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The information contained in this catalog is true and correct to the best of my knowledge.
Mimi Teklé
Director
A MESSAGE FROM THE PRESIDENT

Dear Court Reporting Students,

It is the primary goal of the Court Reporting Institute of Arlington to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Court Reporting Institute of Arlington staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life-changing decision, which will positively impact one's personal and professional life.

It is our hope that the Court Reporting Institute of Arlington offers you the skills, knowledge, and guidance that you seek as you transition into your chosen career path.

Attaining an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to the Court Reporting Institute of Arlington and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President

Vatterott Educational Centers, Inc.
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ABOUT THE COURT REPORTING INSTITUTE OF ARLINGTON
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OUR PHILOSOPHY

The student is our primary concern at the Court Reporting Institute of Arlington. We are student-centered and committed to giving our full attention and effort to the development of our students’ skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training and career services departments are designed to develop a student’s abilities, attitudes and interests so that he/she becomes a skilled and successful professional.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student’s skills and personal potential so that he/she is qualified to begin employment in a career. The professional skills taught at the Court Reporting Institute of Arlington are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

MISSION STATEMENT

Driven by a passion for changing lives, we take committed students and develop the skills and attitudes to unleash their power to build successful lives. In the process, we produce the nation’s most outstanding court reporters.

HISTORY OF THE COURT REPORTING INSTITUTE OF ARLINGTON

The Court Reporting Institute of Dallas was founded in 1978. It became the first private college in Texas to offer an Associate of Applied Science in Court Reporting in 1983, and received programmatic certification from the National Court Reporters Association (NCRA) in 1984. The Court Reporting Institute of Houston (CRIH), a branch campus, was opened in the fall of 2002. In 2006, CRID launched a completely online Associate of Applied Science degree in Court Reporting program. CRID is a wholly owned subsidiary of Vatterott Educational Centers, Inc. Vatterott College was established in 1969 in St. Louis, Missouri. The original name of Vatterott College was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of National Association of Trade and Technical Schools (NATTS).
Vatterott College operations expanded into Texas in 2004, purchasing the Court Reporting Institutes of Dallas and Houston. The Court Reporting Institute of Houston was approved as branch campus of the Court Reporting Institute of Dallas (the main campus) in 2004.

ACCREDITATION, AUTHORIZATION AND APPROVALS

The Court Reporting Institute of Arlington is:

- Accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

- The Court Reporting Institute of Arlington is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).

CAMPUS LOCATION

Court Reporting Institute of Arlington
4300 Wilson Blvd, Suite 140
Arlington, VA 22203
703-875-1200

CAMPUS FACILITIES

Court Reporting Institute of Arlington

The facility is located at 4300 Wilson Blvd. and consists of 2,400 square feet of space, with classrooms, a student lounge, and a computer lab on the second floor. Theory classes are generally limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.

ADMINISTRATIVE HOURS OF OPERATIONS:

Monday through Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 6:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.
ADMISSIONS INFORMATION

ADMISSIONS POLICY

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

All applicants are required to complete a personal interview with an education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution’s equipment and facilities and to ask questions relating to the institution’s curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for High School Diploma or GED transcript (and college transcripts, where applicable)
  - Students must provide a copy of a high school transcript, high school diploma, or GED transcript to be (1) granted provisional acceptance pending the receipt of an official high school or GED transcript, and (2) permitted to start classes. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all Vatterott campuses. Upon receipt of the official transcripts and verification, the student will receive full admission into the program. If Vatterott cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student’s enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
  - Applicants who received a homeschool education must provide a secondary completion credential from the State in which they received their homeschool education. In the event their State does not issue any such credential, they will be required to certify that they completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under the laws of the State in which they received their homeschooling.
- Financial aid forms (if applicant wishes to apply for financial aid)
Reference Sheet

Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution’s receipt of the application and fee)

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

RE-ENTERING STUDENTS

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.

NON-DEGREE NON-PROGRAM STUDENTS

It is the policy of Court Reporting Institute of Arlington to permit non-degree non-program students to enroll on a term-by-term basis in for up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a degree, non-degree non-program students must declare their intent to obtain a degree in writing to the registrar. To complete the enrollment into a diploma or degree program, the student must submit a signed letter of intent to the campus registrar and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, Inc., transfer credit policy as outlined in this catalog.

Federal financial aid is not available to non-degree non-program students. Prerequisites and/or refresher courses may be required.

TUITION/FEES POLICIES

Tuition for the program of study may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the college.

Any student delinquent in the payment of any sum owed to the college may be suspended from the school (at the college’s sole discretion) until the college receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the college.

In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.

If a student repeats any portion of the program, the student must pay the current tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the college, specifying the terms of the repeat.

See Catalog Appendix for current tuition and fees.

**ADD/DROP PERIOD**

Add/Drop Period is the first two weeks (14 calendar days) of the term.

Initial enrollment students* may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any initial enrollment student who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes from their date of enrollment through the end of the add/drop period of their initial term of enrollment may have their entire enrollment cancelled by the institution unless there are mitigating circumstances, late enrollment, or documented communication from the student that would warrant continued enrollment.

Any student not considered an initial enrollment student who fails to attend any classes during the add/drop period may be withdrawn from the institution and issued a grade of W unless there are mitigating circumstances, late enrollment, or documented communication from the student that would warrant continued enrollment.

A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds.

The school reserves the right to cancel a student’s enrollment. Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business days of cancellation.

*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school., a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.
FINANCIAL INFORMATION
FINANCIAL INFORMATION

It is a goal of the Court Reporting Institute of Arlington to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with students and their families. Financial aid will be determined by a student’s need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of attendance for the same period.

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

FINANCIAL STUDENT AID ELIGIBILITY

In order to be eligible for financial aid, a student must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA);
- Meet the Basis of Admissions for the institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Demonstrate financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
Be registered for the Selective Service, if required;
Not be in default or owe a repayment on a Federal Student Aid grant or loan;
Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid
Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes
Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a $20,000 fine and/or imprisonment)
Notify the Office of Financial Aid of changes in enrollment status or of additional resources received

STUDENTS CHOSEN FOR VERIFICATION
Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five-week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

APPLICATION FOR FEDERAL STUDENT AID
To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov and click “Fill out a FAFSA”. To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of Federal Student Aid. Financial aid from federal programs is not guaranteed from one year to the next; therefore, it is necessary for each student to reapply every year.

NEED AND COST OF ATTENDANCE
Once the FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student’s federal student aid package may not exceed the cost of attendance.
Satisfactory Academic Progress and the Receipt of Federal Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student's appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

Satisfactory Academic Progress (SAP) and New Terms Associated with SAP

Due to recent changes in policies issued by the Department of Education, the Court Reporting Institute of Arlington has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.

Standards of Satisfactory Academic Progress

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.

Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting
SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

Students enrolled in credit hour programs will have both components of SAP evaluated at the end of each term of enrollment.

**SAP APPEALS FOR FINANCIAL AID ELIGIBILITY**

SAP Appeals must include:

- Letter written by the student requesting the appeal and why;
- Information on why the student failed to make SAP;
- What has changed that will allow a student to make SAP after one additional term;
- An academic plan that shows what is required specifically for the student to meet SAP by the end of the next term;
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances).

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made..

**NEW SAP TERMINOLOGY FOR FINANCIAL AID ELIGIBILITY**

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible has new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: **Financial Aid (FA) Warning, Financial Aid (FA) probation, Financial Aid (FA) suspension.**

**FA Warning** is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow a student to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the student may be allowed to appeal if extenuating circumstances existed that prevented him/her from meeting SAP.
FINANCIAL INFORMATION

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student's enrollment, and the student may not continue in classes.

FA Probation is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

**FA Warning-Academic Warning** (this is used for the first term after which a student has not met SAP)

**FA Probation-Academic Probation** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student's appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)

**FA Suspension-Academic Appeal** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student's appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that a SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Court Reporting Institute paperwork required for the appeal is complete and has been submitted timely, including:
  1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
  2. A letter by the student explaining why he/she failed to meet SAP standards and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non-Title IV funding for a minimum of at least one complete term and until SAP is once again met.

**FEDERAL PELL GRANT**

This grant program is considered gift aid and is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant by filling out a FAFSA. Eligibility is determined...
by a standard U.S. Department of Education formula which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The FSEOG is a grant program for undergraduate students with exceptional need. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

**FEDERAL STAFFORD STUDENT LOANS**

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six-month grace period following graduation, withdrawal from school, or entering a status of less than half-time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

**FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

Parents may be eligible to borrow a PLUS Loan to help pay their child’s education expenses if the student is a dependent undergraduate enrolled at least half-time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2010-11 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.
FINANCIAL INFORMATION

PRIVATE LOANS
Students may apply to various lending institutions outside the school who offer loans to help cover the gap between the cost of education and the amount of federal student aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant’s credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

HOW TO APPLY
Students must complete a Free Application for Federal Student Aid (FAFSA) each year. Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at the Court Reporting Institute of Arlington before financial aid applications can be processed.

SCHOLARSHIPS
The Top-Student Scholarship is an institutional scholarship available to students that meet certain requirements.

Scholarship Requirements
In order to qualify for the scholarship, candidates must meet all of the following criteria:

- Complete the term with at least 90% attendance of scheduled days for the term.
- Have a cumulative GPA of at least a 2.5 at the end of the term.
- Have a term GPA of at least a 3.0.
- Be enrolled as a student in the Court Reporting degree program.
- Currently meeting Standard Academic Progress and not exceed maximum time frame as defined by the school catalog.

Qualification for the scholarship is for the term most recently completed and may be earned each eligible term of the program based on the criteria above.

Amount of the scholarship may vary, but is currently $100 per term for full-time students and $75 per term for half-time students.

