Hours</b>	70	Management Fundamentals introduces students to core management principles and organizational behavior. Students will explore leadership theories, team dynamics, organizational structure, decision-making processes, and strategic planning in modern business environments
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**MKTG 120**

<b>Total Hours</b>	70	Digital Marketing & Analytics provides comprehensive knowledge of modern marketing strategies and data-driven decision making. Students explore consumer behavior, digital marketing channels, campaign management, and performance measurement using analytics tools
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**OPMT 130**

<b>Total Hours</b>	70	Operations Management introduces principles of managing business operations and processes. Students explore process optimization, supply chain management, quality control, capacity planning, and integration of automation and efficiency tools
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**ACCT 150**

<b>Total Hours</b>	70	Accounting Fundamentals provides fundamental accounting principles and practices. Students explore financial statements preparation, accounting cycles, budgeting principles, cost accounting, and automated bookkeeping and reporting tools
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**FINC 160**

<b>Total Hours</b>	70	Corporate Finance examines financial decision-making in business organizations. Students explore investment analysis, financial planning, capital structure, risk management, and advanced financial modeling and analysis tools
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**PMGT 170**

<b>Total Hours</b>	70	Project Management introduces project lifecycle management and methodologies. Students explore project planning, agile methodologies, team coordination, risk management, and modern project management and collaboration tools
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**PERF 210**

<b>Total Hours</b>	70	Performance Management & Analytics develops capabilities in measuring and managing organizational performance. Students focus on KPIs, dashboards, performance analysis, and data-driven process improvement methods
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 301 Business Process Innovation**

<b>Total Hours</b>	70	Business Process Innovation focuses on identifying improvement opportunities, automation implementation, innovative technologies adoption, and organizational change management
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 302 Digital Business Strategy**

<b>Total Hours</b>	70	Digital Business Strategy focuses on digital transformation, innovative business models, and strategies for dealing with technological change in modern business environments
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 303 Consumer Behavior & Market Research**

<b>Total Hours</b>	70	Consumer Behavior & Market Research focuses on understanding consumer psychology, market research methods, target segments, and purchasing behavior analysis for effective marketing strategies
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 304 Data-Driven Decision Making**

<b>Total Hours</b>	70	Data-Driven Decision Making focuses on statistical analysis, data interpretation, performance metrics, and integrating data analytics into business decision-making processes
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 305 E-Commerce & Online Retail**

<b>Total Hours</b>	70	E-Commerce & Online Retail covers e-commerce platforms, user experience design, digital logistics, online sales strategies, and comprehensive online retail management
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**BUSN 306 Business Model Innovation & Scaling**

<b>Total Hours</b>	70	Developing innovative business models; Implementing scaling strategies and methodologies; Managing business growth and expansion; Creating competitive advantages; Analyzing market opportunities; Leading organizational transformation
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**DMKT 202 Social Media Marketing & Strategy**

<b>Total Hours</b>	70	Social Media Marketing & Strategy is an advanced digital marketing course focused on social platforms, content creation, community management, and effectiveness measurement across various social media channels
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**DMKT 203 Search Engine Optimization & Analytics**

<b>Total Hours</b>	70	Search Engine Optimization & Analytics specializes in optimizing search engine visibility using SEO techniques, Google Analytics, measurement tools, and strategies for improving online visibility and traffic
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	DMKT202	

**DATA 211 Business Intelligence & Reporting**

<b>Total Hours</b>	70	Business Intelligence & Reporting covers BI tools, dashboard building, analytical report preparation, and creating business insights from data for informed decision-making
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	MATH110	

**DATA 214 Advanced Analytics & Visualization**

<b>Total Hours</b>	70	Advanced Analytics & Visualization includes complex data analysis, advanced visualization tools, statistical modeling, and creating insights from big data sources
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	DATA211	

**DATA 215 Predictive Analytics for Business**

<b>Total Hours</b>	70	Predictive Analytics for Business focuses on predictive models, basic machine learning applications, trend forecasting, and business predictions for strategic planning
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	DATA214	

**DATA 216 Big Data & Cloud Analytics**

<b>Total Hours</b>	70	Big Data & Cloud Analytics covers big data systems, cloud platforms, real-time data processing, and advanced analytics technologies for large-scale data management
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	DATA215	

**HLTH 221 Healthcare Systems & Regulations**

<b>Total Hours</b>	70	Healthcare Systems & Regulations specializes in healthcare industry systems, laws and regulations, healthcare financing, and public health policy frameworks
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	MATH110	

**HLTH 222 Medical Records & Information Systems**

<b>Total Hours</b>	70	Medical Records & Information Systems covers medical information systems, medical documentation standards, coding procedures, and electronic health records management
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	HLTH221	

**HLTH 223 Healthcare Analytics & Quality Management**

<b>Total Hours</b>	70	Healthcare Analytics & Quality Management specializes in medical quality metrics, healthcare data analysis, risk management, and process improvement in healthcare systems
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	HLTH222	

**HLTH 225 Privacy & Security in Healthcare**

<b>Total Hours</b>	70	Privacy & Security in Healthcare focuses on medical privacy laws, HIPAA compliance, medical information security, and cyber risk management in healthcare environments
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	HLTH223	

**HLTH 226 Healthcare Operations & Performance**

<b>Total Hours</b>	70	Healthcare Operations & Performance deals with operational management of healthcare institutions, performance metrics, resource management, and operational optimization strategies
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	HLTH225	

**LSCM 231 Supply Chain Fundamentals**

<b>Total Hours</b>	70	Supply Chain Fundamentals covers supply chain principles, supplier management, procurement processes, logistics planning, and foundational supply chain management concepts
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	MATH110	

**LSCM 233 Inventory & Warehouse Management**

<b>Total Hours</b>	70	Inventory & Warehouse Management specializes in inventory management techniques, warehouse optimization, WMS systems implementation, and cost control strategies
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	LSCM231	

**LSCM 235 Global Logistics & Transportation**

<b>Total Hours</b>	70	Global Logistics & Transportation covers international shipping, customs procedures, multi-modal transportation, and global logistics strategy development
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	LSCM233	

**ENTR 242 Startup Development & Lean Methodology**

<b>Total Hours</b>	70	Startup Development & Lean Methodology focuses on entrepreneurship principles, Lean Startup model implementation, idea validation, and rapid product prototyping techniques
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**ENTR 243 Innovation & Product Development**

<b>Total Hours</b>	70	Innovation & Product Development deals with innovation processes, new product development, R&D management, organizational creativity, and product lifecycle management
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	ENTR242	

**ECOM 253 International E-Commerce & Cross-Border Trade**

<b>Total Hours</b>	70	International E-Commerce & Cross-Border Trade specializes in global e-commerce operations, international regulations, digital customs, and international expansion strategies
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	None	

**ECOM 254 Digital Payment Systems & Fintech**

<b>Total Hours</b>	70	Digital Payment Systems & Fintech covers online payment systems, cryptocurrency, fintech innovations, payment security, and financial regulation compliance
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	ECOM253	

**CAPS 300 Applied Business Capstone Project**

<b>Total Hours</b>	70	Applied Business Capstone Project integrates all knowledge acquired in the program through independent research, practical case analysis, and comprehensive business solution development
<b>Lec / Lab</b>	50 / 20	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	All Courses except: PHIL110, PSYCH140, & COMM180	

<b>Associate of Applied Science in Business Administration</b>	
<b>108.0 Quarter Credit Hours</b>	
Tuition	\$29,900.00
Registration Fee	\$.00
<b>Total Cost of the Program</b>	<b>\$29,900.00</b>

For financial assistance, payment options, and other financial information please refer to **Financial Services** on page 44 of this catalog. Financial Assistance is available to those who qualify. Contact the Financial Aid Office for more information.

# ACADEMICS – DIPLOMA PROGRAMS

## Medical Billing and Coding

(59 Quarter Credit Hours, Hybrid or Distance delivery)

**Program Objective:** The Medical Billing and Coding program is designed to provide students with the skills necessary for entry-level positions in a medical office, hospital, insurance office, or any type of medical facility utilizing electronic health records. To meet this objective, students will be exposed to real-world exercises using software to create patient records, lab reports, notes, and code settings. Additionally, students will gain a solid understanding of the legal aspects of patient confidentiality and disclosure of medical records.

Upon completion of the program, students will be able to:

1. Organize and manage patients' health information data.
2. Ensure paperwork is properly filled out.
3. Communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.
4. Maintain electronics health records (EHR) databases.
5. Analyze electronic data.
6. Develop and maintain health information networks.
7. Codify patients' medical information for reimburse purposes.
8. Assign code to each diagnosis and procedure by using classification systems software.

**Program Length:** 38 weeks Day/Evening\*

**Education Delivery: Option 1 – Hybrid:** In a hybrid manner, students will complete courses in traditional in-person classes at the campus on Monday through Wednesday and online classes on Thursday and/or Friday (as scheduled) of each week via Google Classroom. Total course time delivered online shall not exceed 50% of the total hours of the program if taken in a hybrid manner. **Option 2 – Synchronous Distance Education:** In a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For both Hybrid and Distance formats, access to a high-speed internet is required for online participation. If a student does not have access to high-speed internet at home, the Student Services representative can assist with information regarding other locations where a student may obtain high-speed internet access. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

### PROGRAM CURRICULUM\*

Course Number		Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN	099	Intro to Career Development and Student Success	20.0	0.0	0.0	20.0	2.0
EHRP	101	Electronic Health Records Theory	100.0	0.0	0.0	100.0	10.0
EHRP	102	Electronic Health Records Applications	0.0	100.0	0.0	100.0	5.0
EHRP	203	Principles of Health Insurance Claims	100.0	0.0	0.0	100.0	10.0
EHRP	204	Understanding Health Insurance Claims	0.0	100.0	0.0	100.0	5.0
EHRP	205	Electronic Health Records Simulations and Case Studies	30.0	30.0	0.0	60.0	4.5
BCIS	107	Excel	10.0	10.0	0.0	20.0	1.5
BCIS	108	Microsoft Word	10.0	10.0	0.0	20.0	1.5
MEDI	117	Medical Terminology and Anatomy & Physiology	100.0	0.0	0.0	100.0	10.0
KEYB	100	Computerized Keyboarding	20.0	20.0	0.0	40.0	3.0
KEYB	150	Computerized Keyboarding Applications	10.0	30.0	0.0	40.0	2.5
BPCD	240	Career Development	40.0	0.0	0.0	40.0	4.0
<b>Program Totals</b>			<b>440.0</b>	<b>300.0</b>	<b>0.0</b>	<b>740.00</b>	<b>59.0</b>

\* Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required. Academic year for financial aid purposes is 36 weeks.

**Required Study Time or Out-of-Class Assignments:**

Outside study is essential to successfully complete the required course assignments. The amount of time will vary according to an individual student’s abilities and are not included in the calculation of contact or credit hours. Minimum out-of-class assignment time estimates are presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors. Students can expect to spend approximately 185 hours on homework or out-of-class assignments in the learning objectives of the program.

**Course Descriptions:**

**OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Maestro College and then focuses on study and student success skills including preparing for class, time management, and organizational skills. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	

**EHRP 101 Electronic Health Records Theory**

<b>Total Hours</b>	100	This course is designed to introduce the student to electronic health records with a focus on EHR architecture, hardware, software, networks, and interfaces. Patient visit management and communication is included with emphasis on reportable events. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

**EHRP 102 Electronic Health Records Applications**

<b>Total Hours</b>	100	This course is designed to introduce the student to electronic health records with a focus on EHR architecture, hardware, software, networks, and interfaces. Patient visit management and communication is included with emphasis on reportable events. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	0 / 100	
<b>Qtr. Credits</b>	5.0	
<b>Prerequisite</b>	OREN 099	

**EHRP 203 Principals of Health Insurance Claims**

<b>Total Hours</b>	100	This course focuses on an overview of health insurance, career opportunities in electronic health records, principles of managed health care, HIPAA, ICD-9-CM, ICD-10-CM, and HCPCS codes. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

**EHRP 204 Understanding Health Insurance Claims**

<b>Total Hours</b>	100	This course focuses on the application of reimbursement methodologies. Students will demonstrate an understanding of the various types of billing procedures required for specific providers such as Blue Cross Blue Shield, Medicare, Medicaid, TRICARE, and Workers’ Compensation. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	0 / 100	
<b>Qtr. Credits</b>	5.0	
<b>Prerequisite</b>	OREN 099	

**EHRP 205      Electronic Health Records Simulations and Case Studies**

<b>Total Hours</b>	60	Student will be taught the manual application skills needed for medical procedural and diagnostic coding utilized in Electronic Health Records for a variety of situations. Emphasis is placed on the use of coding manuals. 15 hours of out-of-class assignments.
<b>Lec / Lab</b>	30 / 30	
<b>Qtr. Credits</b>	4.5	
<b>Prerequisite</b>	OREN 099	

**BCIS 107      Excel**

<b>Total Hours</b>	20	This course focuses on customizing spreadsheets and manipulating and formatting charts to organize data and represent data graphically. Emphasis is placed on program functions, basic calculations, and editing formulas. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 10	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	

**BCIS 108      Microsoft Word**

<b>Total Hours</b>	20	This course focuses on increasing MS Word skills by lab practice and project assignments with Microsoft 365. Emphasis is placed on creating, editing, and manipulating documents to produce projects. Additional topics include styles, tables of authorities, table of contents, merges, and macros. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 10	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	

**MEDI 117      Medical Terminology and Anatomy & Physiology**

<b>Total Hours</b>	100	This course focuses on introducing the student to basic medical terminology including medical procedure terms and includes an applied systematic study of the structure and the function of the human body; designed for students considering a career in the electronic health records field. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

**KEYB 100      Computerized Keyboarding**

<b>Total Hours</b>	40	This course is designed to introduce students to basic keyboarding using computerized tutorials as well as practical instruction through written material from legal periodicals, reference books, and keyboarding drills. Speed and accuracy is emphasized. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3.0	
<b>Prerequisite</b>	OREN 099	

**KEYB 150      Computerized Keyboarding Applications**

<b>Total Hours</b>	40	This course focuses on using computerized keyboarding applications to provide a variety of styles and challenges that mirror on-the-job keyboarding challenges. Speed and accuracy are emphasized. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 30	
<b>Qtr. Credits</b>	2.5	
<b>Prerequisite</b>	OREN 099	

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4.0	
<b>Prerequisite</b>	OREN 099	

Students are encouraged to gain industry recognized certifications by taking the Medical Billing and Coding certification exams, NHA Certified Billing & Coding Specialist (CBCS), offered by Maestro College at the completion of the Medical Billing and Coding program.

<b>Medical Billing and Coding</b>	
<b>59 quarter credit hours in Hybrid or Distance delivery formats</b>	
Tuition:	\$16,585.00
Registration Fee:	\$100.00
Textbooks and Resources Fee	\$490.00
Exam	\$225.00
<b>Total Cost of the Program:</b>	<b>\$17,400.00</b>

For financial assistance, payment options, and other financial information please refer to **Financial Services** on page 44 of this catalog. Financial Assistance is available to those who qualify. Contact the Financial Aid Office for more information.

# Medical Assistant

(51.5 Quarter Credit Hours)\*

**Objective:** The Medical Assistant program is to prepare the graduate for employment as an entry-level Medical Assistant performing administrative, clerical, and clinical duties within the health care field. Graduates from the Medical Assistant Program will have a working knowledge of the administrative duties including scheduling, billing, and coding, as well as clinical duties including phlebotomy, ECGs, injections, vital signs, emergencies, and assisting practices in daily operations.

Graduates will be eligible to find entry-level employment in a medical office, hospital, and/or other health care facility as a medical clinical assistant, medical receptionist, lab assistant, or medical records clerk.

**Admission Requirements:** Refer to *Admissions Requirements* outlined in ADMISSIONS section of this catalog for program acceptance requirements.

**Program Length:** Main Campus 38 weeks Day/Evening – Branch Campus 38 weeks Day/Evening

**Education Delivery:** Students will take classes in a traditional on-site format on Monday through Thursday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes) each week.

## PROGRAM CURRICULUM OUTLINE\*\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN 099	Intro to Career Development and Student Success	20	0	0	20	2
MEDI 211	Anatomy and Physiology for Medical Assistants I	30	0	0	30	3
MEDI 111	Electrocardiography Theory	10	0	0	10	1
MEDI 151	Vital Signs Theory	10	0	0	10	1
MEDI 126	Medical Law and Ethics	20	0	0	20	2
MEDI 221	Medical Assisting Lab Applications I	0	30	0	30	1.5
MEDI 212	Anatomy and Physiology for Medical Assistants II	30	0	0	30	3
MEDI 231	Medical Office Practices & Patient Services	20	20	0	40	3
MEDI 222	Medical Assisting Lab Applications II	0	30	0	30	1.5
MEDI 213	Anatomy and Physiology for Medical Assistants III	30	0	0	30	3
MEDI 141	Software in the Medical Office	10	30	0	40	2.5
MEDI 223	Medical Assisting Lab Applications III	0	30	0	30	1.5
MEDI 214	Anatomy and Physiology for Medical Assistants IV	30	0	0	30	3
MEDI 121	Medical Insurance and Billing	20	20	0	40	3
MEDI 224	Medical Assisting Lab Applications IV	0	30	0	30	1.5
MEDI 215	Anatomy and Physiology for Medical Assistants V	30	0	0	30	3
MEDI 146	Pharmacology Theory	20	0	0	20	2
MEDI 116	Hematology/Phlebotomy Theory	20	0	0	20	2
MEDI 225	Medical Assisting Lab Applications V	0	30	0	30	1.5
BPCD 240	Career Development	40	0	0	40	4
MEDI 400	Externship	0	0	200	200	6.5
<b>Program Total*</b>		<b>340</b>	<b>220</b>	<b>200</b>	<b>760</b>	<b>51.5</b>

\*Total quarter credit hours will be rounded down to whole number for accreditation purposes.

\*\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required. Academic year for financial aid purposes is 36 weeks.

**Required Study Time or Out-of-Class Assignments:**

Outside study is essential to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities and are not included in the calculation of contact or credit hours. Minimum out-of-class assignment time estimates are presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors. Students can expect to spend approximately 140 hours on homework or out-of-class assignments in the learning objectives of the program.

**Course Descriptions:****OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Maestro College and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	None	

**MEDI 111 Electrocardiography Theory**

<b>Total Hours</b>	10	This course prepares individuals, under the supervision of physicians and nurses, the theory behind administration of EKG and ECG diagnostic examinations and report results to the treatment team. Included in this course are the theory supporting preparing and monitoring the patient during a treadmill stress test.
<b>Lec / Lab</b>	10 / 0	
<b>Qtr. Credits</b>	1	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI211 & MEDI221	

**MEDI 116 Hematology/Phlebotomy Theory**

<b>Total Hours</b>	20	Hematology/phlebotomy focuses on the theory behind laboratory testing procedures and the regulation mandated by care facilities and governmental regulatory laws. Emphasis is placed on the proper collection of blood and disposal of waste to ensure accurate results and the safety of patients and staff.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI146, MEDI215, & MEDI225	

**MEDI 121 Medical Insurance and Billing**

<b>Total Hours</b>	40	Students will learn the administrative areas of medical assisting that are related to processing insurance claims.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 126 Medical Law and Ethics**

<b>Total Hours</b>	20	This course focuses on instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Topics include current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 141            Software in the Medical Office**

<b>Total Hours</b>	40	This course focuses on increasing computer software skills by lab practice and project assignments. Emphasis is placed on creating, editing, and manipulating documents in MS Word to produce projects. Included in this course is an introduction to commonly used medical software.
<b>Lec / Lab</b>	10 / 30	
<b>Qtr. Credits</b>	2.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 146            Pharmacology Theory**

<b>Total Hours</b>	20	This is an introductory course that explores commonly prescribed drugs by their drug classification and uses, along with side effects and contraindications. This course includes an introduction to frequently administered drugs, drug abuse, administering various types of drugs, OSHA standards, charting medications, and side effects of medications.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI215, & MEDI225	

**MEDI 151            Vital Signs Theory**

<b>Total Hours</b>	10	This course introduces students to patient-centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures.
<b>Lec / Lab</b>	10 / 0	
<b>Qtr. Credits</b>	1	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 211            Anatomy and Physiology for Medical Assistants I**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Circulatory System & Respiratory System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI111 & MEDI221	

**MEDI 212            Anatomy and Physiology for Medical Assistants II**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Skeletal System, Muscular System, & Nervous System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI222	

**MEDI 213            Anatomy and Physiology for Medical Assistants III**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Digestive System & Urinary System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI223	

**MEDI 214      Anatomy and Physiology for Medical Assistants IV**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Endocrine System, Reproductive System, & Special Senses.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI224	

**MEDI 215      Anatomy and Physiology for Medical Assistants V**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: Body Structure and Function, Integumentary System, & Immune System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI146, & MEDI225	

**MEDI 221      Medical Assisting Lab Applications I**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], Injections [Intramuscular, Intradermal, & Subq], and EKGs.
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI111 & MEDI211	

**MEDI 222      Medical Assisting Lab Applications II**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI212	

**MEDI 223      Medical Assisting Lab Applications III**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], Injections [Intramuscular, Intradermal, & Subq], and Urinalysis.
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI213	

**MEDI 224      Medical Assisting Lab Applications IV**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI214	

**MEDI 225 Medical Assisting Lab Applications V**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI146, & MEDI215	

**MEDI 231 Medical Office Practices & Patient Services**

<b>Total Hours</b>	40	This course introduces administrative medical assisting competencies with focus on patient services, such as written, oral, and telephone communication skills. In addition, basic receptionist duties, such as filing, patient scheduling, bookkeeping procedures, and opening and closing the medical office, are taught.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**MEDI 400 Externship**

<b>Total Hours</b>	200	Externship gives the student real world, hands on experience at an industry worksite. Through Externship, students take the skills and knowledge learned in the classroom and apply them on a worksite gaining the experience to prepare the student for employment as a Medical Assistant.
<b>Lec / Lab / Extern</b>	0 / 0 / 200	
<b>Qtr. Credits</b>	6.5	
<b>Prerequisite</b>	All other courses	

Students are encouraged to gain industry recognized certifications by taking the Medical Assistant certification exam, Certified Clinical Medical Assistant (CCMA), offered by Maestro College at the completion of the Medical Assistant program.

<b>Medical Assistant</b>	
<b>51.5 Quarter Credit Hours*</b>	
Tuition	\$16,900.00
Registration Fee	\$100.00
Exam Fee:	\$225.00
Textbooks and Resources Fee	\$175.00
<b>Total Cost of the Program</b>	<b>\$17,400.00</b>

\*Total quarter credit hours will be rounded down to whole number for accreditation purposes.

For financial assistance, payment options, and other financial information please refer to **Financial Services** on page 44 of this catalog. Financial Assistance is available to those who qualify. Contact the Financial Aid Office for more information.

# ACADEMICS – SEMINARS

## IT Fundamentals (A+) Seminar

(120 Contact Hours)

### Description:

IT Fundamentals (A+) prepares students to work as computer support and bench technicians by teaching the fundamentals of PC and peripheral hardware and software selection, installation, maintenance, and troubleshooting. It prepares students to pass the two exams, CompTIA A+ 220-1001 and 220-1002, required for CompTIA A+ certification.

**Objectives:** The course objectives include the necessary competencies of an entry-level IT professional and includes the following areas of information technology fundamentals:

- Define and explain computer terminology, concepts, and acronyms as they relate to computer hardware, construction, and assembly
- Define and explain computer hardware and software failures
- Evaluate and determine solutions for hardware and software failures
- Demonstrate successful installation of computer hardware components
- Demonstrate problem-solving skills as they relate to computer architecture

### Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will complete coursework in an asynchronous online format, allowing flexibility to access and engage with course materials at any time throughout the week. While there are no scheduled class meeting times, students are expected to meet assignment deadlines and participate regularly in online discussions and activities. Course offerings may vary depending on enrollment.

Course Description	Time (Hrs.)
Intro to the World of IT, Operational Procedures, Connectivity, & On the Motherboard	15
Introduction to Configuration & Disassembly and Power	15
Memory & Storage Devices	15
Multimedia Devices, Video Technologies, & Printers	15
Mobile Devices & Computer Design and Troubleshooting Review	15
Internet Connectivity & Networking	15
Basic Windows & Windows Vista, 7, 8, and 10	15
OS X and Linux Operating Systems & Computer and Network Security	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including taxes, and fees): \$4,000.**

# Networking Fundamentals (Network+) Seminar

(120 Contact Hours)

## Description:

Networking Fundamentals (Network+) prepares students to design, configure, install, manage, and troubleshoot network hardware and software. It prepares students to pass the CompTIA Network+ N10-007 examination.

**Objectives:** The Networking Fundamentals (Network+) course covers network technologies, installation and configuration, media and topologies, management and security. Hands-on scenarios focus on troubleshooting and the use of the tools needed to resolve problems. Students will become familiar with:

- Network topologies, types, and technologies
- Ports and protocols
- Devices, applications, protocols, and services in the OSI model
- Cloud concepts
- Network services
- Cabling solutions
- Network device installation and configuration, including advanced devices
- Virtualization and network storage technologies
- IP addressing, routing, and switches
- WAN technologies
- Wireless technologies, configuration, and security
- Business continuity and disaster recovery
- Network diagramming and documentation
- Scanning, monitoring, and patching processes
- Remote access methods
- Physical security devices
- Authentication and access controls
- Network troubleshooting
- Common network attacks
- Network device hardening
- Operations policies and best practices

## Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will complete coursework in an asynchronous online format, allowing flexibility to access and engage with course materials at any time throughout the week. While there are no scheduled class meeting times, students are expected to meet assignment deadlines and participate regularly in online discussions and activities. Course offerings may vary depending on enrollment.

Course Description	Time (Hrs.)
Computer Network Fundamentals & The OSI Reference Model	15
Network Components & Ethernet Technology	15
IPv4 and IPv6 Addresses & Routing IP Packets	15
Wide Area Networks (WANs) & Wireless Technologies	15
Network Optimization & Command Line Tools	15
Network Management & Network Security	15
Network Security [cont.] & Network Policies and Best Practices	15
Network Troubleshooting & Final Preparation	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including taxes, and fees): \$4,000.**

# Cybersecurity Fundamentals (Security+) Seminar

(120 Contact Hours)

## Description:

Cybersecurity Fundamentals (Security+) prepares students to manage security issues as an IT professional by teaching the fundamentals of cybersecurity. It prepares students to pass the CompTIA Security+ Sy0-601 exam.

**Objectives:** Cybersecurity Fundamentals provides an overview of computer security topics, with a focus on understanding the most common threat types and implementing basic protection systems for device, data, and network protection. Areas addressed include:

### Threats, attacks, and vulnerabilities

- Analyze indicators of compromise and determine the type of malware
- Compare and contrast types of attacks, threat actors, and attributes
- Explain penetration testing and vulnerability scanning concepts
- Understand the impact of different vulnerability types

### Technologies and Tools

- Install and configure network components to support organizational security
- Use appropriate tools to assess security posture
- Troubleshoot common security issues
- Analyze and interpret output from security technologies
- Deploy mobile devices securely
- Implement secure protocols

### Architecture and Design

- Explain use cases and purpose for frameworks, best practices, and secure configuration guides
- Implement secure network architecture concepts and system design
- Explain the importance of secure staging deployment concepts
- Explain the security implications of embedded systems
- Summarize secure application development and deployment concepts
- Summarize cloud and virtualization concepts
- Explain how resiliency and automation strategies reduce risk
- Explain the importance of physical security controls

### Identity and Access Management

- Compare and contrast identity and access management concepts
- Install and configure identity and access services and implement controls
- Differentiate among common account management practices

### Risk Management

- Explain the importance of organizational security policies, plans, and procedures
- Summarize business impact analysis and risk management concepts and processes
- Follow incident response procedures
- Summarize the basic concepts of forensics
- Explain disaster recovery and continuity of operation concepts
- Compare and contrast various types of controls
- Carry out data security and privacy practices

## Cryptography and PKI

- Compare and contrast basic concepts of cryptography
- Explain cryptography algorithms and their basic characteristics
- Install and configure wireless security
- Implement public key infrastructure

### Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will complete coursework in an asynchronous online format, allowing flexibility to access and engage with course materials at any time throughout the week. While there are no scheduled class meeting times, students are expected to meet assignment deadlines and participate regularly in online discussions and activities. Course offerings may vary depending on enrollment.

Course Description	Time (Hrs.)
Introduction to Security & Computer Systems Security Part I & II	15
OS Hardening and Virtualization & Application Security	15
Network Design Elements & Networking Protocols and Threats	15
Network Perimeter Security & Securing Network Media and Devices	15
Physical Security and Authentication Models & Access Control Methods and Models	15
Vulnerability and Risk Assessment & Monitoring and Auditing	15
Encryption and Hashing Concepts, PKI and Encryption Protocols, & Redundancy and Disaster Recovery	15
Social Engineering, User Education, and Facilities Security, Policies and Procedures, & Exam Preparation	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including taxes, and fees): \$4,000.**

# ACADEMIC INFORMATION

## Definition of Credit Hour

The College measures its program in credit hours. Quarter credit hours are determined by awarding one credit hour for every 10 hours of lecture, every 20 hours of lab, and every 30 hours of externship. For Federal Financial Aid purposes in diploma programs, credit hours are determined at a ratio of 1 credit hour for every 20 course hours. Outside study is essential to successfully complete the required course assignments and students will be assigned homework or out-of-class assignments as outlined for each program. The amount of time spent on homework will vary according to an individual student's abilities and are not factored in the determination of contact or credit hours for a program. Homework may include reading assignments, chapter or workbook assignments, research projects, virtual labs, and/or essays. The instructor will outline the out-of-class assignments for the course topic. These will be graded assignments and will be included in the final grade determination.

## Distance Education for Programs

For programs approved for delivery in a hybrid manner, students will take classes via distance learning on 1 to 2 scheduled days per week via Google Classroom (1 or 2 days varies by program schedule). Numerous locations have high-speed internet availability if a student does not have access at home. Students may come to the campus, if needed, to complete the distance education portion of each course. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

## Learning Resource Center

Students will be required to utilize the Maestro College Learning Resource Center for assigned projects. Students may also access the Dallas, Arlington, or other local Public Library systems for additional research materials. Library cards to the public system are free to students. The Learning Resource Center is available during regular College hours. Books and materials may be checked out by any staff member at the front desk.

## Tutorial Assistance—Private Instruction

The College offers regular tutorial assistance at no charge to students provided any student requesting such tutorial assistance meets the following criteria:

1. The student must regularly attend the College;
2. The student must arrange for tutorial assistance through the faculty member in charge of tutoring or the College President; and
3. The student schedules tutoring sessions on campus at a time when class is not otherwise scheduled.

The College President may authorize tutorial assistance for a maximum of five clock hours a week. Tutors are faculty or approved honor students who volunteer to assist others. Should a student require more intense tutorial assistance, the College President will refer the student to outside tutors who may charge for the service.

## Transfer of Credits to Programs at Maestro College

Continuity of the program is essential to the development of the student's knowledge of the subject and its applications to the profession. Therefore, Maestro College does not accept credit transfers unless it is deemed appropriate by the Campus President that the credit is consistent with the College's course objectives, course by course. The Campus President will evaluate an official transcript from another institution for any possible transfer of credits into Maestro College. In addition to the criteria of compatibility of prior courses and accreditation, other pertinent factors taken into consideration include the completion of the transferring course within the last 5 years and with an earned grade of "C" or above. The College may give credit for courses up to a maximum of 50 percent of the required program hours for graduation for which the student is enrolling. An official transcript from the transferring institution will be required for transfer credit evaluation. Other required documents may include a school catalog, course description/outline, and course syllabi. Transfer credit is considered from institutions accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation, or in the case of an institution that is not accredited, the course(s) considered for transfer must align and be consistent with established industry training standards. With respect to assessing transfer credit, Maestro

College does not charge any fees for testing, evaluation, or granting transfer of credit.