Scholarship Committee
The scholarship committee shall include the following individuals:

- Campus Director(s)
- Director of Education(s)

Scholarship Award Procedures
At the end of each term the Registrar will produce a list identifying the students who have met the scholarship requirements.
The list will be reviewed for accuracy and approved by the Director of Education.

The approved list will be forwarded to the scholarship committee for review and final award decision. The final award decision will be made by no later than the end of the third week following the term and will be communicated in writing (Final Award List) to the campus Director of Financial Aid and the Campus Accountant.

The Director of Financial Aid will set the scholarship up as a scheduled disbursement and notify the Campus Accountant in writing that it is ready for posting.

The Campus Accountant will post the award to the proper students’ accounts and notify the DOE that the award has been posted.

Student will be notified by the Director of Education that they have been selected to receive the Scholarship.

Amount of the scholarship may vary, but is currently $100 per term for full-time students and $75 per term for half-time students.

**Court Reporting Institute Presidential Scholarship**

The Court Reporting Institute Presidential Scholarship is a $100 tuition remission scholarship offered on a term-by-term basis to qualifying students in select programs.

In order to be eligible for the scholarship, candidates must be enrolled in a qualifying program and meet the following criteria:

- Complete the term with 95% attendance of scheduled hours (including makeup hours) for the term.
- Have a cumulative GPA of at least a 2.0.
- Obtain a term GPA of at least a 2.0.
- Be enrolled as a full-time student.
- Be enrolled in a program of study participating in the scholarship.

Eligibility for the Presidential Scholarship is evaluated by the Program Director of the respective program of study. The Program Director evaluates students after each term based on the above criteria. The Director of Education notifies scholarship recipients by week 5 of the following term. As noted above, the Court Reporting Institute Presidential Scholarship is not available to students in all programs of study.

For additional information on the Court Reporting Institute Presidential Scholarship, please contact the Director of Education.

**OTHER FINANCIAL RESOURCES**

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated.
Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

**Veterans Educational Benefits** - The Court Reporting Institute of Arlington is approved for the training of veterans and veterans’ children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans’ educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at the Court Reporting Institute of Arlington. PLEASE NOTE: STUDENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS, ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS.

NOTE: All college locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

**Government Sponsored Programs** - The Court Reporting Institute of Arlington accepts qualified students eligible to participate in various state-administered programs. Contact the institution Director for details.

**Veterans Yellow Ribbon Program** - The Court Reporting Institute of Arlington accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid office.

**Company Tuition Reimbursement** - The Court Reporting Institute of Arlington may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

**ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as
well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through interactive electronic means.

CANCELLATION AND REFUND POLICY

If STUDENT wishes to cancel his or her enrollment in the Program of Study designated above, he or she should provide written notice to the Registrar or Director of Education.

INSTITUTE will refund all monies paid, excluding the non-refundable Registration Fee of $100.00, if STUDENT cancels his or her Enrollment Agreement, by written notice, within three (3) days (until midnight of the third day, excluding Saturdays, Sundays and holidays) of the day he or she signed the Enrollment Agreement.

INSTITUTE will refund all monies paid, excluding the non-refundable Registration Fee of $100.00 and a tuition fee equal to 15% of the stated tuition for the quarter or $100.00, whichever is less, if STUDENT cancels his or her Enrollment Agreement, by written notice, more than three (3) days after of the day he or she signed the Enrollment Agreement, but prior to the first day of class.

WITHDRAWAL AND REFUND POLICY

If STUDENT wishes to voluntarily withdraw from INSTITUTE, he or she should complete and submit to the Registrar or Director of Education a student withdrawal form.

Refunds are made for students who withdraw or are withdrawn from INSTITUTE prior to the completion of their program. Refunds are submitted within 45 days of the withdrawal date. Refunds will be based on the current tuition charge incurred by STUDENT at the time of withdrawal, not the amount STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any financing terms extended to STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for any period of time.

Refunds will be made per academic term in accordance with the following formula:

- If STUDENT withdraws or is withdrawn prior to completing 1/4 (25%) of the instructional hours scheduled for the academic term, he or she shall be entitled to a refund equaling 50% of the Tuition and Fee costs for such term.
- If STUDENT withdraws or is withdrawn after completing 1/4 (25%), but less than 1/2 (50%), of the instructional hours scheduled for the academic term, he or she shall be entitled to a refund equaling 25% of the Tuition and Fee costs for such term.
FINANCIAL INFORMATION

If STUDENT withdraws or is withdrawn after completing 1/2 (50%), or more than 1/2 (50%), of the instructional hours scheduled for the academic term, he or she is not entitled to a refund.

Leaves of absence, suspensions, and school holidays do not constitute scheduled instructional hours. The effective date of withdrawal for refund purposes is the earliest of the following:

- If STUDENT voluntarily withdraws from INSTITUTE, the date he or she submits to the Registrar or Director of Education a student withdrawal form;
- If STUDENT is withdrawn by INSTITUTE, the date INSTITUTE determines that STUDENT has withdrawn; or
- Seven (7) consecutive school days following STUDENT’s last date of actual attendance.

Payments made for any supplies that have been received by STUDENT as of the effective date of withdrawal will not be refunded. Payments made for any supplies that have not been received by STUDENT as of the effective date of withdrawal will be refunded in full.

After the last day of the add/drop period for each academic term, as defined in INSTITUTE’s Catalog, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled.

MILITARY SERVICE POLICY

If STUDENT withdraws from INSTITUTE because he or she is called to active duty in a military service of the United States or the National Guard, STUDENT may elect one of the following options for managing his or departure from INSTITUTE:

Option One. INSTITUTE will provide a pro rata refund of any Tuition or Fees already paid, and any unpaid Tuition or Fees owed by STUDENT for the portion of the Program STUDENT will not complete following withdrawal will be forgiven.

Option Two. INSTITUTE will provide STUDENT a grade of incomplete with the designation “withdrawn-military” for the courses in the Program, other than courses for which STUDENT has previously received a grade on his or her transcript. INSTITUTE also will grant STUDENT the right to re-enroll in his or her Program of Study, or a substantially equivalent program if that Program of Study is no longer available, not later than the first anniversary of the date STUDENT is discharged from active military duty, without payment of any additional Tuition or Fees or other charges for the Program of Study (other than any previously unpaid balance of the original Tuition and Fees).

Option Three. INSTITUTE will assign an appropriate final grade or credit for the courses in the Program of Study, but only if the instructor or instructors of the Program of Study determine that the student has satisfactorily completed at least 90 percent of the required coursework for the Program of Study, and demonstrated sufficient mastery of the program material to receive credit for completing the Program of Study.
VETERANS CANCELLATION AND REFUND POLICY

In the event a veteran or other student eligible for VA educational benefits fails to enter the course, or withdraws, or is discontinued therefore at any time prior to completion (but after expiration of the aforementioned 72-hour cancellation period) of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the portion of the course shall not exceed $10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

RETURN OF TITLE IV FUNDS

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The amount of the Title IV earned and the amount of Title IV not earned will be calculated using the federal formula based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the debt to the school.

Only funds for which a student is eligible may be disbursed as post-withdrawal disbursements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Stafford loan funds will be disbursed.

If the student receives (or the school or parent receives on the student’s behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student’s institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent
for a PLUS loan) repays in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

An overpayment occurs when the student receives more federal aid than he or she was eligible to receive. If the school is able to reduce loans or send back grants to resolve the overpayment, it will do so. If the student is no longer enrolled, the student may be held responsible for all overpayments.

Any unearned grant funds that the student must return are called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college’s Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4-FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

*Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

STUDENT LOAN DEFAULT PREVENTION

To seek counseling related to repayment of your student loan, contact the financial aid office. The college has an active program encouraging students to pay back student loans to prevent negative repayment status. Failure to repay loans may jeopardize your credit.

WITHDRAWAL DATE/POLICY

The withdrawal date is used to determine when the student is no longer enrolled at the College and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student’s intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA, or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the College may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.

**LAST DAY OF ATTENDANCE**

A student’s last day of attendance will be the last recorded day the student attended an on-ground class, or for those students taking online classes, the last day the student attended class as defined under the Online Student Attendance Guidelines.
ACADEMIC INFORMATION
ACADEMIC INFORMATION

GRADING SYSTEMS

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

APPLICATION OF GRADES AND CREDITS

For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Percentage</th>
<th>Description</th>
<th>Included in Credit Hours Completed</th>
<th>Included in Credit Hours Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Outstanding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawn</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn/Failure</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>/R</td>
<td>N/A</td>
<td>Retake</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>N/A</td>
<td>Test-Out</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

For calculating rate of progress (see below), grades of F (failure), WF (withdrawn fail) and I (incomplete), and R (retake) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term. A grade of W will not be awarded after the add/drop period of a term has ended. Withdrawal after the add/drop period of a term has ended will result in the student receiving a grade of WF.
ACADEMIC INFORMATION

The student must repeat any required course in which a grade of “F”, “WF”, or “W” is received. In the case of a “D” or “F”, the better of the two grades is calculated into the CGPA. The original grade will include a double asterisk “**” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete “I”, the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition, and may not be on FA Warning or FA Probation status. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the student’s CGPA.

ACADEMIC ADVISEMENT

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

GRADES AND GRADE POINT AVERAGES

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

GRADE POINT AVERAGES

A student’s grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit hours for which grades were awarded. The grade points are cumulative grade point average (CGPA), which is based on all grades and credit hours completed in the declared program of study to date. Both the term GPA and CGPA only include classes that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. The CGPA helps determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.
UNIT OF CREDIT

One credit is earned by satisfactorily completing the course work included in approximately 12 hours of lecture. Credits earned by lab/manipulation skills enhancements will vary from 25 to 51 hours per credit earned.

FAILING GRADE

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted to account only for the passing grade. The failure will remain on the transcript.

INCOMPLETE GRADE

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded. Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. All required coursework must be completed and submitted within 14 calendar days after the end of the term. The “I” must be converted by the Friday of the second week of the next term.

If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor, and
- The student presents these reasons in writing, with any required documentation, prior to the time the final grades are due.

DIRECTED STUDIES COURSEWORK

Under certain circumstances, some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.
AUDIT GRADE

If a course is offered by the institution during a given term or quarter, a student must declare the intention to audit a course and receive permission from the Director of Education. Tuition is charged for audited courses unless the student is a graduate or completer of the CRIA program. Financial aid is not available for audited classes. Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completes the course.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of his/her audit status.

WITHDRAWAL GRADE

A student enrolled in courses within the first two weeks of class who wishes to withdraw must notify the Director of Education or designee (See Course Withdrawal) in writing. If the withdrawal occurs within the deadline as stated in the Course Withdrawal Date/Policy, the course remains on the transcript and is designated with a “W.” A course withdrawal after this deadline receives a designator of “WF”.

TRANSFER CREDIT

The Court Reporting Institute of Arlington will evaluate the student’s previous education and training to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. The Court Reporting Institute of Arlington will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by the Court Reporting Institute of Arlington. Technical (Core) course credits from institutions other than the Court Reporting Institute of Arlington that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty, the Court Reporting Institute of Arlington will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no “final year” or “final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed
at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

For all other Court Reporting Institute students, a minimum of 50% of the required program credits must be completed at the Court Reporting Institute of Arlington.

It is the responsibility of the student to request an official transcript be mailed to the Court Reporting Institute of Arlington in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Courses considered developmental in nature at another institution are not transferrable for credit at the Court Reporting Institute of Arlington.

Prospective students may request transfer credit for developmental courses offered at the Court Reporting Institute of Arlington by providing an official transcript to the campus registrar within the first 2 weeks of the student’s enrollment program start date.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

**MILITARY TRAINING AND EXPERIENCE**

*Military Service School Experience* – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

*Military Occupational Specialties (MOS)* - Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students’ degree program requirements at the Court Reporting Institute of Arlington.

**INSTITUTIONAL CREDIT**

Institutional credit is granted when developmental or skills classes are successfully completed. These credits are not included in the grade point average or rate of progress but are used in the time frame measurement.
The CGPA becomes fixed at graduation, except for authorized grade changes. In addition:

- If a course is repeated, the highest grade is used for the CGPA.
- Courses may be taken for credit after proficiency or transfer credit has been awarded. The grade earned is then used for both the term GPA and CGPA.
- External transfer credit may be granted for a course previously taken. Credit hours and grade points previously earned for the course is removed from the CGPA at the point the transfer credits are posted. The course and the grade earned remain on the transcript in the term the course was attempted.
- The term GPA reflects the actual term performance and is not affected by subsequent repeats or other adjustments in the CGPA.

**INTERNAL PROFICIENCY CREDIT TEST OUT**

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process, and for setting fees as outlined in the academic catalog. The Court Reporting Institute of Arlington may charge tuition for courses for which they have been awarded proficiency credit. Proficiency examination requests will not be honored for students in the following categories:

- A student is currently enrolled in the course beyond the first week of classes
- A student was previously enrolled in the course for which the exam is being requested, and
- A student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit, or successful completion of the course. All tests and supporting documentation must be retained in the student’s academic file.

**EXTERNAL PROFICIENCY CREDIT**

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized exams such as the College Level Examination Program (CLEP), the Advanced Placement (AP), and the Defense Activity for Non-Traditional Education Support Program (DANTES). The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES...
credit. Credit for AP coursework is based solely upon the student’s performance on the national examination administered by the College Board and not upon the student’s performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

At the Court Reporting Institute of Arlington, satisfactory progress is defined and measured by the following two criteria: (1) cumulative grade point average and (2) Rate of Progress toward completion.

CGPA REQUIREMENTS & RATE OF PROGRESS TOWARDS COMPLETION REQUIREMENTS

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits attempted at specific points in the program to maintain satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation and are listed as included in the grading systems section.

The CGPA and rate of progress will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA and rate of progress are in compliance. Once a student reaches a review point, they must maintain the minimum CGPA and rate of progress for that level at the end of each grading period until such time as they reach the next level of review.

These rates of progress are outlined along with the CGPA requirements in the tables below.

LEGAL ASSISTANT DIPLOMA PROGRAM QUARTER CREDITS

<table>
<thead>
<tr>
<th>Quarter Credits Attempted</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>
**VOICE WRITING DIPLOMA PROGRAM QUARTER CREDITS**

<table>
<thead>
<tr>
<th>Quarter Credits Attempted</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-13</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>14-26</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>27 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**COURT REPORTING FULL-TIME/PART-TIME PROGRESS**

<table>
<thead>
<tr>
<th>Quarter Credits Attempted</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>37-68</td>
<td>1.5</td>
<td>60%</td>
</tr>
<tr>
<td>69-107</td>
<td>2.0</td>
<td>64.5%</td>
</tr>
<tr>
<td>108 - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**MAXIMUM TIME FRAME**

Maximum time frame progress will be evaluated at the end of every quarter. A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their program within the maximum time frame. The maximum allowable attempted credits are noted below.

**PROGRAM MAXIMUM ALLOWABLE CREDITS**

- Legal Assistant, Diploma – 84 QCH
- Voice Writing, Diploma – 58.5 QCH
- Court Reporting, Associate of Occupational Studies - 162 QCH

**MAXIMUM TIME FRAME STATUS**

A student who has surpassed the maximum time frame full-time (day or online) or part-time (night or online) and has reached the 200 speed-building class, will be eligible for maximum time frame status. Students in maximum timeframe status are not eligible to graduate or to receive federal financial aid, but may continue to attend speed-building classes in order to improve their proficiency.
HOW TRANSFER CREDITS OR CHANGE OF PROGRAM AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times \((150\%) \times 180 = 270\) credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at the Court Reporting Institute of Arlington (this does not include moving from a diploma to an Associate's degree in the same program), the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times \((150\%) \times 180 = 270\) credits. The 30 external transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after completing at least one additional term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrollment in the new program.

ACADEMIC PROBATION

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of
Progress Towards Completion requirements sections of this catalog, Students will meet with academic staff and an academic plan will be developed indicating what must be accomplished to meet SAP in the ensuing term. Students who are not able to meet the SAP requirements at the end of the ensuing term, and who wish to continue their education may complete a SAP Appeal in accordance with the SAP Appeal guidelines as stated in this policy. A student placed on FA Warning-Academic Warning may receive Title IV funding. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution, unless he or she successfully appeals and is placed on FA Probation - Academic Probation. Students who have submitted a SAP Appeal will be placed on a Financial Aid Hold until the appeal has been reviewed. A Student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe class as an inactive student for the first week of the term or until the appeal has been reviewed.

Students facing dismissal for failing to make Satisfactory Academic Progress may appeal their dismissal in writing to the Director of Education. An appeal should explain why the student failed to make satisfactory progress and what has changed in his or her situation that will allow the student to make satisfactory progress at the next evaluation. The Institution may grant an appeal and place a student on FA Probation - Academic Probation if the Institution determines (1) that the student should be able to meet SAP standards after the subsequent term or (2) that the student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

A student on FA Probation - Academic Probation may not receive Title IV funding for the subsequent payment period unless the student (1) makes SAP by the conclusion of the probationary period or (2) for students with an academic plan developed by the Institution, the Institution determines that the student met the requirements specified at the end of each term in the academic plan.

In the case that a student is not allowed a period of Financial Aid probation from the Financial Aid office, but has been making progress and the appeal is approved by the Academics department, the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not be eligible to receive Title IV funding, but may be able to continue in school if other payment arrangements are procured.

Students who withdraw from a term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the Institution. The Institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, not-withstanding these published standards.
Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who do not have an approved appeal and are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP.

**APPEAL TO GRADE CHALLENGE, COURSEWORK, AND SATISFACTORY ACADEMIC PROGRESS DETERMINATION**

A student who has been identified as not meeting satisfactory academic progress or who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee (consisting of Campus Director, Director of Education, and Program Director). To request to continue enrollment in the subsequent term, the SAP Appeal must be submitted within ten days of receiving notification of his/her SAP status or requirement to file a SAP appeal.

Re-entering students are eligible to appeal for re-instatement into the program at a future start date after the ten day period. Refer to the Satisfactory Academic Progress Appeal for Reinstatement section of the catalog for appeal procedures and requirements, including requirements for students seeking to re-enter into the program.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. For details on submitting an appeal, students should speak with the Director of Education.

**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FOR REINSTATEMENT**

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A letter of appeal prepared by the student stating the reasons for past issues and what has changed to prevent further issues in SAP
ACADEMIC INFORMATION

3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term/s; this form must be signed by the student showing the student is aware of the work required to once again meet SAP.

4. An unofficial transcript with final grades for the most recently completed term.

5. Attached documentation relating to the extenuating circumstance/s

All appeal documents must be submitted to the Director of Education at the campus. To attempt to continue enrollment in the subsequent term, the SAP Appeal must be received within ten days of the end of the previous term. The campus Director of Education will forward the appeal packet to the Academic Dean who will review it for academic approval. The Academic Dean will forward the appeal to the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid, if applicable. The decision on an FA Probation appeal will be sent to the campus Financial Aid Director.

Re-entering students who were not making progress while on Financial Aid Warning/Academic Warning when they exited the program are required to submit a SAP Appeal prior to re-enrollment. Students seeking re-enrollment requiring a SAP Appeal are not subject to the ten day limitation for filing the appeal, but must submit the appeal prior to the start of the term.