Maestro College does not offer credit for advanced placement, credit through examination, or experiential learning. For veteran or veteran benefits eligible students, **ALL PREVIOUS EDUCATION AND TRAINING MUST BE EVALUATED** for possible education credit.

If a student disagrees with Maestro College's assessment of their transfer credit evaluation, they may submit a written appeal to the Campus President within 10 calendar days of the decision. This appeal should include supporting documentation such as official transcripts, course descriptions or syllabi, and other relevant materials that demonstrate equivalency. The Campus President will review the submitted materials and notify the student of a final determination within 10 business days. Appeal decisions are final and must be resolved before the end of the student's first term.

### **Tuition and Fee Adjustments and Possible Financial Implications of Transfer Credit**

Tuition is prorated based on the number of quarter credit hours the student is required to complete at Maestro College. When transfer credits are accepted, tuition and fees are recalculated accordingly. For example, if 12 credits are accepted in a 90-credit program, the student's tuition is based on the remaining 78 credits. This ensures that students are charged only for the coursework they are required to complete at the College.

Transfer credit may impact a student's financial aid in the following ways:

1. The total number of program credits required may be reduced, potentially lowering the Cost of Attendance (COA) and the amount of aid awarded.
2. If the program duration is shortened due to transfer credit, this may affect the period of financial aid eligibility.
3. Accepted transfer credits are included in the calculation of Satisfactory Academic Progress (SAP), which can influence a student's financial aid standing.

It is recommended that students consult with the Financial Aid Office to ensure they fully understand potential implications of transfer credit on financial assistance.

### **Transfer of Credits from Maestro College to Other Colleges**

Students who wish to continue their education at other Colleges must not assume that the receiving institution will accept any Maestro College credits. It is the student's responsibility to research the requirements of that selected College and whether the receiving institution will accept any transfer credit from Maestro College.

### **Transfer of Credits from Programs at Maestro College**

Students may transfer credits from one program to another at Maestro College provided the transferring courses are at least the same number of credits, the same content, were completed with at least a "C", and were taken within the past five years. Courses common to programs will be transferred with the grade(s) received in the transferring program and will apply towards Satisfactory Academic Progress (SAP).

### **Transcripts**

Current or former students in good standing with Maestro College may request one free copy of their official transcript by submitting a written request to the College with the name and address where the transcript will be mailed. A \$3 fee will be charged for additional copies and must be paid in advance. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. Requests for an official transcript to be sent to a third-party (such as an employer or other institution) must be submitted on a Maestro College Request for Transcript form signed by the current or former student.

### **Articulation Agreements**

Maestro College has an articulation agreement in place with Maestro University, DEAC accredited, for all current Associates of Applied Science programs: AAS in AI Software Engineering, AAS in Business Administration with Specialties, and AAS in Cybersecurity. A copy of the articulation agreement and/or the details of how courses in each program align with Maestro University are available upon request. Final acceptance of any courses for credit is decided by the receiving institution.

## Honors and Awards

Graduates earning a 4.0 grade point average (GPA) receive recognition as *Highest Distinction*; graduates earning a GPA of a 3.5 – 3.99 receive recognition as *High Honors*. Awards such as perfect attendance and special recognition may be presented but are not calculated into the GPA.

## Attendance/Tardiness

The College emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to compete in the labor market. Since most of the programs are conducted in a hands-on environment, attendance is critical to proper skills training.

### Requirements for attendance traditional/hybrid/synchronous distance education programs:

1. Students who have excessive, non-consecutive absences or who miss 10 percent or more of the total class hours of a program will be put on a probationary status for the remainder of the program. Attendance begins on the first day of the program.
2. Students who miss more than 20 percent of the total class hours of the program will be terminated from the program even with legitimate reasons for the absences.
3. Students who are absent for more than 10 consecutive scheduled days will be terminated from the program. Absences are calculated by using the last day of scheduled class attendance.
4. Students whose enrollments are terminated for violation of the attendance rules may not re-enroll before the start of the next grading period. This provision does not circumvent the approved refund policy.
5. Students terminated more than once due to lack of attendance may be readmitted only at the discretion of the Campus President and no sooner than the next grading period.
6. Students may appeal to the Campus President if they feel an error has been made in their attendance calculation.
7. At the discretion of the school director, the school will not be required to terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

Students arriving late or leaving class early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Students are expected to attend every class on time. Students who are not in attendance for any portion of a scheduled class will be considered tardy or absent for the time missed in that class. Continued excessive tardiness could lead to action including dismissal from the program.

### Requirements for attendance asynchronous distance education programs:

Maestro College Asynchronous Distance Education programs are non-attendance taking programs. Although these programs are non-attendance taking, the institution is required to document students' participation in academic related activity and to terminate the enrollment of any student for which this activity cannot be documented at the following points:

- (1) at the end of the first calendar week of the academic term;
- (2) at the end of the first four calendar weeks of the academic term;
- (3) at the midpoint of each academic term; and
- (4) at the end of each academic term.

*Example: For a program which is run in 10-week terms a student must complete a qualifying academic activity in weeks 1, 4, 5, and 10 to remain active. Failure to complete a qualifying academic activity during any of these weeks will result in the student being dropped from the program.*

Samples of qualifying academic events include:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

The following do NOT qualify as academic events:

- Logging into an online class or tutorial without any further participation; or

- Participating in academic counseling or advisement.”

All academic events shall include:

1. The Date the course material is mailed/published to the student
2. The date the lesson assignment is received from the student
3. The grade on a per-lesson basis
4. The Instructor’s name
5. The date graded assignments are returned to the student
6. The final grade for the class/program with completion date indicated

## GRADING POLICIES

### Grading Scale

Letter	Numeric	GPA
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	0.0
I	Incomplete	-
P	Pass	-
TC	Transfer Credit	-
U	Unsatisfactory	-
W	Withdrawal	-
Z	Not Attempted	-

### Pass – Fail (Unsatisfactory) Grading

\*P (Pass)—This designation is given to students who fulfill the requirements of each term of the program where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

\*U (Unsatisfactory)—This grade is given for those who have not achieved the goals of each term where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

I (Incomplete)—*Under Texas Education Code, Section 132.061 (f):* A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student will be eligible to re-enroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition. (*Title 40, Texas Administrative Code, Section 807.171-175*) A grade of F (“0”) will be averaged into the student’s final GPA. Students have two weeks after a new term starts to complete the work required and to remove the “I.” Failure to complete the work as scheduled will result in the “I” becoming an “F”. The College President may allow additional time under mitigating circumstances such as serious illness or death of a close relative to extend the two-week period. Documentation must be provided for the mitigating circumstances acceptable to the College President.

Z (Not Attempted)—This designation is given in standard term programs where a student is scheduled to begin a class at a later point in the term but withdraws before the class begins. There is no effect on the student’s overall GPA or Pace of Completion for the program. Term Programs: AAS in AI Software Engineering, AAS in Business Administration with Specialties.

### Withdrawn, Transfer of Credits

If a student withdraws with a last date of attendance occurring prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point of a course, the student will receive the grade achieved for the entire course which can result in a failing grade. Transfer of credit courses does not affect the GPA. In the event that a student withdraws from a course at a point in time where the course content is substantially complete and

withdrawal from the course will not adversely affect the student achieving a passing grade of at least a “C” or better at the time of withdrawal, the student may receive the grade achieved for the course at the time of the withdrawal.

**Asynchronous Programs**—If a student withdraws prior to having received 80% or more of the assignments available the student receives a “W”, and the GPA is not affected. If the student withdraws after 80% or more of the assignments are available, the student will receive the grade achieved for the entire course which can result in a failing grade.

### **Grade Questions**

Students who question a grade must complete a Grade Challenge Form and submit the form to the instructor of the course within two weeks of the issuance of the grade. If further assistance is necessary, inquiry should be made to the College President.

### **Remedial Work**

There are no remedial courses.

### **Grading Procedures**

Grade reports are distributed to students at the end of each grade period. Maestro College uses a system of letter grades and qualitative points to evaluate student performance. Grade point averages are computed on a four-point grading system. Grading is based on classroom performance, assignments, and periodic written and practical examinations. All grades are available for review on a regular basis. Failure to maintain a satisfactory academic standing will result in academic warning or probation and eventually dismissal or termination if progress continues to be unsatisfactory. To pass each course, a student must achieve a minimum grade of 60 percent or better. However, if the 2.0 cumulative GPA required to graduate is not met, the student may be required to repeat a course to improve upon the original below average grade if it is possible to attain the 2.0 CGPA needed to graduate. Grade point averages are rounded down to the nearest hundredth.

### **Graduation Requirements**

To graduate the student must:

1. Complete with passing grades all requirements for the program within the maximum time frames permitted, attain a minimum cumulative GPA of 2.0 and complete all courses with a passing grade.
2. Complete the Career Pathways courses (only applies to students who enrolled under ATB guidelines and have not attained a GED while in school).
3. Return all property belonging to the College.
4. Complete an exit interview.

Upon graduation, a diploma (degree programs) or certificate (vocational training programs) will be granted.

### **Licensure, Certifications, or Other Requirements for Entry or Advancement in an Occupation**

Some occupational certifications are available where noted in programs offered by Maestro College. While the institution recommends students gain certifications where noted for each program, there are no requirements for licensure for entry or advancement in any of the occupations or professions for which education and training are offered by Maestro College. Program courses are designed to prepare students to successfully complete recommended certification exams. Additional tutoring sessions may be scheduled to help students prepare for certification exams.

Where certifications are referenced for a program and/or program courses, students should take the exams at an approved testing site within two weeks of each course completion for course specific certification exams but no later than 6 months after completing their program of study for all certification exams. The school will directly pay the test provider for a 1<sup>st</sup> attempt exam fee. However, for exams taken after 6 months (from date of program completion) but no later than 18 months after completion of the program, the school will reimburse graduates for successful completion of a 1st attempt of a course or program certification exam. Although certification exams are not required to work in any of the fields of training offered at the College, the school highly recommends students take related certification exams to gain industry recognized certifications thus helping make graduates more attractive to employers. In no case will the School pay for or reimburse a student who attempts a program related certification exam after withdrawing from a program. Exam fees are included as part of the total program cost when refund calculations are computed upon withdrawal. Exam fees are not refundable to students who do not attempt a certification exam within the prescribed time periods.

## **Repeating a Course**

Students must repeat courses in which they have received an “F” or from which they withdrew with a “WF.” The higher grade between the original course attempt and the repeat will be count towards the student’s grade-point average. Classes in which students have receive a grade of “D” may be repeated; however, approval from the Campus President is needed to repeat a “D” course.

## **Make-Up Work/Hours**

The student is fully responsible for all work assigned in any class. If a student is absent, he/she should contact the instructor upon returning to class for assignments or lecture notes that were missed. All assignments approved by the instructor for make-up must be submitted by the assigned date. No make-up assignments will be accepted beyond 2 weeks after the end date of the course. The student should obtain phone numbers of classmates to obtain assignments in an emergency. The student is responsible for being in class on test days. Make-up exams are scheduled outside regular class time at the discretion of the instructor. If allowed, make-up exams must be taken on the next day the student is in attendance. Quizzes cannot be made up. All make-up work (assignments, tests) is subject to grade penalties as outlined in the course syllabus. No more than 5% of the total course time contact hours may be made up. The make-up hours will be supervised by a course approved instructor, require the student to demonstrate substantially the same level of knowledge as expected of a student who attended the class session, be completed within 2 weeks of the end of the grading period of the absence, be properly documented by the school (per TWC requirement) and be signed and dated by the student to acknowledge the session. Hours cannot be made up for the sole purpose of recording attendance, refunds, or record keeping/reporting purposes.

# SATISFACTORY ACADEMIC PROGRESS (SAP) FOR PROGRAMS

The following policy is applicable to all students enrolled in a program at Maestro College:

SAP will be measured at program specific intervals as outlined below including at the end of each payment period for recipients of federal financial aid. Students initially not meeting SAP at their assessment period will be placed on Warning or FA Warning (if applicable) for the following assessment period. Failure to achieve SAP for two consecutive periods could result in Probation, FA Probation, or withdrawal as outlined in this policy. Course incompletes and transfer credits (from other institutions) will have no effect on the cumulative grade point average. When a course is repeated, only the higher grade achieved will be calculated for cumulative grade point average purposes. Maestro College does not offer remedial courses.

Changing programs at Maestro College may affect SAP status even in circumstances where no transfer credit for associated courses is applicable. A student with an adverse SAP standing from the original program will begin the new program under the same SAP status and remain so until the next evaluation period to determine SAP status at that time. Transfer credit for associated courses in programs when changing from one program to another at Maestro College will count in SAP evaluations. SAP evaluation will include the CGPA and a quantitative analysis of progress in the program. The student will have up to 150% of the published length of the program to satisfactorily complete all the credits and must be on schedule to do so. The student's assessment period GPA must meet or exceed the minimum rates below to avoid warning and/or probation.

## Academic SAP Assessment Schedule

Program	Schedule*	First Assessment	Ongoing Assessments <sup>^</sup>
MA	20 hours	11 weeks	10 weeks**
MBC	20 hours	11 weeks	10 weeks
AAS – AI Software Engineering	10-20 hours	10 weeks	10 weeks
AAS - Cybersecurity	20 hours	9 weeks	8 weeks
AAS – Business Administration	10-20 hours	10 weeks	10 weeks

\*Schedule in standard hours per week

<sup>^</sup>Additional Assessments - upon LOA return or withdrawal/re-entry

Program	Assessment	1	2	3**	4+
MA*	GPA	1.5	1.7	2	
	POC	50.00%	58.34%	66.67%	
	Period [weeks]	11 weeks	10 weeks	7-10 weeks**	
	Period [credits]	0-22.5	23-37.5	38-77.25	
MBC	GPA	1.5	1.7	2	
	POC	50.00%	58.34%	66.67%	
	Period [weeks]	11 weeks	every 10 weeks		
	Period [credits]	0-21	21.5-34.5	35-84	
AAS – AI Software Engineering	GPA	1	1.5	1.7	2
	POC	50.00%	58.34%	66.67%	66.67%
	Period [weeks]	10 weeks	every 10 weeks		
	Period [credits]	0-12	12.5-24	24.5-36	36.5-160.5

AAS – Cyber security	GPA	1	1.5	1.7	2
	POC	50.00%	58.34%	66.67%	66.67%
	Period [weeks]	9 weeks	Every 8 weeks		
	Period [credits]	0-12	12.5-24	24.5-36	36.5-154.5
AAS – Business Administration	GPA	1	1.5	1.7	2
	POC	50.00%	58.34%	66.67%	66.67%
	Period [weeks]	10 weeks	every 10 weeks		
	Period [credits]	0-12	12.5-24	24.5-36	36.5-162

\*Must have a 2.00 GPA to go to Externship.

\*\*3+ assessments for MA are every 2 class groups pre-externship. This will vary between 7 and 10 weeks depending on courses taken (Career Development vs. Core class groups)

The guidelines for Academic SAP are as follows:

- At each assessment period, the student must achieve the CGPA and Pace of Completion [POC] stated in the Program Assessment chart for that period.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for Medical Assistant students to begin Externship.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

When a student in good standing does not meet Academic SAP in a subsequent assessment period:

- The student will be placed on Academic Warning for the next assessment period and will be so advised.

Academic Warning period:

At the end of the Academic Warning period, the student's SAP will be evaluated and one of the following actions will occur based on the results of the assessment:

- The student is making SAP - The student will be removed from Warning status.
- The student does not meet SAP:
  - Student is subject to dismissal from the program. Students may appeal dismissal and request to be placed on Academic Probation.
    - 1) If the Appeal is accepted and SAP can be reasonably met in one assessment period the student is placed on Academic Probation status.
    - 2) If the Appeal is denied in full, the student is dismissed from the program.