Students transferring from program to program or location to location within the Vatterott Educational Centers, Inc. system will be placed in the appropriate enrollment SAP status at the new location according to their SAP status at the time of exit at the previous location.

REINSTATEMENT

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Campus Director. The request should be in the form of a letter explaining the reasons why the student should be readmitted. Students may be required to wait at least one grading period before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement; will be charged tuition consistent with the existing published rate.

GRADUATION REQUIREMENTS

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses within the maximum time frame allowed (see standards of satisfactory progress, maximum time in which to complete section). Students must also be current on all financial obligations in order to receive final transcripts. Additionally, all attendance requirements must be met and all financial obligations to the college must be satisfied.

Court Reporting Students must pass two 5-minute 225 words per minute Q&A tests, two 5-minute 200 words per minute Jury Charge tests, and two 5-minute 180 words per minute Literary tests with 97% accuracy; pass one 5-minute 225 words per minute Q&A.
test, one 5-minute 200 words per minute Jury Charge test, and one 5-minute 180 words per minute Literary test with 98% accuracy; complete 60 verified hours of internship of which 50 hours shall be actual writing time; and must produce a 50-page transcript that meets the college’s standards. Students who complete all the requirements earn an Associate of Applied Science degree in Court Reporting. Students who do not complete the program within the maximum time frame cannot receive the Associate of Applied Science Degree.

COMPLETERS

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

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 60 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form, along with supporting documentation, to the Director of Education before the start date of the request. An LOA cannot be granted after the start date of the term for which the student is requesting an LOA, unless the student is enrolled in a clock hour program. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

LEAVE OF ABSENCE DUE TO MILITARY OBLIGATIONS

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
ACADEMIC INFORMATION

☐ Expunge the student’s record of registration for the term so that the student is not penalized academically.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

If the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

The date a student returns to class is normally scheduled for the beginning of the term.

MAKE-UP WORK

The Court Reporting Institute of Arlington is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. The Court Reporting Institute of Arlington may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:
☐ Be supervised by an instructor approved for the subject being made up;
☐ Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
☐ Be completed within two weeks of the end of the grading period during which the absence occurred;
☐ Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
☐ Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.
ATTENDANCE POLICY

Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

A student who is absent from all classes for seven (7) consecutive instructional days will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances. If a student experiencing a mitigating circumstance provides the school with written or verbal confirmation they intend to return to school and an attendance appeal is submitted, Regional or Corporate Staff will review the request and grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student who is absent from an individual course for seven (7) consecutive instructional days will be automatically withdrawn from the course unless there are acceptable mitigating circumstances.

If a student experiencing a mitigating circumstance provides the school with written or verbal confirmation that they intend to return to school, Regional or Corporate Staff will review the request and grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course due to attendance will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student’s satisfactory academic progress, but will not affect the student’s cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment will have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding.

*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.
ACADEMIC INFORMATION

STUDENTS RECEIVING VETERANS BENEFITS

Students receiving Veterans education benefits are required to maintain an 80% attendance rate in each course. Students who fail to maintain an 80% attendance rate in each course for the term/phase will be placed on attendance probation for another term/phase and their enrollment will be certified for benefits to the U.S. Department of Veterans Affairs. If students fail to meet attendance requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

PLACEMENT TESTING

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/ Librarian is unavailable, the Registrar, Retention Officer or DOE may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details

Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Prerequisite Assignment

All students are strongly suggested to complete remedial testing. Although not recommended until the student reaches the Associate’s level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs.
COURSE DESIGNATION

The prefix of a course designated in the program outline for each program of study stands for the type or nature of the course. In the Court Reporting program, one hundred and two hundred level courses are lower division courses. Three hundred and four hundred level courses are upper division courses. Some courses may require pre-requisites. A list of course descriptions and pre-requisites can be found in Appendix A of the catalog.
STUDENT INFORMATION & SERVICES
STUDENT INFORMATION & SERVICES

The Court Reporting Institute of Arlington offers students a variety of success-oriented services as well as activities for the benefit of students and the community. The Institute endorses an open-door policy with respect to students and staff. Students have a right to request an appointment with any member of the Court Reporting staff regardless of the person’s title or function. Office hours for personnel are available from the receptionist.

SCHOOL CALENDAR

Classes are not held on the following holidays: New Year’s Day, Martin Luther King Jr.’s Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

<table>
<thead>
<tr>
<th>Holidays/No Classes</th>
<th>2013</th>
<th>2014</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2013</td>
<td>January 1, 2014</td>
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<tr>
<td>President’s Day</td>
<td>February 18, 2013</td>
<td>February 17, 2014</td>
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<tr>
<td>Good Friday</td>
<td>March 29, 2013</td>
<td>April 18, 2014</td>
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<tr>
<td>Memorial Day</td>
<td>May 27, 2013</td>
<td>May 26, 2014</td>
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<tr>
<td>Independence Day</td>
<td>July 4, 2013</td>
<td>July 4, 2014</td>
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<tr>
<td>Labor Day</td>
<td>September 2, 2013</td>
<td>September 1, 2014</td>
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<tr>
<td>Columbus Day</td>
<td>October 14, 2013</td>
<td>October 13, 2012</td>
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<tr>
<td>Veterans’ Day</td>
<td>November 11, 2013</td>
<td>November 11, 2014</td>
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<tr>
<td>Thanksgiving</td>
<td>November 28, 2013</td>
<td>November 27, 2014</td>
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<tr>
<td>Day After Thanksgiving</td>
<td>November 29, 2013</td>
<td>November 28, 2014</td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>December 24- Jan. 1st</td>
<td>December 24- Jan. 1st</td>
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</tbody>
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ACADEMIC ASSISTANCE

Students seek help and advice during their college education for many reasons. At the Court Reporting Institute of Arlington, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

RETENTION SERVICES

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising;
- Administering the V-STAR (Vatterott Student Tutoring Advising and Retention) Program; and
- Monitoring student attendance
STUDENT INFORMATION & SERVICES

FACULTY

The faculty members are the keystone of the Court Reporting Institute of Arlington teaching success. Each member of the faculty has industry or professional experience, together with appropriate academic credentials. The faculty members bring an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries. Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

CAREER SERVICES

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that the Court Reporting Institute of Arlington cannot and will not guarantee you a job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting the Court Reporting Institute of Arlington to prospective employers. Both students and employers benefit by the referral of qualified employees from the Court Reporting Institute of Arlington.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

 Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of the Court Reporting Institute of Arlington.
**HOUSING**

The Court Reporting Institute of Arlington does not provide on-campus housing but does assist students in locating suitable housing off campus.

**LEARNING RESOURCE CENTER/LIBRARY**

The Court Reporting Institute of Arlington library provides materials to support the mission and curriculum and assists each student to attain his/her educational goals. The collection includes books and assortments of current periodicals, and DVD/CD-Rom disks. The library schedule is posted each term. Students also have access to an electronic library system (EBSCOhost) to support the programs and students of the college.

**ORIENTATION**

Prior to beginning classes at the Court Reporting Institute of Arlington, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the college schedule. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

**COURSE SCHEDULES**

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

**INCLEMENT WEATHER AND CAMPUS CLOSURE POLICY**

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Court Reporting Institute of Arlington Attendance Policy.

**HOURS OF OPERATION**

The Court Reporting Institute of Arlington administrative offices are open from:

- 8 a.m. to 8 p.m., Monday through Thursday
- 8 a.m. to 6 p.m. Friday
- 9 a.m. to 1 p.m. on Saturday.
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The Court Reporting Institute of Arlington is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not the Court Reporting Institute of Arlington, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but the Court Reporting Institute of Arlington will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

The Court Reporting Institute of Arlington will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by the Court Reporting Institute of Arlington. A student requesting an accommodation for a disability must contact the Director of Education, complete the “Student Application for Accommodation” form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. The Court Reporting Institute of Arlington’ Accommodations Committee will thoroughly review each student’s request for accommodation and supporting documentation and will notify the Director of Education and student of the Accommodations Committee’s decision about the student’s request. To ensure that accommodations are provided in a timely fashion, the Court Reporting Institute of Arlington strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student’s request for accommodation.

To request an accommodation, please contact the Director of Education.

Please contact the Director of Education or Mark Falkowski, Administrator of Student Affairs, with any questions or concerns about this policy.

WHAT IS A DISABILITY?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities, or
- Has a record of such an impairment, or
- Is regarded as having such an impairment.
A qualified individual with a disability refers to an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

**CAMPUS SECURITY**

The Court Reporting Institute of Arlington publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

The Court Reporting Institute of Arlington will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees. The Court Reporting Institute of Arlington reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

**DRUG-FREE ENVIRONMENT**

As a matter of policy, the Court Reporting Institute of Arlington prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

**STUDENT RECORDS ACCESS AND RELEASE**
The Court Reporting Institute of Arlington has established a policy for the release of and access to records containing information about a student.

Each student enrolled at the Court Reporting Institute of Arlington shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

- A student’s education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.

- Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the campus Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Campus Director’s decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student’s record will be retained as part of the student’s permanent record.

- Directory information is information on a student that the school may release to third parties without the consent of the student. The Court Reporting Institute of Arlington has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the School Director within 10 days after the date of the student’s initial enrollment or by such later date as the institution may specify.
The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

A student who believes that the Court Reporting Institute of Arlington has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.

NON-DISCRIMINATION
The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

UNLAWFUL HARASSMENT POLICY
The Court Reporting Institute of Arlington is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the School Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

CONDUCT POLICY
All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the college and of the student body.