Academic Probation period:

At the end of the Academic Probation assessment period, the student's Academic SAP will be evaluated and one of the following actions will occur based on the results of the assessment:

- The student meets cumulative Academic SAP – The student will be removed from Academic Probation status.
- The student does not meet Academic SAP on a cumulative basis but does meet the GPA and POC for the assessment period:
  - The Student will be placed on Continued Academic Probation.
- The student does not meet cumulative nor assessment period Academic SAP:
  - Student will be dismissed from the program.

Continued Academic Probation status:

At the end of the Continued Academic Probation assessment period, the student's Academic SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory [meet benchmarks]:
  - The student will be removed from Continued Academic Probation.
- The student does not meet Academic SAP in CGPA and/or POC:
  - Student meets the benchmark GPA and POC for the assessment period:
    - Student remains on Continued Academic Probation
  - Student does NOT meet the benchmark GPA and POC for the assessment period:
    - Student is dismissed from the program.

### Academic Appeal Process

Any student not attaining the required GPA or achieved hours during the Warning period and are subject to dismissal may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notification. The appeal should be addressed to the Campus President. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

An Appeals Committee, composed of the Campus President, a department director, and other assigned staff/faculty will examine all appeals. The student will be sent the committee's written decision within five days of receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's written decision granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

### **SAP Assessment and Federal Financial Aid:**

In addition to the SAP policy outlined above, the following guidelines will apply for students who receive Federal Financial Aid in order to determine continued financial aid eligibility. Financial Aid SAP (FA SAP) for financial aid eligibility purposes will be assessed at the end of each payment period. Payment periods are determined by:

#### If the program is one academic year or less in length:

- The first payment period is the period in which the student successfully completes half of the credit or clock-hours AND half of the weeks of instructional time in the program.
- The second payment period is the period in which the student completes the remainder of the program.

#### If the program is more than one academic year in length [Non-Standard Term]:

- For any payment period that falls in a full academic year—
  - The first payment period is the period in which the student successfully completes half of the credit or clock-hours AND half of the weeks of instructional time in the academic year.
  - The second payment period is the period in which the student completes the remainder of the academic year
- For any remaining portion of a program that is more than half of an academic year (as measured in both clock or credit hours and weeks of instructional time), but less than a full academic year—
  - The first payment period is the period in which the student successfully completes half of the credit or clock-hours AND half of the weeks of instructional time in the remaining portion of the program; and
  - The second payment period is the period of time in which the student successfully completes the remainder of the program.
- For any remaining portion of a program that is half of an academic year or less, the payment period is the remainder of the program.

#### If the program is more than one academic year in length [Standard Term]:

- Each term is a payment period and SAP will be run at the end of each term

#### The guidelines for FA SAP follow:

- At the end of each payment period, the student must achieve the CGPA and Pace of Completion [POC] stated in the chart for that period.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for Medical Assistant students to begin Externship.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

First failure to meet FA SAP at the end of any payment period:

- The student will be placed on FA Warning status for the next payment period.
  - The student will be advised
  - No action required by the student

FA Warning payment period:

At the end of the FA Warning Payment period, the student's FA SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory:
  - The student will be removed from FA Warning.
- The student does not meet SAP for CGPA and/or POC:
  - Student loses Title IV Financial Aid Eligibility
  - Student may appeal the loss of FA eligibility and request to be placed on FA Probation status.
    - If Appeal is accepted and:
      - 1) FA SAP can be reasonably met in one payment period:
        - Student is placed on FA Probation status.
      - 2) FA SAP cannot be reasonably met in one payment period:
        - Student is placed on FA Probation with Academic Plan.
        - Academic Plan is developed which may cover more than one payment period.
    - Appeal is denied in full:
      - 1) Student loses Title IV FA Eligibility and may be withdrawn

FA Probation payment period:

At the end of the FA Probation payment period, the student's FA SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory [meet benchmarks]:
  - The student will be removed from FA Probation.
- The student does not meet FA SAP in CGPA and/or POC:
  - Student on FA Probation:
    - Student loses Title IV FA Eligibility
  - Student on FA Probation with Academic Plan:
    - Determine if plan is being met as of payment period:
      - 1) If met – Student continues on FA Probation with Academic Plan.
      - 2) If not met – Student loses Title IV FA Eligibility and may be withdrawn.

FA Ineligible:

Students who become FA Ineligible must make and follow through with arrangements to meet their financial obligations to the school in a timely manner. Students unable to meet their financial obligations will not be able to continue with school until such time that they can meet their obligations. Assessment of FA SAP for reinstatement of Title IV eligibility occurs at the end of each payment period.

**Definition of the Maximum Program Length/Maximum Time Frame**

The maximum program length also referred to as the maximum time frame (MTF) of any program is defined as the amount of time normally required to complete a program (as stated in the program outlines published in the catalog or in a catalog addendum) multiplied by 150%. Students who request and are approved to finish their program beyond the MTF will not be eligible to receive any additional financial assistance and cannot be considered a graduate of the program. Financial assistance eligibility ceases at the point which it is determined that the student cannot complete the program within MTF.

**Qualitative Requirements for Diploma Programs:**

Maintain a cumulative academic average as required to meet SAP standards or better at the end of each progress report period. The College uses the following grading scale:

Grading Scale		
Letter	Numeric	GPA
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	0.0
I	Incomplete	-
P	Pass	-
TC	Transfer Credit	-
U	Unsatisfactory	-
W	Withdrawal	-
Z	Not Attempted	-

**Quantitative Requirements for Programs:**

- All students must complete their educational program in no longer than 150% of the published length of the program as measured in credit and/or clock hours as determined by the program. For example:

Program	Minimum		Maximum	
	Hours	Qtr. Cr.	Hours	Qtr. Cr.
Medical Assistant	760	51.5	1140	77.25
Medical Billing and Coding	740	59	1110	88.5
AAS in AI Software Engineering	1250	107	1875	160.5
AAS in Cybersecurity	1260	103	1890	154.5
AAS in Business Administration	1260	108	1890	162

- Students must complete/pass at least 67% of the courses attempted at the midpoint of the program and thereafter.

**Losing and Regaining Financial Aid Eligibility****FA Warning Status**

A student not making SAP at the end of a payment period will be automatically placed on FA Warning status. No action is required by the student, and he/she may continue to receive Title IV funds for one additional payment period. Students who are making SAP at the next payment period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP at the next payment period will lose Title IV eligibility unless an appeal is granted to be placed on FA Probation and retain financial aid eligibility.

**FA Probation Status**

A student in FA Warning Status not making SAP at the end of the payment period may be placed on FA Probation as outlined in the FA Warning section above. Students placed on FA Probation must have an approved FA Probation status appeal to receive Title IV funds during FA Probation and may also require an Academic Improvement Plan to regain SAP. Students who are making SAP at the next payment period are considered as meeting SAP and have regained full Title IV eligibility; those who are not making SAP will be ineligible to receive Title IV funds for the following payment period. A student must meet SAP prior to having eligibility reinstated.

**FA Appeal Process**

A student, who wishes to appeal FA eligibility and be placed on FA Probation status must submit a written request to the College President within ten (10) days of the non-satisfactory progress status determination and must describe any

circumstances that the student believes deserve special consideration. Acceptable reasons include the death of a relative, an injury or an illness of the student, or other special circumstances. The College will evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. The results of the appeal process will be determined as outlined in the FA Warning payment period section above including whether the student will retain financial aid eligibility.

### **Reinstatement of Aid**

Reinstatement of aid is limited to the payment period under evaluation. Prior payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period in which he/she resumes satisfactory academic progress.

### **Reestablishing Eligibility for Federal Funds**

If a student can return to College after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the College to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirement for satisfactory academic progress, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from College. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to graduate. The student may complete his or her program; however, the student would be listed as a completer, not a graduate, should the student meet all the requirements for graduation beyond the 150% or by not meeting or exceeding the 67% of credits completed standard. This student would be held to the same GPA (2.0) graduation requirement.

### **Satisfactory Academic Progress Policy for Veterans (and other eligible persons under Section 3675, Title 38, United States Code):**

Satisfactory Academic Progress shall be in accordance with the Satisfactory Academic Progress For Programs standards outlined above and will be applied at each VA required reporting period (module). If SAP is not met, the student will be warned. The SAP report will be placed in the student file. If a student does not meet SAP at the end of any two consecutive reporting periods of the program, the student will be placed on probation. The student will be reported to the VA as making unsatisfactory progress. The student may continue training, without receiving benefits, and will still be reviewed for progress at the end of each module. Once a VA student re-attains Satisfactory Academic Progress, the student can be certified for benefits again beginning with the next reporting period.

## **LEAVE OF ABSENCE (LOA)**

Our college is committed to the success of our students and understands that from time-to-time a student must interrupt his/her progress towards completing a program for good cause such as unforeseen circumstances like medical issues, family hardship, or other personal issues that may arise and require a temporary break in training. A student who wishes to temporarily interrupt his/her progress must submit a request for a leave of absence (LOA) in writing on an LOA Request form or filled out on the school's online LOA Request form. Requests must be made in advance of the beginning date of an LOA unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the College's consecutive absence policy, the student will be withdrawn. An LOA is granted on a case-by-case basis by the College President. A student who has been approved to be placed on Leave of Absence (LOA) is on a temporary separation from the college, which means that the student is not an active student. Students on LOA are not to fulfill any coursework requirements during their time on leave. A student on a leave of absence will have limited access to college facilities normally available to enrolled students. The student on leave of absence may be able to access his/her assigned email but will not be able to access the online course(s) or participate in the classes on ground as well as all class/course-related activities.

A leave of absence (LOA) request must be submitted to the College President for approval, which will be authorized on a documentable, case-by-case basis. LOA will be authorized only for mitigating circumstances such as documented medical issues or major family disruptions. An LOA is limited to the lesser of 180 calendar days in a 12-month period or one-half the published program length. A student may request up to two leave of absences; however, the combined time away from College cannot exceed the determined maximum days in a 12-month period. The student who takes an LOA of two weeks or less is fully responsible for all work assigned in any class during his/her absence. (It is highly recommended that the student obtains the phone number of any student with whom there is a rapport to obtain the assignments during the leave or to decide in advance with his/her instructor.) The student should contact the instructor upon returning to class for assignments and for lecture notes that were missed during the Leave of Absence. Make-up for exams scheduled during the leave of absence should be taken no later than five (5) days from the first day the student returns. Seminars with course time of 40 hours or less shall not grant LOA's.

## **OFFICIAL WITHDRAWAL FROM COLLEGE**

If circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the Campus President and/or Program Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the effective date of withdrawal.

## **UNOFFICIAL WITHDRAWAL FROM COLLEGE**

If the College unofficially withdraws a student from College, the Campus President and/or Program Director must complete the Withdrawal Form and reference the last date of attendance.

# FINANCIAL SERVICES

## Financial Assistance

Financial Assistance is available to those who qualify through the Financial Aid Office.

## Possible Finance or Payment Information for Students

Maestro College is an Approved Training Provider for the Texas Workforce Commission ([www.twc.state.tx.us](http://www.twc.state.tx.us)). Maestro College is approved to provide training for Veterans and other eligible persons under Section 3675, Title 38, United States Code (<http://www.gibill.va.gov/>). Students may qualify for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)). Maestro College may accept personal payment plans (please see the College President).

## Collection Process of Unpaid Tuition

In the event that a student does not pay tuition or fees due to the school, Maestro College will attempt to collect payment directly from the student. Failure to make payments may result in the account being sent to an outside collection agency. Additionally, the student may lose access to other services including but not limited registration for additional courses, copies of additional transcripts, graduation ceremony participation, and receipt of certificates of completion or official transcripts.

## Availability of Employees for Information Dissemination Purposes

Requests for information by students about Maestro College should be directed to the College President, Maestro College, 8150 N. Central Expressway, Suite 2240, Dallas, TX 75206, Phone: 214-777-6433 Other employees, such as admissions and financial aid staff, may also provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Maestro College Financial Aid Office or Office of College President.

## Student Right-to-Know Act Also Known as the Student Right-to-Know and Campus Security Act

(P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. For more information, see <https://nces.ed.gov/ipeds/find-your-college>.

## All students have the following rights and responsibilities:

### The student has the right to ask the College:

- The name of its accrediting and their licensing organizations.
- About its programs; its instruction; its laboratories; its physical facilities, and its faculty.
- What the cost of attending is, and the institution's policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the College, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, and when a student must start repaying.
- Deferral of repayment or forbearance for certain defined periods, if you qualify and if you request deferral or forbearance.
- Provide written information on student loan obligations and information on your rights and responsibilities as a

borrower.

- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the College determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your Title IV eligibility.
- What special facilities and services are available to a student with disabilities and how to request reasonable accommodation.

**It is the student's responsibility to:**

- Review and consider all the information about the College program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the College of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the College to determine the net balance of your account with the College as well as the net balance of any student loan.
- Notify the College of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes. Understand your college's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement signed.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information provided by the student resulting in funds being awarded that a student was not eligible for are advanced to you or credited to your College account.

**Title IV**

Prior to the determination of eligibility for all Title IV funds, students are required to complete a current year [FAFSA \(Free Application for Federal Student Aid\)](#). Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "[Directions to Apply for Federal Student Aid](#)", the US Department of Education's annual publication of "[Funding Education Beyond High College: The Guide to Federal Student Aid](#)" and "[Direct Loan Basics for Students](#)" available in the Student

Resource Center and/or Financial Aid Office; or:

FAFSA Information Center .....1-800-433-3243

FAFSA website .....[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

The College currently participates in the Pell Grant, the William D. Ford Federal Direct Loan Program Subsidized and Unsubsidized Programs, and Parent PLUS Direct Loan programs. The College does not coordinate but will certify veterans, state, local government and private funding sources.

Need Based Aid (Pell Grant and Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans)

Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items:

Tuition & Fees, Room and Board, Transportation, Misc./Personal allowances, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

The College does not offer private education/institutional loans, nor does it have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

The College does not employ any students who are currently receiving financial aid and are attending the College programs.

All students who borrow a Direct Subsidized Loan, Direct Unsubsidized Loan, and/or Direct PLUS Loan while attending the College must complete [Direct Loan Entrance Counseling](#) before funds are certified. You may receive more than one type of loan under the Direct Loan Program. Each loan type has its own terms and conditions, such as interest rates. You repay your Direct Loan via a servicer to the Department of Education.

All Title IV funded students who are graduating or withdrawing from the College must complete exit Counseling. If a student is unavailable to complete at the College a package a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audiovisual materials, US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the College shortly before graduating or ceasing at least half-time enrollment.

Where class sizes are below reportable thresholds set by regulatory agencies, Maestro College does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV unless otherwise mandated by the regulator; doing so would lead to individually identifiable student recipients and violate their right to privacy. In addition to information published in this catalog details on Student Body Diversity, Federal Student Aid Recipient Details, and Program Costs can be found on the College Navigator Website at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)

NSLDS (National Student Loan Data System) is available at [www.nsls.ed.gov](http://www.nsls.ed.gov) where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by Colleges and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575. To electronically provide feedback to the U.S. Department of Education, whether to report an issue or give positive comments, visit their website at <https://studentaid.gov/feedback-center/>.

# REFUND POLICIES

## TWC (Texas Workforce Commission) CANCELLATION AND REFUND POLICY

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### REFUND POLICY

Non-Attendance taking programs only: The Student is no required to pay tuition during the first week of the program.

All Programs:

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Title IV grant or loan assistance includes only assistance from the Direct Loan, Federal Pell Grant, Iraq and Afghanistan Service Grant, TEACH Grant, and FSEOG programs, not including the non-Federal share of FSEOG awards.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

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

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course;  
or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

#### **Additional Policies and Procedures**

1. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
2. If tuition and fees are collected in advance of the start of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
3. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months, the institution shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the

first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the Refund Policy section outlined above.

5. Refunds, when due, must be made without requiring a request from the student.

### **Withdrawal after Class Start**

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the College President in writing that he/she has withdrawn or the date of withdrawal, whichever is earlier;
2. The first-class day following more than ten consecutive class days of absences;
3. The date that the College terminates the student's enrollment
4. If a student does not resume attendance at the institution at or before the end of leave of absence

If a student completes the program in less time than the published course duration, the contracted tuition will be fully earned by the College upon the date of completion and the student will not be entitled to any refund due to earlier completion.

**Students enrolled in the federal programs, please refer to the refund policy stated below:**

### **Return to Title IV/Refund Repayments Policy**

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending Maestro College may still owe funds to the College to cover unpaid tuition. Additionally, the College may attempt to collect any funds from a student that the College was required to return because of this policy.

Maestro College is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4), The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the College. All students subject to this policy are determined per the following definitions and procedures, as prescribed by regulation.

Maestro College has 45 days from the date the College determines the students withdrew to return all unearned funds for which it is responsible. The College will notify the student in writing of the amount of funds that must be returned. The College will advise the student and/or parent that they have 14 calendar days from the date the College sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the College will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

A student who is no longer enrolled and in attendance is no longer eligible for in-school status or an in-school deferment, so Maestro College must report the student's enrollment status as withdrawn ("W") in NSLDS (National Student Loan Data System) Enrollment Reporting.

### **Withdrawal before 60%:**

Maestro College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive and received during the period.

**Withdrawal after 60%:**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Maestro College will still calculate eligibility for a post-withdrawal disbursement (PWD).

**Calculating R2T4**

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The College is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated is less than the amount of title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew:

1. The difference between these amounts must be returned to the title IV programs. Maestro College chooses to calculate the treatment of title IV assistance on a payment period basis, but if the institution charges for a period that is longer than the payment period, "total institutional charges incurred by the student for the payment period" is the greater of the prorated amount of institutional charges for the longer period; or the amount of title IV assistance retained for institutional charges as of the student's withdrawal date.
2. No additional disbursements may be made to the student for the payment period or period of enrollment. If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated is greater than the total amount of title IV grant or loan assistance, or both, that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement must be made from available grant funds before available loan funds.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student.  
 $\frac{18 \text{ (scheduled days)}}{118 \text{ (scheduled days)}} = 15.3\%$  (% of completed calendar days within the payment period)
2. Calculate the dollar amount of Title IV aid earned by the student.  
 $15.3\% \times \$2,805.00 = \$429.17$  (Amount of aid earned by student)
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

**Post Withdrawal Disbursement**

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the College determined the student withdrew for loans and no later than 45 days from the date the College determined the student withdrew for grants. The College is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds.

However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees, or to the student. The University will seek the student's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees.

Maestro College is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

### **Overpayments**

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must decide with the College and/or the Department of Education to return the unearned grant funds failure to do so will result in no additional Title IV aid.

### **Official Withdrawals**

To officially withdrawal from Maestro College, the student must initiate the withdrawal process by contacting the College President. The College's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

### **Unofficial Withdrawal**

Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by the College as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

### **Maestro College's responsibilities regarding the return of Title IV funds follow:**

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- returning any Title IV funds that are due the Title IV programs.

### **The Student's responsibilities regarding the return of Title IV funds include:**

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined
  - Any title IV loan program in accordance with the terms of the loan; and
  - Any title IV grant program as an overpayment of the grant; however, a student is not required to return the following:
    - The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed), to the student for the payment period or period of enrollment.
    - With respect to any grant program, a grant overpayment amount, of 50 dollars or less that is not a remaining balance.
- A student who owes an overpayment remains eligible for title IV, HEA program funds through and beyond the earlier of 45 days from the date Maestro College sends a notification to the student of the overpayment, or 45 days from the date Maestro College is required to notify the student of the overpayment if, during those 45 days the student:
  - Repays the overpayment in full to the institution;
  - Enters into a repayment agreement with Maestro College in accordance with repayment arrangements satisfactory to the institution; or
  - Signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.
- Within 30 days of the date of Maestro College 's determination that the student withdrew, we will send a notice to any student who owes a title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243), TTY users may call: 1-800-730-8913  
Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

# STUDENT SERVICES INFORMATION

## FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that protects the accuracy and privacy of students' education records. Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. At Maestro College, FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the College, regardless of the person's age. At the postsecondary level, FERPA affords eligible students these following rights with respect to their education records:

- To inspect and review the student's education records maintained by the school
- To request amendment of any education records that they believe to be inaccurate or misleading
- To consent to the disclosure of personally identifiable information (PII) from the student's education record to third parties, subject to certain exceptions.

An "eligible student" is defined in FERPA as a student who has reached 18 years of age or is attending a postsecondary institution at any age.

The directory information made available by the College may include:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the College asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a College employee and filing a request to be excluded from the directory or from any other requests for open directory information.

Per FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, if employment is not contingent upon being a student.
- Law enforcement records.

FERPA provides the right to seek to amend information in education records. If a student requests amendment of information in his or her education records that he or she believes is misleading or inaccurate, the college or university must consider the request.

The College will disclose information from a student's education record without the written consent of the student to a staff member who require access to educational records to perform their legitimate educational duties; officials of other Colleges in which the student seeks or intends to enroll; and about a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the College shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student because they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the College.

It is the policy of the College that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the College will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the College that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Student Privacy Policy Office at the Department of Education, 400 Maryland Ave SW, Washington DC 20202-8520. Additional information is available at <https://studentprivacy.ed.gov/file-a-complaint>.

### **Parent Rights Under the Family Educational Rights and Privacy Act (FERPA)**

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the College. In emergency or crisis situations, the College may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals. For more information regarding parent's rights under Family Educational Rights and Privacy, visit <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-parents>.

### **Code of Conduct**

In making application, students agree to conduct themselves within the limits of acceptable behavior and appearance, which

will enable the College to recommend the graduate to prospective employers as courteous, considerate, and well-mannered individuals. The College also expects the behavior of students while off campus to reflect favorably on the College. Students are expected to be neat, clean, and dressed appropriately. If, in the judgment of the College's administration, students do not adhere to these practices, the College may take corrective action that could result in a verbal warning/reprimand, probation, suspension, or dismissal.

### **Personal Appearance and Student Dress**

It is important that the first impression presented by students is a positive one. Being well-groomed and appropriately attired demonstrates respect for oneself and the College. Appropriate business casual attire (school uniforms where issued) should be worn while at College. In situations where "appropriate business casual attire" cannot be clearly defined, your College President shall be responsible for communicating acceptable standards of dress. Appropriate business casual includes school issued uniforms.

The following are never considered "appropriate business casual attire":

- Stocking caps, satin caps or baseball caps;
- Revealing cleavage;
- Pants with holes, or worn below waist;
- Short-shorts (shorts shall be within two inches of knees);
- T-shirts with rude or offensive verbiage.

### **Levels of Disciplinary Action**

The levels of disciplinary action will vary based on the nature of each situation.

- Level 1      Any member of the faculty or the staff may give a Level 1 verbal warning/reprimand to a student. Should the student fail to comply with the College's policies a second time, the warning may result in probation, which is documented in the student's permanent file.
- Level 2      Probation is a period established by the College during which the student can show remediation or compliance with the College's policies. Level 2 may be established as the result of two Level 1 offenses or of a serious violation of policy.
- Level 3      Suspension is for a designated period. The student is not charged for this period, and his/her program length is expanded to include this period. Suspension is usually the result of a failure of the student to return to regular status after a probationary period. However, under extreme circumstances the College reserves the right to suspend any student for violation of established College policy. Students who are suspended may return at the end of the designated time frame if, after an interview with the College President, it is determined that the student has resolved his/her problem and has a reasonable chance of succeeding.
- Level 4      Dismissal is a permanent suspension. The violation of College policy that results in a dismissal is of a nature that the College deems the student is an endangerment to the institution and its reputation. The student is not eligible to re-enter the College.

### **College Rules**

All students shall obey College rules, show respect for authority, and observe correct standards of conduct. Violation of College rules may result in termination from the College. The following types of behaviors are strictly prohibited:

1. Intentionally causing physical harm to any person on College premises or at College-sponsored activities or intentionally or recklessly causing reasonable apprehension of such harm or hazards.
2. Unauthorized use, possession, and storage of any weapon on College premises or at College-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report; warning; or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.

4. Intentionally interfering with normal College or College-sponsored activities including but not limited to studying; teaching; research; and College administration fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution or possession for personal use of any controlled substance or illegal drug on College premises or at College-sponsored activities.
7. Intentionally or maliciously furnishing false information to the College.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by College policies. Scholastic dishonesty shall include but may not be limited to cheating on a test, plagiarism, and collusion. "Cheating on a test, exam, or quiz" shall include: copying from another student's test paper; using test materials not authorized by the person administering the test; and all forms of academic dishonesty including cheating, fabrication, and facilitation of academic dishonesty, plagiarism, and collusion. Additionally, collaborating with or seeking aid from another student during a test without permission from the test administrator; and knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-Administered test is considered scholastic dishonesty.
12. The unauthorized transporting or removal, in whole or in part, of the contents of the un-Administered test.
13. Substituting for another student or permitting another student to substitute for oneself during the Taking of a test.
14. Bribing another person to obtain an un-administered test or information about an un-administered test. "Plagiarism" shall be defined as the buying, receiving as a gift, or obtaining by any means another's work.
15. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of seminar course requirements.
16. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
17. Theft of property or of services on College premises or at College-sponsored activities; and having possession of stolen property on College premises or College-sponsored activities.
18. Intentionally destroying or damaging College property or the property of others on College premises or at College-sponsored activities.
19. Failure to comply with the direction of College officials including campus security/safety officers, acting in performance of their duties.
20. Violation of published College regulations or policies. Such regulations or policies may include those relating to entry and use of College facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

21. Use or possession of any controlled substance or illegal drug on College premises or at College-sponsored activities.
22. Unauthorized presence on or use of College premises.
23. Use or possession of an alcoholic beverage on the College's premises.
24. Nonpayment or failure to pay a debt owed to the College with intent to defraud.
25. Requesting funds or loans – or loaning money – to a fellow student.
26. Unauthorized photographs of students or MAESTRO COLLEGE facilities
27. Students are bound by the Student Code of Conduct and all policies of MAESTRO COLLEGE.

### **Student Rights**

Students accused of violating institutional regulations, laws or conduct upheld by MAESTRO COLLEGE retain the following rights:

1. Students will not be subject to any form of harassment.
2. Every student shall be granted a fair hearing before an impartial judiciary body of peers, the student's instructors, and/or the management staff in case of a dispute with an instructor, another student in the class, and/or management staff.
3. In case of academic dishonesty by the student and subsequent dismissal from the College of that student, he or she has the right to arbitration.
4. Students expelled due to academic inadequacies are eligible to apply for readmission to the College.
5. If due to reasonable circumstances, a student is absent from classes for more than 10 days and thus, he or she is expelled from the College, that student has the right to retake that same class if the student submits documentation of a reasonable cause of absence from classes. Students can then retake the same class (depending upon the availability) without any additional financial obligations toward Maestro College.
6. Students have the right to privacy. Any document or personal information submitted by the student at the time of enrollment or afterwards will be kept confidential by Maestro College and will not be forwarded to any third party for solicitation except to the credit bureau and collection agencies in case of default of an account with Maestro College.

### **Academic Advisement**

Students who are finding it difficult to understand a subject are advised to seek help from their instructor. If the instructor is unable to help the student during class time, administrators will arrange for tutoring from another faculty member.

### **Graduate Placement Assistance**

The Office of Career Services will assist eligible graduates in their job search. Services include assistance with job search techniques such as resume writing, interviewing skills, and identifying job openings. An "eligible graduate" is any student who has successfully met the College's graduation requirements. The Office of Career Services may also provide a resource of part-time jobs for enrolled students. Graduates and students are encouraged to explore job opportunities on their own as well as in coordination with the College's Office of Career Services. The practice of job searching provides useful skills for the graduate's entire career life.

It is the responsibility of the graduate to have a current resume on file with The Office of Career Services and to notify staff of their availability. Alumni of the College are encouraged to utilize the Office of Career Services continuously as their employment needs change.

Maestro College is in the same building complex as law firms and various businesses. There are a multitude of local resources for students to explore through their own efforts as well as through the Office of Career Services. The current retention and placement rates for our graduates are posted on our website.

**Career services offered by the College are not an obligation nor a guarantee of employment or how much a graduate will earn.**

### **Personal Services**

Maestro College does not offer medical or dental services to its students. Maestro College offers continuous educational advisements to currently enrolled students and qualified graduates. Staff members and instructors are encouraged to mentor students for their professional growth. Students who need additional services may be referred to professionals who can assist them. These professionals may be employees at health facilities, financial consultants, religious leaders/institutions, and social service agent. Maestro College staff members and instructors are not qualified to assist in these areas.

Professional attire is a component of professional demeanor. At all times attire and individual hygiene shall be in accordance with the College's Dress Code. This is effective while students are in class, during field trips, for guest lecturers, and in the presence of Maestro College guests. If a staff member or instructor determines a student is not in compliance with the dress code, the student will be asked to leave the College for the day and his/her departure will be recorded as an absence. If the Student returns to Maestro College in compliance with the dress code, the student may return to class with the instructor or staff member's approval. Maestro College staff and instructors will observe all students for compliance with the dress code.

Maestro College encourages students to bring only those personal items necessary for course work (writing instruments, paper, binders, books, reference material, school issued equipment, etc.) Students are discouraged from bringing unnecessary items (CD/DVD's; CD/DVD players; personal laptop computers; cellular telephones; handheld computers, etc.) to College as Maestro College assumes no liability for their use, damage, loss, or theft or any type, kind, or manner.

### **Non-Smoking Facility**

Maestro College is a non-smoking facility. No smoking is allowed in restrooms, break areas, or public areas of the building. Electronic cigarettes are included in these restrictions. There are designated smoking areas outside the building.

### **Cell Phone Use**

Cellular phones are to be turned off or set to vibrate during attendance in the classroom. Breaks are allowed for students to go to a public area to use their cell phones. Do not make phone calls from the building restrooms. There are phones available at the front desk for emergency use only. Students may not receive calls through the front desk telephone. If there is an emergency call for the student, a staff member will notify the student in person.

### **Emergency Procedures**

Buildings where the campuses are located are equipped with emergency alert systems that meet or exceed local building code requirements. Systems may include but are not limited to audio/visual fire alarms, voice communication in each fire alarm zone, fire suppression systems and the monitoring and inspection by facility managers of these devices as well as manual control of elevators.

If an alarm is sounded, security or management personnel will make an announcement via the PA system giving instructions to the occupants on the affected floor or throughout the building. Exit lights flash upon activation of an alarm. Stairwell doors automatically unlock upon activation of an alarm.

Exit doors and stairwells are well-marked for the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by building security.

### **Constitution Day**

Maestro College celebrates Constitution Day on or near September 17<sup>th</sup> of each year as required (see [www.constitutionday.com](http://www.constitutionday.com) for more information).

## **Voter Registration**

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: [www.sos.state.tx.us](http://www.sos.state.tx.us).

## **Copyright and Computer Use Policy**

The College supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The College requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

### **Administrative Rule**

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than them. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission, and College publications.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The College considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair-use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the College are those products for which the College owns a valid license or the College may legally use. Copying the College's software from the computer system is considered theft and is a serious offense. Copying or modifying College software from the computer system is considered theft and is a serious offense. Copying or modifying College software from the labs is not permitted. If you have a question, please see the system administrator.

### **Fair Use**

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The College encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application College constituents and the College avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" per Sections 107 and 504c of United States Code title 17.

### **Unauthorized Distribution of Copyrighted Materials**

Faculty and staff does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate federal copyright law do so

at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

Maestro College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties.