The Court Reporting Institute of Arlington reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger
to the health or welfare of students or other members of the Court Reporting Institute of Arlington community, or failure to comply with the policies and procedures of the Court Reporting Institute of Arlington. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the school. The institution will also determine if any Title IV funds must be returned (see Financial Information section of this catalog).

RULES, REGULATIONS AND EXPECTATIONS

The school has certain rules and regulations that must be followed. Students attending our school are preparing for employment and are required to conduct themselves while in school in the same manner as they would when working for an employer. While at the Court Reporting Institute of Arlington, you are expected to dress in accord with the skill for which you are training.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all school rules and regulations.

- Keep learning and lab areas neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students’ projects or equipment.
- No personal incoming calls.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled outside school hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected.
- Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor’s ability to teach or any student’s ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are
not acceptable. Also not acceptable are hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

☐ Unacceptable behavior and language will not be tolerated. Unacceptable language includes that which is sexually explicit or threatening in nature.

The Court Reporting Institute of Arlington reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to classroom environment, well-being of fellow students or faculty, or appearance of school facilities.

STUDENT DISCIPLINARY APPEAL

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee (“Committee”). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academics, Vice-President of Regulatory Affairs, Associate Legal Counsel, and a Vatterott alumnus). The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
P.O. Box 28269
Olivette, Missouri 63132

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at the Court Reporting Institute of Arlington. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director’s discretion. A Campus Director’s denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)
REINSTATEMENT

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee’s written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student’s commitment to complete the program, or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student’s application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee’s discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

SAFETY

All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

SCHOOL POLICIES

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling at the Court Reporting Institute of Arlington, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

STUDENT GRIEVANCE POLICY

Should STUDENT have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or student services assistance, STUDENT should first contact the faculty or staff member the grievance or complaint concerns. If a solution satisfactory to STUDENT is not reached with the faculty or staff member, or the grievance or complaint does not concern a faculty or staff member, STUDENT may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. The Director of Education will review the grievance or complaint, seek resolution and notify STUDENT of the remedy within 10 days. In the event STUDENT is not satisfied with the resolution provided by the Director of Education, STUDENT may appeal to the Campus Director, in writing, within 10 days of receiving the
decision of the Director of Education. The Campus Director will review the pertinent facts and evidence presented. Within 10 days of receipt of STUDENT’s appeal, the Campus Director will formulate a resolution.

Should STUDENT wish to contest the Campus Director’s resolution, he or she may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc., as the final entity seeking a favorable resolution to a reported grievance or complaint. At any time, STUDENT may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs@vatterott.edu.

If STUDENT does not feel that INSTITUTE has adequately addressed a grievance or complaint, STUDENT may contact the State Council of Higher Education for Virginia at:


STUDENT also may contact the Accrediting Council for Independent Colleges and Schools regarding any grievance or concern at:


STATEMENT OF OWNERSHIP

The Court Reporting Institute of Arlington, is a wholly owned subsidiary of Vatterott Educational Centers, Inc. The corporate officers for Vatterott Educational Centers, Inc. are Pamela Bell, President and Chief Executive Officer, and Dennis Beavers, Chief Financial Officer.

CATALOG APPENDIX

See the catalog appendices for current information related to the Term start/end dates, tuition and fees, listing of faculty, and other updates.

CHANGES

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for the Court Reporting Institute of Arlington to make changes to this catalog due to the requirements and standards of the school’s accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. The Court Reporting Institute of Arlington reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.
The Court Reporting Institute of Arlington reserves the right to make changes, in its sole discretion, to any facet of its operations, including graduation requirements, costs, curriculum, course structure and content, faculty, methods of delivery, class schedule, and the calendar of operation, as needed. The Court Reporting Institute of Arlington expressly reserves the right to cancel or postpone any new start for any program due to insufficient enrollment. Any such changes will be made in accordance with the requirements of The Court Reporting Institute of Arlington’s regulators. Reasonable notice of any such changes will be provided to student. Prior notification will be made to student in the event of any cancellation or rescheduling of the start date and all monies paid will be refunded.

**TRANSFER OF CREDIT TO OTHER SCHOOLS**

The Court Reporting Institute of Arlington does not imply or guarantee that credits completed at the Court Reporting Institute of Arlington will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at the Court Reporting Institute of Arlington to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer. Indeed, because many of the programs offered by the Court Reporting Institute of Arlington are terminal occupational or professional programs, credits earned in these programs are unlikely to be applicable to other degrees.

**STUDENT PORTAL**

Upon enrollment in a Court Reporting Institute program, each student will be given access to the Student Portal.

The Student portal is an interactive web resource that allows students the opportunity to view their grades, attendance records, academic coursework, financial summaries, resumes, and academic schedules. Students also have the opportunity to view the school catalog and interact with the Court Reporting staff, faculty, and academic advisors through the notification and messaging centers.

**TRANSCRIPT REQUEST POLICY**

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s office will process the request within two calendar weeks.
APPENDIX A - PROGRAM OFFERINGS

Associate of Applied Science A.A.S.

☐ Court Reporting

Diploma

☐ Legal Assistant
☐ Voice Writing

The Court Reporting Institute of Arlington only offers the specific program of study listed above and expressly discussed in the curriculum section of this catalog.

The prefix of a course designated in the program outline for the program of study stands for the type or nature of the course. In the Court Reporting program, one hundred and two hundred level courses are lower division courses. Three hundred and four hundred level courses are upper division courses. Some courses may require pre-requisites. A list of course descriptions and pre-requisites can be found in Appendix A of the catalog.
COURT REPORTING (FULL-TIME)  ASSOCIATE OF OCCUPATIONAL STUDIES  A.O.S.

The focus of the program is to prepare students to become Certified Shorthand Reporters by developing their machine shorthand speed to 225 words a minute while building a solid foundation in English grammar and punctuation, legal and medical terminologies, anatomy, psychology, speech, courtroom and deposition procedures, and transcription via computer. A graduate of this program may seek employment as an official court reporter, freelance or deposition reporter, or as a captioner.

The program consists of 120 weeks, 85 Quarter Credit Hours of Court Reporting theory and associated lab work and 23 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

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<tr>
<th>Course #</th>
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<td>CR124</td>
<td>Theory 1B</td>
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<td>CR344</td>
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<td>GE212</td>
<td>English Composition II</td>
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<td>Physiology &amp; Anatomy</td>
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<td>GE304</td>
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Total Credits Required For Graduation: 108
COURT REPORTING (PART-TIME)  ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

The focus of the program is to prepare students to become Certified Shorthand Reporters by developing their machine shorthand speed to 225 words a minute while building a solid foundation in English grammar and punctuation, legal and medical terminologies, anatomy, psychology, speech, courtroom and deposition procedures, and transcription via computer. A graduate of this program may seek employment as an official court reporter, freelance or deposition reporter, or as a captioner.

The evening program consists of 240 weeks, 85 Quarter Credit Hours of Court Reporting theory and associated lab work and 23 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

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<td>Physiology &amp; Anatomy</td>
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<tr>
<td>GE304</td>
<td>General Psychology</td>
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</table>

Total Credits Required For Graduation: 108
LEGAL ASSISTANT

The objective of this program is to provide graduates the necessary skills and knowledge to work in entry-level positions as a legal assistant or legal secretary under the supervision of attorneys engaged in private practices or other corporate legal departments.

The program consists of 40 weeks, 36.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 12 weeks.

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<td>Microeconomic Principles</td>
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<td>GE-116</td>
<td>Ethics</td>
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<td>GE-120</td>
<td>English Composition</td>
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<td>GE-121</td>
<td>Computer Concepts</td>
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<td>LE-100</td>
<td>Introduction to the Legal System</td>
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<td>LE-101</td>
<td>Legal Terminology</td>
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<td>LE-107</td>
<td>Legal Keyboarding: Skills, Speed &amp; Assessment</td>
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<td>LE-108</td>
<td>Family Law</td>
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<td>LE-110</td>
<td>Civil and Criminal Trials</td>
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<td>Employment Law</td>
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<td>LE-125</td>
<td>Legal Office Management</td>
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<td>LE-130</td>
<td>Legal Presentations</td>
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<tr>
<td>LE-135</td>
<td>Legal Research</td>
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**Total Required for Graduation** 56
The objective of this program is to provide graduates the necessary voice-writing skills and knowledge to work in entry-level positions as a Certified Verbatim Reporter (CVR).

In order to be eligible for financial aid, students in the Voice Writing program must have completed an associate's degree or its equivalent (i.e., two years of postsecondary education), in addition to meeting all other student eligibility requirements for the federal financial aid programs, as set out in the Financial Information section of this Catalog.

The program consists of 30 weeks, 39 Quarter Credit Hours of theory and associated labs. Instruction is designed for entry every 12 weeks.

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<td>CR-200</td>
<td>Voice Writing II</td>
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<td>CR-210</td>
<td>Court Reporting Technology</td>
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<td>CR-220</td>
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<td>CR-320</td>
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<td>CR-330</td>
<td>Anatomy &amp; Physiology</td>
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**Total Required for Graduation 39**

39
COURSE DESCRIPTIONS

CR-100: VOICE WRITING I 3.5 QUARTER CREDIT HOURS
This course is designed to introduce basic concepts in voice writing using the voice silencer mask method of transcription. The course introduces basic principles of voice silencer mask operation. Emphasis is placed on the proper method of speaking into the voice silencer mask, distinguishing between the speakers, proper use of transcription equipment and proper format of transcribed material. A transcription speed of 100-140 wpm with 95% accuracy must be attained.

CR122: THEORY 1A 7 QUARTER CREDIT HOURS
This course is designed to introduce the principles of machine shorthand writing with punctuation. Brief forms, phonetic writing and their application to verbatim reporting are presented to begin the development of conflict-free writing and transcribing live dictation.

CR122NA: THEORY 1-AA 3.5 QUARTER CREDIT HOURS
This course is designed to introduce the first half of the principles of machine shorthand writing with punctuation. Brief forms, phonetic writing and their application to verbatim reporting are presented to begin the development of conflict-free writing and transcribing live dictation.

CR122NB: THEORY 1-AB 3.5 QUARTER CREDIT HOURS
This course is designed to introduce to the second half of the principles of machine shorthand writing with punctuation. A continuation of brief forms, phonetic writing and their application to verbatim reporting are presented to continue the development of conflict-free writing and transcribing live dictation.
Prerequisite: CR122NA.

CR124: THEORY 1B 7 QUARTER CREDIT HOURS
This course is designed to complete basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR122.

CR124NA: THEORY 1-BA 3.5 QUARTER CREDIT HOURS
This course is designed to complete basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR122NB.

CR124NB: THEORY 1-BB 3.5 QUARTER CREDIT HOURS
This course is a continuation of basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR124NA.

CR126A: ADVANCED THEORY 80 6 QUARTER CREDIT HOURS
Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 and 100 words a minute on unfamiliar material. Prerequisite: CR124.
COURSE DESCRIPTIONS

**CR126B: ADVANCED THEORY 100**  
6 QUARTER CREDIT HOURS

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 and 100 words a minute on unfamiliar material.  
Prerequisite: CR126A.

**CR126N1A: ADVANCED THEORY 80 - A**  
3 QUARTER CREDIT HOURS

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 words a minute on unfamiliar material.  
Prerequisite: CR124NB.

**CR126N1B: ADVANCED THEORY 80 - B**  
3 QUARTER CREDIT HOURS

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 words a minute on unfamiliar material.  
Prerequisite: CR126N1A.

**CR126N2A: ADVANCED THEORY 100 - A**  
3 QUARTER CREDIT HOURS

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 100 words a minute on unfamiliar material.  
Prerequisite: CR126N1B.

**CR126N2B: ADVANCED THEORY 100 - B**  
3 QUARTER CREDIT HOURS

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 100 words a minute on unfamiliar material.  
Prerequisite: CR126N2A.

**CR-200: VOICE WRITING II**  
3.5 QUARTER CREDIT HOURS

This course places emphasis on speed development at increasing speeds up to 225 wpm using the voice silencer mask method of transcription and reporting. Testimony, literary, and jury charge is dictated at speeds from 160 – 180 wpm. A dictation speed of 160-180 wpm with 95% accuracy must be attained.  
Prerequisite: CR-100.

**CR-210: COURT REPORTING TECHNOLOGY**  
3.5 QUARTER CREDIT HOURS

This is a technology-based course which focuses on computer-aided transcription (CAT) and realtime translation software for court reporters. Familiarization with litigation support is also included in course instruction.

**CR-220: MEDICAL TERMINOLOGY**  
5.0 QUARTER CREDIT HOURS

This course is designed to build a background vocabulary in the technical language of medicine. Emphasis is on defining terms, spelling, and correct word usage and formation.
**CR222A: ADVANCED THEORY 120**  
**6 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 120 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR126B.

**CR222B: ADVANCED THEORY 140**  
**6 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR222A.

**CR222N1A: ADVANCED THEORY 120 - A**  
**3 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 120 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR126N2B.

**CR222N1B: ADVANCED THEORY 120 - B**  
**3 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 120 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR222N1A.

**CR222N2A: ADVANCED THEORY 140 - A**  
**3 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR222N1B.

**CR222N2B: ADVANCED THEORY 140 - B**  
**3 QUARTER CREDIT HOURS**

Emphasis is on the development of machine shorthand skill to 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

Prerequisite: CR222N2A.

**CR-230: LAW & LEGAL TERMINOLOGY**  
**5.0 QUARTER CREDIT HOURS**

The emphasis of this course is on the judicial system. Topics of the course will include the different types of courts and jurisdictions, discovery, trial, and appellate processes, the legislative process, and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NVRA Code of Professional Responsibility. The course will familiarize students with the meanings and spellings of Latin and English terms, introduce methods of legal research and sources of law, and present the basic legal citation forms.
### COURSE DESCRIPTIONS

**CR-300: VOICE WRITING III  3.5 QUARTER CREDIT HOURS**

This course places emphasis on speed development at increasing speeds up to 225 wpm using the voice silencer mask method of transcription and reporting. Testimony, literary, and jury charge is dictated at speeds from 200 – 225 wpm. A dictation speed of 200-225 wpm with 95% accuracy must be attained.

Prerequisite: CR-200

**CR 310: COURT REPORTING ENGLISH  5 QUARTER CREDIT HOURS**

Emphasis is on punctuation of spoken English as transcribed by the reporter. Application of the basic rules of punctuation for written English to the special problems encountered by the reporter, including specific rules for abbreviations, quotes, numbers, and paragraphing.

Prerequisite: GE212.

**CR-311: COURT REPORTING ENGLISH  5.0 QUARTER CREDIT HOURS**

Emphasis is on punctuation of spoken English, as transcribed by the reporter. The course covers application of the basic rules for written English and examines some of the special problems that reporters encounter. Among the topics covered are rules for abbreviations, use of quotes, numbers and paragraphing.

**CR-320: COURT REPORTING PROCEDURES  5.0 QUARTER CREDIT HOURS**

This course emphasizes the skills needed to be a freelance reporter or associate at a reporting firm, with importance placed on deposition format and procedure. Students also acquire the skills needed to be an official reporter, gaining experience in simulated courtroom situations and with preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours.

**CR322A: SPEEDBUILDING 160  3 QUARTER CREDIT HOURS**

This course emphasis is on development of machine shorthand skill to 160 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR222B.

**CR322B: SPEEDBUILDING 180  3 QUARTER CREDIT HOURS**

This course emphasis is on development of machine shorthand skill to 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR322A.

**CR322N1A: SPEEDBUILDING 160 - A  3 QUARTER CREDIT HOURS**

This course emphasis is on development of machine shorthand skill to 160 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR222N2B.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR322N1B</td>
<td>Speedbuilding 160 – B</td>
<td>3</td>
</tr>
<tr>
<td>CR322N2A</td>
<td>Speedbuilding 180 - A</td>
<td>3</td>
</tr>
<tr>
<td>CR322N2B</td>
<td>Speedbuilding 180 - B</td>
<td>3</td>
</tr>
<tr>
<td>CR-330</td>
<td>Anatomy &amp; Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>CR 342</td>
<td>Reporting Technology I</td>
<td>2</td>
</tr>
<tr>
<td>CR 344</td>
<td>Reporting Technology II</td>
<td>2</td>
</tr>
<tr>
<td>CR 410</td>
<td>Reporting Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**CR322N1B: Speedbuilding 160 – B**

This course emphasis is on development of machine shorthand skill to 160 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR322N1A.

**CR322N2A: Speedbuilding 180 - A**

This course emphasis is on development of machine shorthand skill to 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR322N1B.

**CR322N2B: Speedbuilding 180 - B**

This course emphasis is on development of machine shorthand skill to 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

Prerequisite: CR322N2A.

**CR-330: Anatomy & Physiology**

This course includes the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included.

CR 342: Reporting Technology I 2 Quarter Credit Hours

CR 344: Reporting Technology II 2 Quarter Credit Hours

CR 410: Reporting Procedures 4 Quarter Credit Hours

This course emphasizes the skills needed to be a freelance reporter or associate of a reporting firm, with emphasis on deposition format and procedures, including videotaping. Students also learn the skills needed by an official reporter, with simulated courtroom situations and preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours.

Full-Time Prerequisite: CR322B.

Part-Time Prerequisite: CR322N2B
**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CR422A: SPEEDBUILDING 200</strong></td>
<td>6</td>
</tr>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 200 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.</td>
<td>6 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR322B.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CR422B: SPEEDBUILDING 225/INTERNSHIP</strong></th>
<th>6 Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.</td>
<td>6 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR422A.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>CR422N1A: SPEEDBUILDING 200 - A</strong></th>
<th>3 Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 200 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed.</td>
<td>3 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR322N2B.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>CR422N1B: SPEEDBUILDING 200 - B</strong></th>
<th>3 Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 200 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed.</td>
<td>3 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR422N1A.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>CR422N2A: SPEEDBUILDING 225/INTERNSHIP - A</strong></th>
<th>3 Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.</td>
<td>3 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR422N1B.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>CR422N2B: SPEEDBUILDING 225/INTERNSHIP - B</strong></th>
<th>3 Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasis is on the development of machine shorthand skill to 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.</td>
<td>3 Quarter Credit Hours</td>
</tr>
<tr>
<td>Prerequisite: CR422N2A.</td>
<td></td>
</tr>
</tbody>
</table>
**CR430: MEDICAL TERMINOLOGY 5 QUARTER CREDIT HOURS**

This course is designed to build a background vocabulary in the technical language of medicine, stressing word formation, spelling, and correct usage.

**CR440: LAW AND LEGAL TERMINOLOGY 5 QUARTER CREDIT HOURS**

Emphasis is on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms.

**GE112: ENGLISH COMPOSITION I 5 QUARTER CREDIT HOURS**

This course will build a solid foundation in grammar and the processes of writing. The writing process, including essay prewriting, first-draft writing, revising, editing, and proofreading will be covered as it relates to narrative, description, and compare-contract essays. The student will practice writing for a variety of audiences and purposes.

**GE-114: TECHNICAL MATHEMATICS 3 QUARTER CREDIT HOURS**

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-115: MICROECONOMIC PRINCIPLES 4.5 QUARTER CREDIT HOURS**

This course is designed to introduce basic concepts and issues in microeconomics with an emphasis on analyzing and applying economic principles to real-world problems. It enables students to apply economics to their daily lives. Topics to be studied in depth include supply and demand analysis, price-setting, profit, firm behavior, labor market, and consumer choice.