Maestro College takes steps to detect and punish users who illegally distribute copyrighted materials. Maestro College reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities. Alternatives to Illegal Downloading Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law. In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT “to receive notifications of claimed infringement” and “other contact information which the Register of Copyrights may deem appropriate.” The designated agent for the school is the CFO.

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

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

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

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

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **College Disciplinary Actions**

Disciplinary action may be taken if the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary per the situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

### **Internet Guidelines**

Internet access is available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The College's internal network enables access to the Internet. Students and instructors and staff may have access to:

- Email
- Information and news
- Course software
- Opportunity to research topics related to courses
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the College setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the College.

### **Privileges**

Use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The College may request that the system administrator to deny, revoke, or suspend specific user accounts.

### **Users' Obligations**

Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.

- College related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyright material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the College's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

### **Netiquette**

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.

- Do not use the network in a way that you disrupt the use of the network by others.

### **Cybersecurity**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log into the network as a system administrator will result in cancellation of user privileges.

### **Vandalism**

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

### **Accounts and Account Passwords**

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

### **Grievance Policy**

Student grievances should be handled promptly and in the following manner:

1. Discuss the problem with the appropriate instructor or staff member.
2. If unsatisfied, the student may appeal to the College President.
3. If unsatisfied after Steps 1 and 2, the student can appeal to the Board of Directors or a member of the Board of Directors. Contact information for the Board Member assigned to the appeal will be provided by the College President.

All appeals must be in writing. If all appeals have been exhausted, the student may contact:

**Texas Workforce Commission  
Career Schools and Colleges  
101 East 15<sup>th</sup> Street  
Austin, TX 78778  
(512) 936-3100**

**Council on Occupational Education  
7840 Roswell Rd., Bldg. 300, Ste. 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)**

### **Texas Higher Education Coordinating Board (THECB) Complaint Process for Degree Seeking Students**

While most student concerns can be resolved through Maestro College's grievance policy process, there may be instances where a satisfactory resolution is not determined. In such cases, after a degree seeking student has exhausted the options for resolution of their concern through the school's grievance resolution process, students may file a complaint with THECB (certain restrictions apply). More information about THECB's rules and procedures for filing complaints is available at their website, [www.thecb.state.tx.us](http://www.thecb.state.tx.us). All required submission documents required by THECB can be submitted through THECB's "Contact Us" link found on their website; or emailed to [studentcomplaints@thecb.state.tx.us](mailto:studentcomplaints@thecb.state.tx.us); or mailed to Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Rules for the THECB's Student Complaint Procedure can be found under TAC, Sections 1.110 – 1.120.

#### **Student Rights During Grievance Process**

Students have the following rights at all stages of the Complaint/Grievance Procedure:

1. The right to appeal
2. The right to an impartial decision-maker
3. The right to relevant information unless it is otherwise confidential
4. The right to be free from retaliation for pursuing a grievance or complaint
5. The right to present evidence and witnesses
6. The right to representation
7. The right to keep the proceedings as confidential as possible

#### **Resolution of Disputes**

The institution recognizes that any dispute that may arise between a student and the institution should be resolved as quickly and as amicably as possible. Accordingly, the following procedure shall apply to the resolution of any dispute arising out of or in any way related to the enrollment agreement, any amendments or addenda hereto, the catalog, or the subject matter hereof, including any tort or contract claim (individually and collectively the dispute):

1. The parties shall make an initial attempt, in good faith, to resolve the dispute in accordance with the Grievance Procedure as stated in the institution's catalog.
2. If the dispute cannot be resolved through the Grievance Procedure, then the dispute shall be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to

one or more impartial persons for a final and binding determination and is designed for a quick, practical, and inexpensive resolution of claims. The arbitration between the student and the Institution will be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and, to the extent not inconsistent with such rules, the Federal Arbitration Act, subject to the following modifications:

- a. The arbitration shall be conducted before a single arbitrator who shall be experienced in the resolution of commercial disputes.
- b. The site of the arbitration shall be the city in which the institution is located.
- c. The substantive law, which shall govern the interpretation of this agreement and the resolution of any dispute, will be the law of the state where the College is located.
- d. The arbitration shall not include any party other than the institution and the student and shall not be joined or consolidated with any other arbitration.
- e. In determining the appropriate relief to be awarded, the arbitrator shall not have jurisdiction to award (i) consequential or punitive damages to any party in the arbitration or (ii) either party its costs, expert witness or attorney's fees; provided that, if either restriction on jurisdiction conflicts with the substantive law applicable to the arbitration, the substantive law with respect to such restriction shall control. If attorney's fees are awardable under the substantive law pertaining to the arbitration, then the prevailing party shall be entitled to recover its reasonable attorney's fees. The maximum amount of such fees shall not exceed the ratio of the recovery awarded the prevailing party to the total recovery sought by the prevailing party. (For example, if a party were awarded one-half of the recovery it sought, then the maximum amount of attorney's fees to which it would be entitled would be one-half of its actual fees.)
- f. The prevailing party in any of the following matters (without regard to Paragraph (e)) shall be entitled to recover its reasonable attorney's fees incurred in connection with such matters: (i) any motion which any party is required to make in the courts to compel arbitration of a dispute; or (ii) any appeal of an arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying, or correcting the award.

All aspects of the arbitration proceeding, and any ruling, decision, or award by the arbitrator, shall be strictly confidential. The parties shall have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

#### **Limitation of Action**

All arbitration claims must be filed within 12 months after the date in which the incident giving rise to the dispute occurred if the substantive law applicable to the arbitration prohibits the parties from agreeing to this limitation period, then the limitation period under the applicable substantive law shall control. The failure of a party to file an arbitration claim within the applicable limitation period shall constitute a waiver by that party of its right to bring such a claim, and the arbitrator shall have no jurisdiction to hear any claim not filed within such period.

#### **Non-Civil Right Complaints**

The faculty and staff of the institution recognize that at times problems and complaints may arise. The institution is committed to keeping the lines of communication open with all students, graduates, and other parties who have an interest in the actions of the College. Therefore, the institution has

established a complaint policy to help resolve these situations. The complaint procedure will be discussed in orientation for new students and is posted in an area accessible to all students. In addition, a copy of the policy may be obtained from the College President.

A student having an academic complaint should first discuss it with the instructor and then the College President if it cannot be resolved. If the College President cannot satisfactorily resolve the complaint, the student may request the matter be referred to the Institution's President. The President will hear the complaint and make a recommendation for a solution. The decision of the President shall be final.

If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Texas Workforce Commission (TWC). Any complaint considered by TWC must be in written form with permission from the complainant for TWC to forward a copy of the complaint to the institution for a response. TWC will keep the complainant informed on the status of the complaint as well as the final resolution. Please direct all inquiries to:

Texas Workforce Commission  
Career Colleges and Colleges Division  
101 E. 15<sup>th</sup> Street  
Austin, TX 78778-0001  
(512) 936-3100 FAX (512) 936-3111

## **TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*  
President

# SUPPLEMENT I - PELOTON COLLEGE STAFF AND FACULTY

## DALLAS - MAIN CAMPUS

Name	Title	Credentials
Shakeitha Sims	Campus President	BS Accounting, Univ. of Phoenix; MBA Univ. of Phoenix; Graduate - Project Management, Univ. of Phoenix; CHEP
Kori Thomas	Senior Financial Aid Officer	HS Diploma, Pasadena, CA, 7+ years Related experience
Pisila Finau	Career/Student Services Coordinator	Master of Science – Public Health, Texas A & M; BS Public Health, Texas, Women’s University, 5 yrs. Related experience
Cheronda Dunn	Financial Aid Officer	HS Diploma, Irving HS, Irving, TX, 5+ yrs. related experience
PART-TIME FACULTY-Name	Program	Credentials
Luigi Allen	AAS in Cybersecurity AAS in AI Software Engineering	M.S. Information Technology, Kaplan University; B.S. Information Science/Bus., N. Caribbean Univ., Certifications: PMP, MCSA, MCP
Ebony Lovingood	Medical Assistant/Medical Billing and Coding / Externship Coordinator	Medical Assistant Certificate, Concorde Career College, Kansas City, MO, AAS Medical Assistant, Brightwood College, Dallas, TX, NRCMA, BLS Instructor
Tazzie Johnson	Medical Billing and Coding	Master of Art in Health Science Management, 20+ years of Related experience
Nicole Rawls	Lead Medical Assistant	AAS Medical Assisting, Peloton College, Dallas, TX; MA Diploma, ATI Career Inst., CHEP, 8 years of Medical Assistant experience, NRCMA, CPR
Cherie McGuire	General Education (Adjunct-College Math)	MA in Mathematics Curriculum and Technology Design in Mathematics, Governor’s State University. BS in Mathematics, St. Ambrose Davenport Iowa.
Donna Trone	General Education (Adjunct-Speech)	MA in Speech Communication, Southern Illinois Univ Edwardsville, BS in Psychology/minor in Speech Communication, Southern Illinois Univ. Edwardsville, Edwardsville, IL.
Jana Lacey Merrifield	General Education (Adjunct-Environmental Science)	MS Curriculum and Instruction, Science Ed, UT Arlington, Arlington, TX, BS in Exercise and Sport Studies, Tarleton State Univ., Stephenville, TX
Janaye Arroyo	General Education (Adjunct-American History)	MEd Curriculum & Instruction, Houston Baptist Univ.; BS History, Texas Southern, University, Houston, TX, CHEP
Laneka Smith	General Education (Adjunct – English & Psychology)	MA in English, Mississippi State Univ., Starkville, MS; BA in English, Mississippi Valley State Univ., Itta Bena, MS
Jamekia Mitchell Lewis	Career Development Courses	MA Diploma, Virginia College, Jackson, MS
Xuan Dung Nguyen	AAS in AI Software Engineering	PhD Chemical Engineering, Virginia Tech, B.A. Chemical Engineering Auburn University.
Izzat Alsmadi	AAS in AI Software Engineering	PhD in Software Engineering, North Dakota State University, M.S. in Software Engineering, North Dakota State University, M.S. in Computer Information Systems, University of Phoenix.
John S. Berta	AAS in AI Software Engineering	B.S. in Elementary ED, Bloomburg University of Pennsylvania.
Dunieski Otano	AAS in AI Software Engineering	B.S. in Software Engineering, Keiser University.
Kyle D. Dent	AAS in AI Software Engineering	M.S. in Computer Science, Columbia University.
Bradley Smith	AAS in AI Software Engineering	PhD Psychological Studies in Education, University of Nebraska - Lincoln, M.S. in Statistics, University of Nebraska - Lincoln.
Keith Nelson	AAS in AI Software Engineering	PhD Psychology, Yale University, B.A. in Psychology, Harvard University.

Stephen D Goldinger	AAS in AI Software Engineering	PhD Psychology, Indiana University, B.A. in Psychology, Indiana University.
Michael A. Boothman	AAS in AI Software Engineering	PhD Psychology, Walden University, M.A. Psychology, North Central University, B.A. in Intelligence Studies American, American Military University.
Dalonte Griffin	AAS in AI Software Engineering	B.S. in Computer Science, Grambling State University.
Douglas Laney	AAS in AI Software Engineering	B.S. Liberal Arts and Science, University of Illinois Urbana.
Kumail Syed	AAS in AI Software Engineering	B.S in Computer Science, Lewis University.
Gaeyla McCrory	Career Development Courses	BS in Criminal Justice, Purdue Univ. Global (f.k.a. Kaplan University), Indianapolis, IN.

**ARLINGTON - BRANCH CAMPUS**

<b>STAFF - Name</b>	<b>Title</b>	<b>Credentials</b>
Suzann McDowell	Campus President	BS Bus. Administration - Purdue University Global
Kori Thomas	Senior Financial Aid Officer	HS Diploma, Pasadena, CA, 7+ years Related experience
Pisila Finau	Career/Student Services Coordinator	Master of Science – Public Health, Texas A & M; BS Public Health, Texas, Women’s University, 5 yrs. Related experience
Cheronda Dunn	Financial Aid Officer	HS Diploma, Irving HS, Irving, TX, 5+ yrs. related experience
<b>FULL-TIME FACULTY-Name</b>	<b>Program</b>	<b>Credentials</b>
Nicole Rawls	Lead Medical Assistant/Externship Coordinator	AAS Medical Assisting, Peloton College, Dallas, TX; MA Diploma, ATI Career Inst., CHEP, 8 years of Medical Assistant experience, NRCMA, CPR
<b>PART-TIME FACULTY-Name</b>	<b>Program</b>	<b>Credentials</b>
Tazzie Johnson	Medical Billing and Coding	Master of Art in Health Science Management, 20+ years of Related experience
Jamekia Mitchell Lewis	Career Development Courses	MA Diploma, Virginia College, Jackson, MS
Gaeyla McCrory	Career Development Courses	BS in Criminal Justice, Purdue Univ. Global (f.k.a. Kaplan University), Indianapolis, IN.

**TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*

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# SUPPLEMENT II--SCHEDULED BREAKS and START DATES

2026 - MASTER START SCHEDULE - DALLAS - MAIN CAMPUS										
		Program	Start Date*	Est. Grad Date*	SCHOOL BREAKS			Program	Start Date*	Est. Grad Date*
JANUARY	DAY	AAS in AI SE	1/5/2026	12/5/2027	Winter Break 12/22/2025 thru 1/2/2026	JULY	DAY	AAS in AI SE	7/6/2026	6/25/2028
		AAS In BA w/S	1/5/2026	12/5/2027				AAS In BA w/S	7/6/2026	6/25/2028
	NIGHT				MLK Day 1/19/2026		NIGHT			
FEBRUARY	DAY	AAS in AI SE	2/2/2026	12/23/2027	^Spring Break 3/09/26 thru 3/13/2026	AUGUST	DAY	AAS in AI SE	8/3/2026	7/9/2028
		AAS In BA w/S	2/2/2026	12/23/2027				AAS In BA w/S	8/3/2026	7/9/2028
		MA	2/16/2026	12/3/2026	Memorial Day 5/25/2026					
	NIGHT						NIGHT			
					Independence Day 7/3/2026 [observed]					
MARCH	DAY	AAS in AI SE	3/2/2026	2/13/2028	Labor Day 9/7/2026	SEPTEMBER	DAY	AAS in AI SE	9/8/2026	8/20/2028
		AAS In BA w/S	3/2/2026	2/13/2028				AAS In BA w/S	9/8/2026	8/20/2028
	NIGHT				Thanksgiving Break 11/25/26 thru 11/27/2026		NIGHT			
APRIL	DAY	AAS in AI SE	4/6/2026	3/12/2028	Winter Break 12/21/2026 thru 1/1/2027	OCTOBER	DAY	AAS in AI SE	10/5/2026	9/16/2028
		AAS In BA w/S	4/6/2026	3/12/2028				AAS In BA w/S	10/5/2026	9/16/2028
	NIGHT						NIGHT			
MAY	DAY	AAS in AI SE	5/4/2026	4/23/2028		NOVEMBER	DAY	AAS in AI SE	11/2/2026	10/14/2028
		AAS In BA w/S	5/4/2026	4/23/2028			AAS In BA w/S	11/2/2026	10/14/2028	
	NIGHT						NIGHT			
JUNE	DAY	AAS in AI SE	6/1/2026	5/21/2028		DECEMBER	DAY	AAS in AI SE	12/7/2026	11/18/2028
		AAS In BA w/S	6/1/2026	5/21/2028			AAS In BA w/S	12/7/2026	11/18/2028	
	NIGHT						NIGHT			