**GE-116: ETHICS 4.5 QUARTER CREDIT HOURS**

This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.

**GE-120: ENGLISH COMPOSITION 4.5 QUARTER CREDIT HOURS**

This course is designed to meet the writing needs of a wide variety of students in the following ways: 1) Prepares students who will continue in college to write acceptable college-level expository essays, 2) provides career students with a strong base for technical and business writing, 3) familiarizes all students with the kinds of writing skills that will be valuable in their everyday experience, and 4) provides students with some awareness of the way language functions and affects their lives. To help reach these goals, the course will focus on the elements of clear writing, well-organized expository essays, the necessary critical thinking that must always precede expository writing, analytical reading, and, when necessary, a review of the principles of grammar.
**COURSE DESCRIPTIONS**

**GE-121: COMPUTER CONCEPTS**  
3 QUARTER CREDIT HOURS  
Students will learn why computers and application software are studied, what a computer is, what a computer does, and how a computer knows what to do. This course is also designed to give working adults the knowledge and skills needed to be effective employees and members in organizations.

**GE202: PRINCIPLES OF SPEECH**  
3 QUARTER CREDIT HOURS  
This course consists of the study of the importance of speech as an aid in social adjustment, the improvement of articulation and pronunciation, the study of the use of bodily activity and its relation to effective speaking, and vocabulary development.

**GE212: ENGLISH COMPOSITION II**  
5 QUARTER CREDIT HOURS  
This course is a continuation of the writing skills acquired in GE112, emphasizing parts of speech. The study of the writing process will continue with process, cause-effect, and argumentative essays. Research methods including both print and electronic resources and MLA citation will be introduced. The student will demonstrate analytical and critical thinking.

**GE302: PHYSIOLOGY AND ANATOMY**  
5 QUARTER CREDIT HOURS  
This course includes the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included.

**GE304: GENERAL PSYCHOLOGY**  
5 QUARTER CREDIT HOURS  
This course introduces the theories, research, and applications that constitute the science of psychology and how they apply to everyday life.

**LE-100: INTRODUCTION TO THE LEGAL SYSTEM**  
4.5 QUARTER CREDIT HOURS  
This course will provide the student with an overview of the structure of the justice system. The topics covered will include: History of the legal system, working structure of the government, issues of court procedure and different legal concepts.

**LE-101: LEGAL TERMINOLOGY**  
3.0 QUARTER CREDIT HOURS  
This course provides an introduction to legal words, definitions, pronunciation and usage. Students will learn the history and development of the Latin roots, prefixes and suffixes of legal terms.

**LE-107: LEGAL KEYBOARDING: SKILLS, SPEED & ASSESSMENT**  
2.0 QUARTER CREDIT HOURS  
This course provides the student with skills needed to develop required keyboarding speed and accuracy for entry level legal profession positions. The student must type 45 words per minute minimum, with 100% accuracy, in order to successfully complete this course.

**LE-108: FAMILY LAW**  
4.5 QUARTER CREDIT HOURS  
This course is designed for students to develop an understanding of the law relating to marriage, cohabitation, separation, divorce, custody, adoption, guardianship, paternity, support, and prenuptial and settlement agreements. Students will draft documents related to the areas of family legal issues.
LE-110: CIVIL AND CRIMINAL LAW  4.5 QUARTER CREDIT HOURS
This course will provide students with the substantive criminal law defining common law, statutory crimes and punishments, classification, state law defining crimes, principles of liability and the limitations of such liability by specific defenses, and basic criminal procedure concepts. It will also provide an analysis of civil procedure, instruction in preparation of documentation in lawsuits covering pre-and post-trial matters, and jurisdictional, evidentiary and admissibility problems.

LE-115: EMPLOYMENT LAW  4.5 QUARTER CREDIT HOURS
This course provides a study of the basic principles of the laws surrounding hiring and workers’ compensation, hiring paperwork (including eligibility, compensation, medical treatment, payments, death benefits, settlement, vocational rehabilitation), and the preparation of documents from the applicant and defense positions will be a focus.

LE-125: LEGAL OFFICE MANAGEMENT  4.5 QUARTER CREDIT HOURS
This course provides students the opportunity to understand law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, preparation of forms and checklists, docket control, personnel issues and time management.

LE-130: LEGAL PRESENTATIONS  4.5 QUARTER CREDIT HOURS
This course will provide students with the tools to create professional legal presentations. They will enhance all of their computer concepts and skills and will create multidimensional presentations using a variety of tools from the Internet, PowerPoint and Publisher. Students will also develop skills in creating and analyzing spreadsheets and databases.

LE-135: LEGAL RESEARCH  4.5 QUARTER CREDIT HOURS
This course introduces the Legal Research Process to students. It will provide an overview of case analysis and methodology, research and interpretation of statutory and administrative regulations, research procedures in primary, secondary and non-legal sources, interpreting, use, and proper preparation of legal citations, methods of tracing legal issues chronologically, and practice in preparing case briefings.
APPENDIX B - CLASS SCHEDULE

DAY COLLEGE (FULL-TIME)

Day classes typically convene Monday through Friday. Student course schedules, including days and times of class, will vary by term based on student course selections. Day courses generally meet between 8am and 1pm.

NIGHT COLLEGE (PART-TIME)

Night classes typically convene Monday through Friday. Student course schedules, including days and times of class, will vary by term based on student course selections. Night courses generally meet between 6:00pm and 10:30pm.

Course start and end times may vary by course and term. Course schedules can be obtained from the Registrar.
APPENDIX C - ACADEMIC CALENDAR

The Court Reporting Institute of Arlington has an open enrollment period. Students may not start after the third day of classes during any given term, except in those cases where appropriate credit for previous education and training has been given. Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

TERM START/END DATES FOR 2013 & 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
<th>Start 1</th>
<th>Start 2</th>
<th>Start 3</th>
<th>Start 4</th>
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<tr>
<td></td>
<td>End</td>
<td>3/26/2013</td>
<td>6/20/2013</td>
<td>9/20/2013</td>
<td>12/20/2013</td>
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</tbody>
</table>
APPENDIX D - SCHOOL ADMINISTRATION & FACULTY

SCHOOL ADMINISTRATION
Campus Director, Mimi Tekle
Director of Education & Registrar, Bruce Graber
Director of Admissions, Senait Assefa
Director of Financial Aid, Minte Weldemariam
Receptionist, Lakeisha Graham

FACULTY

CAMILLE DONATO-LECLAIR - COURT REPORTING & VOICE WRITING PROGRAM DIRECTOR/INSTRUCTOR
- Diploma, Court Reporting - Peirce Business College, Philadelphia, Pennsylvania
- Diploma, Voice Writing - American Academy of Voice Writing, New York City, New York

SUZANNE COLEMAN – COURT REPORTING INSTRUCTOR
- A.A.S., Court Reporting - San Antonio College
- B.A.A.S., General Studies - Sam Houston State University

JUDY GRILL – COURT REPORTING INSTRUCTOR
- Certified Shorthand Reporter
- Bachelor of Arts, English/Education – Long Island University

JESSICA MAGYARI – COURT REPORTING INSTRUCTOR
- National Court Reporters Foundation, Total Immersion Pilot Program Graduate, 2009
- RPR, Registered Professional Reporter, 2010
- Associate of Science Degree - Northern Virginia Community College, 2012
- National Court Reporters Association Member, 2008
<table>
<thead>
<tr>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THERESA LAWSON – LEGAL ASSISTANT INSTRUCTOR</strong></td>
</tr>
<tr>
<td>☐ B.A Social Welfare</td>
</tr>
<tr>
<td>☐ J.D/MPA (Government Management)</td>
</tr>
<tr>
<td><strong>GEORGE ASANTE – LEGAL ASSISTANT INSTRUCTOR</strong></td>
</tr>
<tr>
<td>☐ MBA, Finance - Strayer University, Alexandria Virginia</td>
</tr>
<tr>
<td>☐ BA, Economics &amp; Computer Science - University of Ghana, Accra Ghana</td>
</tr>
<tr>
<td><strong>AISHA MALIK – VOICE WRITING INSTRUCTOR</strong></td>
</tr>
<tr>
<td>☐ Bachelors of Science in Health Administration with a Concentration in Management - George Mason University (current)</td>
</tr>
<tr>
<td>☐ Associate of Science in General Studies - Northern VA Community College</td>
</tr>
<tr>
<td>☐ Certified and Registered Medical Assistant - ACT College</td>
</tr>
<tr>
<td><strong>CAROLINE SALAZAR – VOICE WRITING INSTRUCTOR</strong></td>
</tr>
<tr>
<td>☐ B.A., Journalism and Mass Communications - Auburn University</td>
</tr>
<tr>
<td>☐ A.A.S., Realtime Reporting - Gadsden State Community College</td>
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</tbody>
</table>
APPENDIX E - TUITION & FEES FOR THE COURT REPORTING PROGRAMS

There is a $100.00 registration fee. Tuition and fees are summarized in the table below (excluding books, equipment and software, which are discussed in the text following the table):

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Tuition per quarter</th>
<th>Technology fee per quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Reporting Day (full-time)</td>
<td>$3,200</td>
<td>$200</td>
</tr>
<tr>
<td>Court Reporting Night (part-time)</td>
<td>$2,000</td>
<td>$200</td>
</tr>
</tbody>
</table>

*All students enrolled in one of the Court Reporting programs will need access to a steno machine. Prices to purchase steno machines vary, but can range from $300 and up for a used machine and $1,600 and up for a new machine. The college's bookstore has rental machines available for students. There are several machines that are compatible. The Wave Machine and the CaseCatalyst student software are available for purchase through the school. The cost of a Wave Machine is approximately $2,100 and the CaseCatalyst software cost is $495. Textbooks and supplies cost approximately $4,000 spread throughout the course.