rev12/29/2025

\*Start and Graduation Dates are subject to change

**2026 - MASTER START SCHEDULE - ARLINGTON - BRANCH CAMPUS**

		Program	Start Date*	Est. Grad Date*	SCHOOL BREAKS			Program	Start Date*	Est. Grad Date*
JANUARY	DAY				Winter Break 12/22/2025 thru 1/2/2026	JULY	DAY			
	NIGHT						MLK Day 1/19/2026	NIGHT		
FEBRUARY	DAY				Spring Break 3/09/26 thru 3/13/2026	AUGUST	DAY			
	NIGHT						Memorial Day 5/25/2026	NIGHT		
MARCH	DAY				Independence Day 7/3/2026 [observed]	SEPTEMBER	DAY			
	NIGHT						Labor Day 9/7/2026	NIGHT		
APRIL	DAY				Thanksgiving Break 11/25/26 thru 11/27/2026	OCTOBER	DAY			
	NIGHT						Winter Break 12/21/2026 thru 1/1/2027	NIGHT		
MAY	DAY					NOVEMBER	DAY			
	NIGHT						NIGHT			
JUNE	DAY					DECEMBER	DAY			
	NIGHT						NIGHT			

rev12/29/2025

\*Start and Graduation Dates are subject to change

**TRUE AND CORRECT STATEMENT**

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

*Larry Van Leen*  
President

# SUPPLEMENT III – CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES/ANNUAL CLERY CRIME REPORT

## The MAESTRO COLLEGE

### CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES/ANNUAL CLERY CRIME REPORT

The Texas (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the institution also includes its last reported crime statistics for the latest required 3-year reporting period as required the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Building Security is also available and located in the lobby of the Dallas campus building and can be contacted at 214-363-8350. The College President may reach at 214-777-6433 for the Dallas or Arlington campuses. The College operational hours are Monday – Thursday 9:00 a.m. – 7:00 p.m. and Friday 9:00 a.m. – 5:00 p.m.; outside of these hours a Security Access Card issued by the Building Management Office is required to enter the facility.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An “Incident Report” should be completed by a staff member for any instance of crime or emergency within the physical walls of the Campbell Center, outside parking areas and parking garages.
3. Current policies concerning campus law enforcement are as follows:
  - a) Institution’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). Individual discretion must be used, as undue risk should not be taken as when to call Campbell Center Security.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the College premises.
  - d) If you are waiting for a ride, wait within sight of other people
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot/garages) will be **available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours**, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in

force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. In order to promote the safety of employees and company visitors, as well as the security of its facilities, Maestro College may conduct video surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, dressing rooms, and the like, and that video cameras will be positioned in appropriate places within and around the campus and used in order to help promote the safety and security of people, property and monitor general campus activity.
7. More information regarding campus safety and security is outlined in the school's Annual Campus Safety and Security Report (ACSSR). The ACSSR is available for review on the school website at <https://maestro.edu/student-information/>, or a printed copy may be obtained upon request to the school director.

## **Maestro College's Drug and Alcohol Abuse Prevention Program for Drug-Free Schools and Campuses/Workplace**

In compliance with federal government Drug and Alcohol Abuse Prevention regulations for a Drug-Free Schools and Campuses/Workplace for students and employees, Maestro College (herein referred to as the "College" or "school") has made a commitment to eliminate illegal drug use from the College and maintain a drug-free environment for all persons when on school property or participating in school activities. This policy is incorporated in the school catalog and is supplemental to the staff and faculty handbook for written distribution to each employee and student on at least an annual basis. The policy is also available on the school website at [www.maestro.edu/student-information](http://www.maestro.edu/student-information).

### **A. Standards of Conduct and Disciplinary Sanctions**

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances by students and employees on the Maestro College property or at any site associated with the school or school related activities.

A violation of this policy is considered a major offense and will result in Maestro College imposing disciplinary sanctions on students and/or employees (consistent with local, State, and Federal law) which may include:

1. requirement for satisfactory participation in a drug or alcohol rehabilitation program;
2. immediate disciplinary action up to and including expulsion from Maestro College for students, or termination from employment for employees;
3. referral for criminal prosecution to appropriate agencies

Employees: Maestro College reserves the right to conduct testing on employees for illegal drugs, alcohol, or other controlled substances. Testing may be required as part of employment screening, reasonable suspicion of an employee using illegal substances, or after the occurrence of a work-related accident. Individuals who test positive or refuse to submit to testing will be subject to disciplinary action up to and including termination. Where a positive test or refusal of testing occurs as part of employment screening, the candidate will not be eligible for employment with the College.

Students: Maestro College reserves the right to conduct searches of student personal belongings, lockers, tool bags, book bags and the like on school property if conditions warrant such action. Violation of this policy with respect to illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances will result in Maestro College imposing disciplinary action of immediate suspension for the day for a first offense, suspension for 2 days plus probation status for the remainder of the time in school for a second offense, and expulsion from school for a third offense. Maestro College reserves the right to move to immediate expulsion from school in extreme violations of this policy.

Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

### **B. Applicable Legal Sanctions under Local, State, or Federal Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

The unlawful possession or distribution of illicit drugs in the local geographic areas associated with each Maestro College campus could result in legal sanctions that align with those imposed by the State of Texas and/or Federal laws. These legal sanctions are described below:

**Offenses and Sanctions for Alcohol and Drug Related Crimes – State of Texas**

The Texas Health and Safety Code sets the possession law, dividing controlled substances into penalty groups, plus a marijuana category. It is illegal to manufacture, deliver, or possess with intent to deliver a controlled substance. While some substances are legal, it is illegal to possess them without a prescription, and the Health and Safety Code establishes the punishments for illegal possession.

Offense: Manufactures, delivers, or possesses with intent to deliver a controlled substance.

A person commits an offense if a person knowingly manufactures, delivers, or possesses with intent to deliver a controlled substance in the following penalty groups:

- a.) Penalty Group 1 – Examples include opiates, cocaine, heroin, methamphetamines, GHB, ketamine, oxycodone, hydrocodone, and similar exceedingly dangerous drugs.
- b.) Penalty Group 1A – Examples include LSD
- c.) Penalty Group 1B – Examples include fentanyl, alpha-methy fentanyl, other derivative of fentanyl.
- d.) Penalty Group 2 – Examples include Ecstasy, PCP, Hashish, Marijuana Oil, Mescaline, and similar drugs.
- e.) Penalty Group 2A – Examples include synthetic cannabinoids (also known as K2, Spice, Synthetic Marijuana).
- f.) Penalty Group 3 – Examples include Valium, Xanax, and Ritalin.
- g.) Penalty Group 4 – Examples include compounds containing Dionine, Motofen, Buprenorphine, or Pyrovalerone.

**Penalty Group 1**

<b>Aggregate Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more, but less than 200 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

Note: Per Sec. 481.1122, Title 6.C.481.A of Health and Safety Code, “If it is shown during the punishment phase of a trial for the manufacture of a controlled substance listed in Penalty Group 1 that when the offense was committed a child younger than 18 years of age was present on the premises where the offense was committed:

- (1) The punishments specified by Sections 481.112(b) (State jail felony) and (c) (Second-degree felony) are increased by one degree;
- (2) The minimum term of imprisonment specified by section 481.112(e) (First-degree felony, 200 – 400 grams), is increased to 15 years and the maximum fine specified by that section is increased to \$150,000; and
- (3) The minimum term of imprisonment specified by Section 481.112(f) (400 grams or more) is increased to 20 years and the maximum fine specified by that section is increased to \$300,000.

**Penalty Group 1A**

<b>Number of Abuse Units</b>	<b>Classification</b>	<b>Penalty</b>
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000

80 units or more, but less than 4,000 units	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
4,000 units or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

**Penalty Group 1B**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 4 grams, less than 200 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$20,000
200 grams or more but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$200,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 20 years and a fine not to exceed \$500,000

**Penalty Group 2 and 2A**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 4 grams, less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

**Penalty Groups 3 and 4**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than 28 grams	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
28 grams or more, but less than 200 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000

400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
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Offense: Possession of a controlled substance.

A person commits an offense if a person knowingly or intentionally possesses a controlled substance (unless the person obtained the substance directly from or under a valid prescription or order of a practitioner acting in the course of professional practice) in the following penalty groups:

- a.) Penalty Group 1 – Examples include opiates, cocaine, heroin, methamphetamines, GHB, ketamine, oxycodone, hydrocodone, and similar exceedingly dangerous drugs.
- b.) Penalty Group 1A – Examples include LSD
- c.) Penalty Group 2 – Examples include Ecstasy, PCP, Hashish, Marijuana Oil, Mescaline, and similar drugs.
- d.) Penalty Group 2A – Examples include synthetic cannabinoids (also known as K2, Spice, Synthetic Marijuana).
- e.) Penalty Group 3 – Examples include Valium, Xanax, and Ritalin.
- f.) Penalty Group 4 – Examples include compounds containing Dionine, Motofen, Buprenorphine, or Pyrovalerone.

**Penalty Group 1 or 1B**

Aggregate Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

**Penalty Group 1A**

Number of Abuse Units	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
4000 units or more, but less than 8,000 units	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
8,000 units or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

**Penalty Group 2**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more but less than 4 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Group 2A**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Two ounces or less	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
4 ounces or less but more than 2 ounces	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than 4 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
2000 pounds or less but more than 50 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 2000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Groups 3**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than 28 grams	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
28 grams or more, but less than 200 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Group 4**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than 28 grams	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
28 grams or more, but less than 200 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Marihuana – Delivery**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
.25 ounce or less without remuneration	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
.25 ounce or less with remuneration	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than .25 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
2,000 pounds or less but more than 50 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000
More than 2,000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

**Marihuana – Possession**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
2 ounce or less	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
4 ounces or less but more than 2 ounces	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than 4 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
2,000 pounds or less but more than 50 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000

More than 2,000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000
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Offense: Possession of a controlled substance or Marijuana to a Child.

A person commits an offense if a person knowingly delivers a controlled substance or knowingly delivers marijuana and the person delivers the controlled substance or marijuana to a person: (1) who is a child; (2) who is enrolled in a public or private primary or secondary school; or (3) who the actor knows or believes intends to deliver the controlled substance or marijuana to a person described subdivision (1) or (2). An offense under this section is a Second-degree felony (punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000). An offense under this section that is also deemed as an offense in another section may subject the offender to prosecution under either section or both.

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

Offense: Possession or transport of certain chemicals with intent to manufacture controlled substance.

A person commits an offense if, with intent to unlawfully manufacture a controlled substance, the person possesses or transports: (1) anhydrous ammonia; (2) an immediate precursor; or (3) a chemical precursor or an additional chemical substance named as a precursor by the director under Section 481.077(b)(1). An offense under this section is:

Offense involving:	Classification	Penalty
Penalty Group 1, 1-A, or 1-B	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
Penalty Group 2	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
Penalty Group 3 or 4	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
Schedule by action of the commissioner but not in a penalty group	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000

**Possession of Drug Paraphernalia**

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs. Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to \$500. Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail if the person was previously convicted under this section. Second offense penalties will result in mandatory jail time. If the person intended to receive the drug paraphernalia is under 18 years old and at least 3 years younger than the actor, the offense is a state jail felony.

**Alcohol Related Offenses and Sanctions in Texas**

Offense	Classification	Penalty
<p><b>Public Intoxication</b> – if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.</p>	<p>Class C misdemeanor</p>	<p>Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section. In addition, community service between 12 – 40 hours, and suspension or denial of a driver’s license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.</p>
<p><b>Possession of alcohol beverage in motor vehicle</b> - if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked.</p>	<p>Class C misdemeanor</p>	<p>Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section. In addition, community service between 12 – 40 hours, and suspension or denial of a driver’s license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.</p>
<p><b>Driving while intoxicated</b> - if the person is intoxicated while operating a motor vehicle in a public place.</p>	<p>Class B misdemeanor</p>	<p>Minimum term of confinement of 72 hours. If found with open container of alcohol in motor vehicle at time of offense, a minimum of term of confinement of 6 days will be imposed. If it is shown on the trial of an offense under this section that an analysis of a specimen of the person's blood, breath, or urine showed an alcohol concentration level of 0.15 or more at the time the analysis was performed, the offense is a Class A misdemeanor. Confinement of not more than 180 days in jail and/or a fine of not more than \$2000</p>
<p><b>Driving while intoxicated with child passenger</b> – if the person is intoxicated while operating a motor vehicle in a public place; and the vehicle being operated by the person is occupied by a passenger who is younger than 15 years of age.</p>	<p>State jail felony</p>	<p>180 days to 2 years in a state jail and/or a fine of not more than \$10,000</p>
<p><b>Flying while intoxicated</b> – if the person is intoxicated while operating an aircraft</p>	<p>Class B misdemeanor</p>	<p>Minimum term of confinement of 72 hours.</p>

<b>Boating while intoxicated</b> – if the person is intoxicated while operating a watercraft	Class B misdemeanor	Minimum term of confinement of 72 hours.
<b>Assembling or operating an amusement ride while intoxicated</b> – if the person is intoxicated while assembling or operating an amusement ride	Class B misdemeanor	Minimum term of confinement of 72 hours. If it is shown on the trial of an offense under this section that at the time of the offense the person operating the amusement ride or assembling the mobile amusement ride had an open container of alcohol in the person's immediate possession, the offense is a Class B misdemeanor with a minimum term of confinement of six days.
<b>Intoxication Assault</b> – if the person is intoxicated while operating an aircraft, watercraft, or operating a motor vehicle in a public place while intoxicated, or assembling or operating an amusement ride and causes serious bodily injury to another by reason of the intoxication.	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
<b>Intoxication Manslaughter</b> – if the person is intoxicated while operating an aircraft, watercraft, or operating a motor vehicle in a public place while intoxicated, or assembling or operating an amusement ride and causes the death by accident or mistake of another by reason of the intoxication.	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000

Enhanced offenses and penalties may result if it is shown the person has been previously convicted of an alcohol related offense in which case the offense may result in an enhanced classification up to a felony in the first degree.

### Offenses and Sanctions for Alcohol and Drug Related Crimes – Federal

Under this section, the term ‘controlled substance’ refers to illegal drugs, counterfeit drugs, and similar substances. Drugs and other substances that are considered controlled substances under the Controlled Substances Act (CSA) are divided into five schedules. An updated and complete list of the schedules is published annually in Title 21 Code of Federal Regulations (C.F.R.) §§1308.11 through 1308.15. Substances are placed in their respective schedules based on whether they have a currently accepted medical use in treatment in the United States, their relative abuse potential, and likelihood of causing dependence when abused. Some examples of the drugs in each schedule are listed below.

Schedule I Controlled Substances – Substances in this schedule have no currently accepted medical use in the United States, a lack of accepted safety for use under medical supervision, and a high potential for abuse. Some examples of substances listed in Schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxymethamphetamine ("Ecstasy").

Schedule II/IIN Controlled Substances (2/2N) – Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence. Examples of Schedule II narcotics include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®, Percocet®), and fentanyl (Sublimaze®, Duragesic®). Other Schedule II narcotics include: morphine, opium, codeine, and hydrocodone. Examples of Schedule IIN stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®). Other Schedule II substances include: amobarbital, glutethimide, and pentobarbital.

Schedule III/IIIN Controlled Substances (3/3N) – Substances in this schedule have a potential for abuse less than substances in Schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence. Examples of Schedule III narcotics include: products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with Codeine®), and buprenorphine (Suboxone®). Examples of Schedule IIIN non-narcotics include: benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as Depo®-Testosterone.

Schedule IV Controlled Substances – Substances in this schedule have a low potential for abuse relative to substances in Schedule III. Examples of Schedule IV substances include: alprazolam (Xanax®), carisoprodol (Soma®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

Schedule V Controlled Substances – Substances in this schedule have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. Examples of Schedule V substances include: cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC®, Phenergan with Codeine®), and ezogabine.

Federal sanctions and penalties imposed vary and are based on the category, severity (typically determined by quantity of controlled substance involved), and number of repeat offenses. Minimum and maximum sanctions are outlined as follows:

### Federal Sanctions

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.*	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of at least \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

\*For specific federal trafficking penalties by drug/schedule, visit the U.S. Drug Enforcement Agency’s website at <https://www.dea.gov/drug-policy-information>.