*Students are required to purchase their books and supplies from the college. The cost of tuition, fees, and books for a student who completes the onsite day college court reporting program in ten quarters will be approximately $38,067; and the cost of tuition, fees, and books for a student who completes the onsite night college in twenty quarters will be approximately $48,067. The cost of tuition, fees, and books for a student who completes the full-time online program in ten quarters will be approximately $39,271.00; and the cost of tuition, fees, and books for a student who completes the online part-time program in 5 years will be approximately $49,271.00. These are approximations only since it is impossible for the college to predict how long a student will take to complete the course of study. Tuition is charged as long as regular student enrollment is maintained. Each student’s total cost will vary based on length of time in college and books and supplies used.
APPENDIX F - TUITION & FEES FOR ALL OTHER PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Assistant</td>
<td>Diploma</td>
<td>36</td>
<td>$9,600</td>
<td>$100</td>
<td>$750</td>
<td>$4,150</td>
<td>$14,600</td>
</tr>
<tr>
<td>Voice Writing</td>
<td>Diploma</td>
<td>48</td>
<td>$12,800</td>
<td>$100</td>
<td>$1,000</td>
<td>$2,100</td>
<td>$16,000</td>
</tr>
</tbody>
</table>

*Books and Supplies include the cost of uniforms, toolkits, and other items that are a mandatory part of the program, as well as applicable sales tax. The amounts above for Books and Supplies are estimates and are subject to change. Books and Supplies must be purchased from the College, and they shall be purchased at the price of such Books and Supplies in effect at the time they are received by the student.
APPENDIX G - NON-ACCRREDITED PROGRAMS

The Certificate Programs listed below have not been reviewed by the Accrediting Council for Independent Colleges and Schools (ACICS) and are not considered a part of the accredited offerings of the Court Reporting Institute of Arlington (Institute). They are offered as continuing education/professional development classes only. Students completing these Programs will not receive any credit which can be used toward other certificate or degree programs offered by the Court Reporting Institute of Arlington.

- Electronic Evidence Discovery
- Electronic Evidence Discovery-Online
- CSR & RPR Exam Prep
- CSR & RPR Exam Prep-Online

ADMISSIONS REQUIREMENTS (UNLESS OTHERWISE NOTED)

Students enrolling in Programs listed as part of Appendix F - Non-Accredited Programs must:

- Be 18 years old or have the written consent of a parent or guardian
- Meet Program specific enrollment criteria when applicable as defined by the Program description

A High School Diploma or GED is not required for the Programs listed in Appendix F - Non-Accredited Programs.

CSR & RPR EXAM PREP - ADDITIONAL ADMISSIONS REQUIREMENTS

- Candidates must show proof of writing 160 wpm. Candidates should submit documentation of previous education to complete their enrollment.
- A Wave Student Writer or equivalent machine and Case Catalyst Software or equivalent software are required for this Program. If candidates do not have the required equipment, it may be purchased from the campus for an additional fee. New and used Wave Student Writers are available for purchase.

ELECTRONIC EVIDENCE DISCOVERY - ADDITIONAL ADMISSIONS REQUIREMENTS

- Certificate of completion or diploma from a law or law-related program. Associates degree recommended. Candidates should submit documentation of previous education to complete their registration.
CANCELLATION, WITHDRAWAL & REFUND POLICY

Cancellations, which occur prior to the beginning of a program, should be made in writing to the Registrar or Director of Education. Withdrawals, which occur after the beginning of the program, should be made by submitting an official withdrawal form to the Registrar or Director of Education. Refunds are submitted within 45 days of the earliest of (1) the school’s receipt of REGISTRANT’s written notice of withdrawal or (2) REGISTRANT’s last date of actual attendance. Refunds will be based on the current tuition charge incurred by REGISTRANT at the time of withdrawal, not the amount REGISTRANT has actually paid. Any financing terms extended to REGISTRANT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for any period of time. Refunds will be made in accordance with the following formula:

- REGISTRANTs cancelling their Registration Agreement within three (3) business days of its execution, exclusive of Saturday, Sunday, and holidays (the “Cancellation Period”) will receive a full refund of all monies paid to INSTITUTE.
- REGISTRANTs cancelling their Registration Agreement at any time subsequent to the Cancellation Period but prior to the start of the Program for which they are registered will receive a refund of the Total Program Cost, less an administrative fee equaling $100.
- REGISTRANTs who withdraw or are terminated after the program begins but prior to the expiration of 25% of the instructional hours scheduled for the Program, will receive a refund equaling 75% of the Total Program Cost.
- REGISTRANTs who withdraw or are terminated after the expiration of 25% but less than 50% of the instructional hours scheduled for the Program, will receive a refund equaling 50% of the Total Program Cost.
- REGISTRANTs who withdraw or are terminated after the expiration of 50% but less than 75% of the instructional hours scheduled for the Program, will receive a refund equaling 25% of the Total Program Cost.
- REGISTRANTs withdrawing after the expiration of 75% of the program will receive no refund.
- Any student who cancels or withdraws from the Institute as a result of being called into active duty in a military service of the United States will receive a refund of any tuition and refundable fees for the Program in which the student is enrolled at the time of withdrawal. No refund will be given for any Program the student has completed.

Leaves of absence, suspensions, and school holidays do not constitute scheduled instructional hours. The effective date of withdrawal for refund purposes is:

- For REGISTRANTs voluntarily withdrawing from INSTITUTE by written notice, REGISTRANT’s last date of actual attendance;
For REGISTRANTS withdrawn by INSTITUTE, the earliest of (1) the date INSTITUTE determines that REGISTRANT has withdrawn; or (2) seven (7) consecutive instructional days following REGISTRANT’s last date of actual attendance.

Payments made for any supplies that have been received by REGISTRANT as of the effective date of withdrawal will not be refunded. Payments made for any supplies that have not been received by REGISTRANT as of the effective date of withdrawal will be refunded in full.

**PROGRAM OFFERINGS**

<table>
<thead>
<tr>
<th>Program #</th>
<th>Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-104</td>
<td>Electronic Evidence Discovery</td>
</tr>
<tr>
<td>C-104</td>
<td>Electronic Evidence Discovery-Online</td>
</tr>
<tr>
<td>C-105</td>
<td>CSR &amp; RPR Exam Prep</td>
</tr>
<tr>
<td>C-105</td>
<td>CSR &amp; RPR Exam Prep-Online</td>
</tr>
</tbody>
</table>

**PROGRAM DESCRIPTIONS**

**C-104: ELECTRONIC EVIDENCE DISCOVERY**

This Program is a combination of legal and technological training in one of the most rapidly-evolving and dynamic subjects in law today. Almost all information is now created in electronic form and paralegals and attorneys are scrambling to understand how to best deal with this electronically stored information over the Program of discovery. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. A technical background is not required for this Program; however, students should be aware of the fact that electronic evidence plays a role in building and defending a case. The Program Length is 36 hours over eight weeks.

**C-104: ELECTRONIC EVIDENCE DISCOVERY-ONLINE**

This Program is a combination of legal and technological training in one of the most rapidly-evolving and dynamic subjects in law today. Almost all information is now created in electronic form and paralegals and attorneys are scrambling to understand how to best deal with this electronically stored information over the Program of discovery. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. A technical background is not required for this Program; however, students should be aware of the fact that electronic evidence plays a role in building and defending a case. The Program Length is 36 hours over eight weeks.

**C-105: CSR & RPR EXAM PREP**

This Program provides training toward the development of machine shorthand skill to 225 words per minute. Dictation consists of literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of the class and accurate transcription, including correct format of court proceedings, is stressed.
C-105: CSR & RPR EXAM PREP-ONLINE

This Program provides training toward the development of machine shorthand skill to 225 words per minute. Dictation consists of literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of the class and accurate transcription, including correct format of court proceedings, is stressed.

TUITION & FEES

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Award</th>
<th>Hours</th>
<th>Tuition</th>
<th>Lab &amp; Tech Fees</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Evidence Discovery</td>
<td>Certificate of Completion</td>
<td>36</td>
<td>$625</td>
<td>$0</td>
<td>$820</td>
<td>$1,445</td>
</tr>
<tr>
<td>Electronic Evidence Discovery-Online</td>
<td>Certificate of Completion</td>
<td>36</td>
<td>$625</td>
<td>$0</td>
<td>$820</td>
<td>$1,445</td>
</tr>
<tr>
<td>CSR &amp; RPR Exam Prep</td>
<td>Certificate of Completion</td>
<td>120</td>
<td>$900</td>
<td>$225</td>
<td>$610</td>
<td>$1,735</td>
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<tr>
<td>CSR &amp; RPR Exam Prep-Online</td>
<td>Certificate of Completion</td>
<td>120</td>
<td>$900</td>
<td>$225</td>
<td>$610</td>
<td>$1,735</td>
</tr>
</tbody>
</table>

* The amounts in the above fee chart for books and supplies are estimates and are subject to change and do not include the costs for the required software and equipment. Actual amounts will differ.

EQUIPMENT PRICING*

New Equipment
Wave Student Writer: $1,850
Protégé Student Writer: $1,600
Case Catalyst Software, Student Edition: $500

Used Equipment
Wave Student Writer: $1,200
elan Student Writer: $900
Protégé Student Writer: $900
elan Mira Professional Writer: $2,500
Stentura SRT 400 & SRT 500: $300
Stentura 6000: $500
Stentura 8000: $700

*The Equipment Pricing amounts above are estimated prices and are subject to change.