The federal regulation of the sale of alcoholic beverages has been turned over to state and local authorities. The federal government formally defines an alcoholic beverage as any beverage containing over 0.05 percent alcohol, and most states honor this limit; however, there may be some variability within certain states and localities.

\*For specific DEA drug trafficking penalties: <https://www.dea.gov/drug-policy-information>

### C. Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 67,300 Americans died from drug overdose in 2018 (source: National Institute on Drug Abuse, <https://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates>). With many drugs, it is possible that users become more tolerant and dependent over time leading to possible psychological and physical dangers to the user or others in the presence of the user. The general categories of drugs and their effects:

Alcohol: produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.): speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids: seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

**Barbiturates/Depressants:** (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

**Cocaine/Crack:** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens:** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Cannabis:** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation, and may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics:** (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Designer Drugs:** can be hundreds of times stronger than the drugs that they are designed to imitate. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs.

**Tobacco/nicotine:** causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

**D. Referral and Hotline Information for Drug or Alcohol Counseling, Treatment, or Rehabilitation or Re-entry Programs**

Maestro College does not offer professional counseling services, treatment, or rehabilitation programs. However, the following is a list of national and local resources that may be available for assistance. It is important for students and employees to know that confidentiality is important when referring someone to these resources:

<b>National Resources</b>	<b>Contact</b>
National Institute on Drug Abuse	1-800-662-HELP (4357)
National Drug Helpline	1-844-289-0879
Crisis Text Line	Text HOME to 741741
Specific Drug Helplines:	
Cocaine	1-800-COCAINE (262-2463)
Heroin	1-800-9-HEROIN (943-7646)
Marijuana	1-888-MARIJUA
National Council on Alcoholism and Drug Dependence Hope Line	<a href="https://ncadd.us/">https://ncadd.us/</a> or 1-800-NCA-CALL(622-2255)
Alcohol Hotline Number	1-800-356-9996
Drug and Alcohol Abuse Helpline	1-888-506-0699
Alcohol Abuse and Crisis Intervention	1-800-234-0246
Alcoholics Anonymous local resources near you	<a href="https://aa.org/pages/en_US">https://aa.org/pages/en_US</a>
Substance Abuse and Mental Health Services Administration – confidential facilities locator	<a href="https://findtreatment.gov/">https://findtreatment.gov/</a> or 1-800-662-HELP (4357)
<b>Local Resources</b>	<b>Contact</b>
Burning Tree Programs	(866) 287-2877
Homeward Bound Inc.	(214) 941-3500
The Magdalen House	(214) 324-9261
Nexus Recovery	(214) 321-0156
Phoenix House Dallas	(844) 748-3927
Real Deal Sober Living	(469) 599-2162
Turtle Creek Recovery Center	(214) 871-2483 or (214) 935-2287

## **Record Retention**

Documentation supporting the biennial review is maintained by Maestro College and is available for inspection by the U.S. Department of Education or other authorized agencies upon request.

## **Annual Notification and Distribution Certification**

Maestro College certifies that it **annually distributes** the Drug and Alcohol Abuse Prevention Program (DAAPP) to **all enrolled students and all employees**.

The annual notification includes the following required elements:

- Standards of conduct prohibiting the unlawful possession, use, or distribution of alcohol and illicit drugs
- Applicable legal sanctions under local, state, and federal law
- Health risks associated with alcohol and drug abuse
- Available counseling, treatment, rehabilitation, and re-entry programs
- Institutional disciplinary sanctions for policy violations

The DAAPP is distributed through official institutional publications and electronic communication, including but not limited to the school catalog, employee handbooks, and the Maestro College website.

## **Institutional Certification Statement**

Maestro College certifies that it is in compliance with the **Drug-Free Schools and Campuses Act** and applicable U.S. Department of Education regulations. The institution maintains required documentation, conducts biennial reviews, and distributes annual notifications as required by federal law.

## **Sexual Misconduct Prevention and Response Policy**

A new provision of the Student Right to Know Act states that Colleges must notify students on where they can obtain information regarding sex offenders who must register with the state. Students may obtain this information by contacting their local Police Departments or the Texas Sex Offenders Database at <https://publicsite.dps.texas.gov/SexOffenderRegistry>.

Maestro College will not tolerate any form of sexual harassment, assault or violence, whether committed by a stranger or an acquaintance. This policy is intended to promote a community free of sexual misconduct, and to offer a process for reporting and addressing violations of the policy.

Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to the College President. Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from College.

If you believe you have been sexually assaulted, your priority should be to get to a place of safety. Maestro College strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to the local police and College President. Upon request, College President will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. During Maestro College' investigation of sexual assault allegations, both accused and accuser have the right to have others present during proceedings and to be informed of the outcome of disciplinary proceedings. If a final determination is made that any student of Maestro College is found to be committing acts of sexual misconduct in violation of the law on Maestro College property or at Maestro College events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from College. Maestro College imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

The Office of the College President in conjunction with outside organization and agency assistance are available to assist with carrying out the provisions of the state and federal requirements.

Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. The President handles conduct that violates these standards. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault. See Texas Penal Code § 22.011 for details on sexual assault.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the Dallas Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, the College will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred.

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. The hospital staff conducts a medical examination specifically tailored for sexual assault victims. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides after to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The College will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Texas state law and the Dallas County District Attorney's Office.

In accordance with the Texas Code of Criminal Procedure Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges; however, preferring charges is encouraged.

**If you have been sexually assaulted:**

1. Call 9-1-1 on campus from a cell phone or off-campus phone line,
2. DO NOT shower, bathe, or douche.
3. Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
4. Obtain counseling services recommendations from the hospital or law enforcement.
5. Remember it is not your fault.

**How to file a sexual assault complaint:**

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the College President. Disciplinary actions assessed in a case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript, or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

**Campus Sexual Assault Victims' Bill of Rights**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

The State of Texas Sex Offender Website is available at: [https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx)

## **Maestro College Security Policies and Crime Statistics**

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formally the Crime Awareness and Campus Security Act of 1990) the following information is provided in addition to the Annual Campus Safety and Security Report issued to all students, faculty, and staff:

### **Campus crimes are defined as occurrences of:**

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses, Forcible
- Sex Offenses, Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (*if any of the above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability*)
- Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations
  - Illegal weapons possession
  - Drug law violations
  - Liquor law violations

### **Geographic Areas Associated with the Clery Act**

On-Campus – any property owned or controlled (leased) by an institution within the same reasonably adjoining geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. ***Any on-campus buildings would be the Maestro College itself.***

Non-Campus – ***Maestro College does not have any non-campus buildings, so this would not apply.***

Public Property – all public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

### **Procedure for Reporting a Crime**

Immediately notify a faculty, staff member, or College President of Maestro College and call 911 (Police Department) to file a report.

### **Programs Designed to Inform Students and Employees about Campus Security Procedures**

Campus security procedures and crime prevention awareness information is distributed to new students and staff during enrollment, new hire process, or during orientation as applicable and is available on an on-going basis from the College and/or on the College website at <https://maestro.edu/student-information>.

### **Monitoring of Crime Activity Engaged in by Students at Off-Campus Events**

All off-campus College sponsored events and functions are required to have a College advisor present.

## **Campus Security Policies**

**Campus Security Authorities and Jurisdiction** – Campus Security Authorities include the College President, Director, Staff and Faculty. Each of these individuals have the authority to question all persons on College property to determine their legitimate presence and to escort unauthorized persons to the proper office or off College property, control the actions of persons violating College rules or local, state or federal laws, and cooperate with local, state or federal law officers should that become necessary. Criminal incidents are referred to local police who have jurisdiction on the Maestro College campus; Campus Security Authorities do not possess arrest power. Maestro College maintains a highly professional working relationship with local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Authorities and the appropriate police agency. All reports will be investigated.

**Campus Access** - During business hours, Maestro College will be open to students, staff and faculty. Admittance is permitted only at the designated front entrance. Maestro College has no facilities for on-campus residences.

**Reporting Crime and Other Emergencies** – Maestro College encourages students, staff and faculty to voluntarily report crimes and other emergencies to Campus Security Authorities and local police in a timely manner. Maestro College is limited in its ability to hold reports of crime in confidence as all reports are available for public examination. In case of emergency at Maestro College, dial 911. The non-emergency number for the Dallas Police Department is 214-670-4415, or the Arlington Police Department is 817-274-4444.

**Emergency Response and Evacuation** – Students will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to their health or safety. Campus Security Authorities and/or local authorities will, without delay, confirm when a significant emergency exists, determine who to notify, determine the content and means of the notification and initiate the notification system.

In the event the emergency requires persons within the College to evacuate, everyone should proceed calmly to the nearest exit and rendezvous at the College's designated evacuation area. Evacuation plans are posted in each classroom and the College break room. In the event the emergency requires persons within the College to seek shelter, everyone should proceed calmly to the College's designated shelter area. Everyone must remain in the shelter area until released to leave by Campus Security Authorities. Maestro College periodically conducts evacuation and shelter drills to test emergency response and evacuation readiness.

**Timely Warning** – If a situation arises, either on or off campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus-wide warning will be issued to all students, faculty and staff through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means.

**Security Awareness Programs** – Students are provided an electronic College catalog containing campus security procedures and practices. Active students and staff receive update campus crime data and information on campus security procedures and practices annually as part of the College's annual security report and campus crime disclosure.

**Crime Prevention Programs** – For information on crime prevention programs and tips, contact the local Dallas Police Department's Crime Prevention Unit. Maestro College does not offer on-campus crime prevention programs.

**Monitoring of Off-Campus Student Organizations** – Maestro College does not officially recognize any off-campus student organizations.

**Preparing Annual Security Report** – Maestro College Security Survey Administrator reports campus crime statistics for the campus to the Department of Education for the three most recent completed years. This report is prepared in cooperation with the local police departments and Campus Security Authorities and is updated annually by October 1<sup>st</sup>.

**Sexual Offender Registration** – The State of Texas provides that sex offenders be registered in the county that they presently reside. Pursuant to Texas Code of Criminal Procedure Article 62.005, the Texas Department of Public Safety (DPS) establishes the website <https://publicsite.dps.texas.gov/SexOffenderRegistry> as the official internet public access to the DPS sex offender registration computerized central database. Pursuant to Texas Code of Criminal Procedure Article 62.301 and judicial orders, not all offenders are available on the public access sex offender database. Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.

### **Crime Statistics**

A copy of the Annual Campus Safety and Security Report for each applicable campus (main and branch) is made available to active students, faculty and staff. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, off-campus, or on public property. The report also includes institutional policies concerning campus security, including those related to sexual assault and other matters. Reported crime data in accordance with the Jeanne Clery Act for the last 3-year reporting period is provided for each Maestro College campus on the following pages.

## Campus Crime Statistics

### Crimes Reported on Campus – Peloton College, Dallas Campus

Criminal Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurred On Campus.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	1
Motor vehicle theft	0	0	0
Arson	0	0	0
Arrests – On Campus			
Reflects the number of Arrests for each of the following crimes that occurred On Campus			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – On Campus			
Reflects the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – On Campus			
Reflects the number of Hate Crimes that were reported to have occurred On Campus. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race	Religion		
Sexual Orientation	Gender		
Gender Identity	Disability		
Ethnicity	National Origin		

VAWA Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurred On Campus for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## Campus Crime Statistics

### Crimes Reported on Public Property – Peloton College, Dallas Campus

Criminal Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on Public Property.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	1	0
Arson	0	0	0
Arrests – Public Property			
Reflects the number of Arrests for each of the following crimes that occurred on Public Property			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	0
Disciplinary Actions – Public Property			
Reflects the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – Public Property			
Reflects the number of Hate Crimes that were reported to have occurred on Public Property. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race	Religion		
Sexual Orientation	Gender		
Gender Identity	Disability		
Ethnicity	National Origin		

VAWA Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on public property for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## Campus Crime Statistics

### Crimes Reported on Campus – Peloton College, Arlington Campus

Criminal Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurrence On Campus.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Arrests – On Campus			
Reflects the number of Arrests for each of the following crimes that occurred On Campus			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – On Campus			
Reflects the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – On Campus			
Reflects the number of Hate Crimes that were reported to have occurred On Campus. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race		Religion	
Sexual Orientation		Gender	
Gender Identity		Disability	
Ethnicity		National Origin	

VAWA Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurrence On Campus for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## Campus Crime Statistics

### Crimes Reported on Public Property – Peloton College, Arlington Campus

Criminal Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on Public Property.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	1	0
Arson	0	0	0
Arrests – Public Property			
Reflects the number of Arrests for each of the following crimes that occurred on Public Property			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – Public Property			
Reflects the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – Public Property			
Reflects the number of Hate Crimes that were reported to have occurred on Public Property. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race	Religion		
Sexual Orientation	Gender		
Gender Identity	Disability		
Ethnicity	National Origin		

VAWA Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on public property for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## **TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*  
President

Notes

## SUPPLEMENT IV – CALIFORNIA STUDENT ADDITIONAL INFORMATION

### **Language Proficiency:**

All classes are taught in English. All enrolling students will show that they are sufficiently proficient in English by passing the Wonderlic entrance exam or the ATB test (Accuplacer) as required in the application process.

Description of the Learning Resource Center (Library):

All students including distance education students have access to the LIRN through the STARS student portal. LIRN is a 3rd party Library resource system granting students online access to books, library content, and other educational learning resources.

### **Distance Education Timeline:**

Generally, no more than 2 scheduled class days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

### **Housing Information:**

Peloton College does not have dormitory facilities or any other on campus housing. The institution has no responsibility to find or assist a student in finding housing. All California students are Distance Education Students with this institution.

### **Cancellation Policy Modifications: [original policy is on page 63]**

The cancellation policy for distance education students is based on the state in which the student resides.

For California Students: Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **State Refund Policy Modification: [original policy starts on page 63]**

The refund policy for distance education students is based on the state in which the student resides.

*For California Students:*

4. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

### **Student Tuition Recovery Fund (STRF):**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

Associate of Applied Science in AI Software Engineering (Distance Education)

Associate of Applied Science in Cybersecurity (Distance Education)

Medical Billing and Coding Program (Distance Education)

## **SUPPLEMENT V – ADDITIONAL INFORMATION AND POLICY CHANGES RELATED TO INITIAL ACCREDITATION WITH THE ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET)**

In order to expand program offerings and/or modes of educational delivery, Maestro College submitted an Application for Accreditation in August 2025 seeking to become an accredited institution with the Accrediting Council for Continuing Education & Training (ACCET). “Founded in 1974, the Accrediting Council for Continuing Education & Training (ACCET) has been continuously recognized by the U.S. Department of Education as a reliable authority on educational quality since 1978. ACCET strives to identify, evaluate, and enhance the delivery of continuing education and training through an independent peer-evaluation process. With a global reach, ACCET’s expansive scope is designed to support a diverse array of non-traditional post-secondary educational providers...,” (“*About ACCET*”, [www.accet.org](http://www.accet.org), Accessed June 2025).

As an institution seeking initial accreditation with ACCET, the following amended policies and additional information may be adopted by Maestro College:

### **REFUND POLICIES**

In addition to the refund policies outlined in the catalog, the following shall also apply:

- a. Refunds will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policies. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the LDA, the refund will be paid within forty-five (45) calendar days from the LDA.
- b. Students who withdraw as a cancellation or no show within the first week of a program shall be deemed as a trial period student and shall have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fees designated as non-refundable on the enrollment agreement (not to exceed \$200). Cancellations within the trial period shall not be considered a start for ACCET reporting purposes.
- c. Refund amounts will be based on a student’s last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- d. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- e. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- f. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- g. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

**Where an ACCET policy differs from that of the state or other regulatory agency associated with the institution, a comparison will be made and the policy that is most beneficial to the student will be used.**

## **Notice to Students: ACCET Complaint Procedure for Institutions Applying for ACCET Accreditation**

This institution is seeking accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has applied for accreditation and will subsequently submit a self-study and have an on-site team visit to determine whether it meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. This is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

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

### **Online Complaint Submission Form**



**TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*  
President