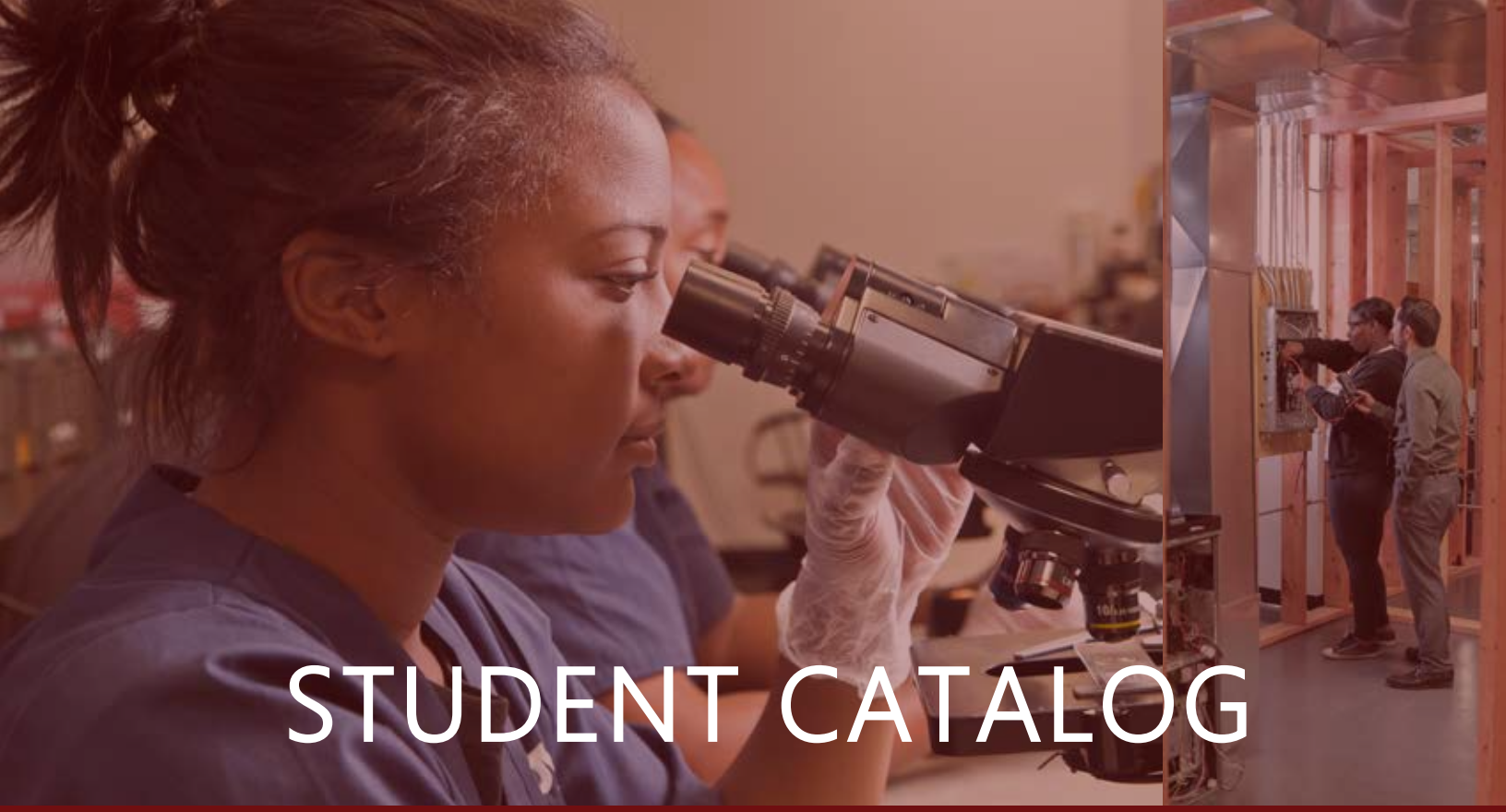
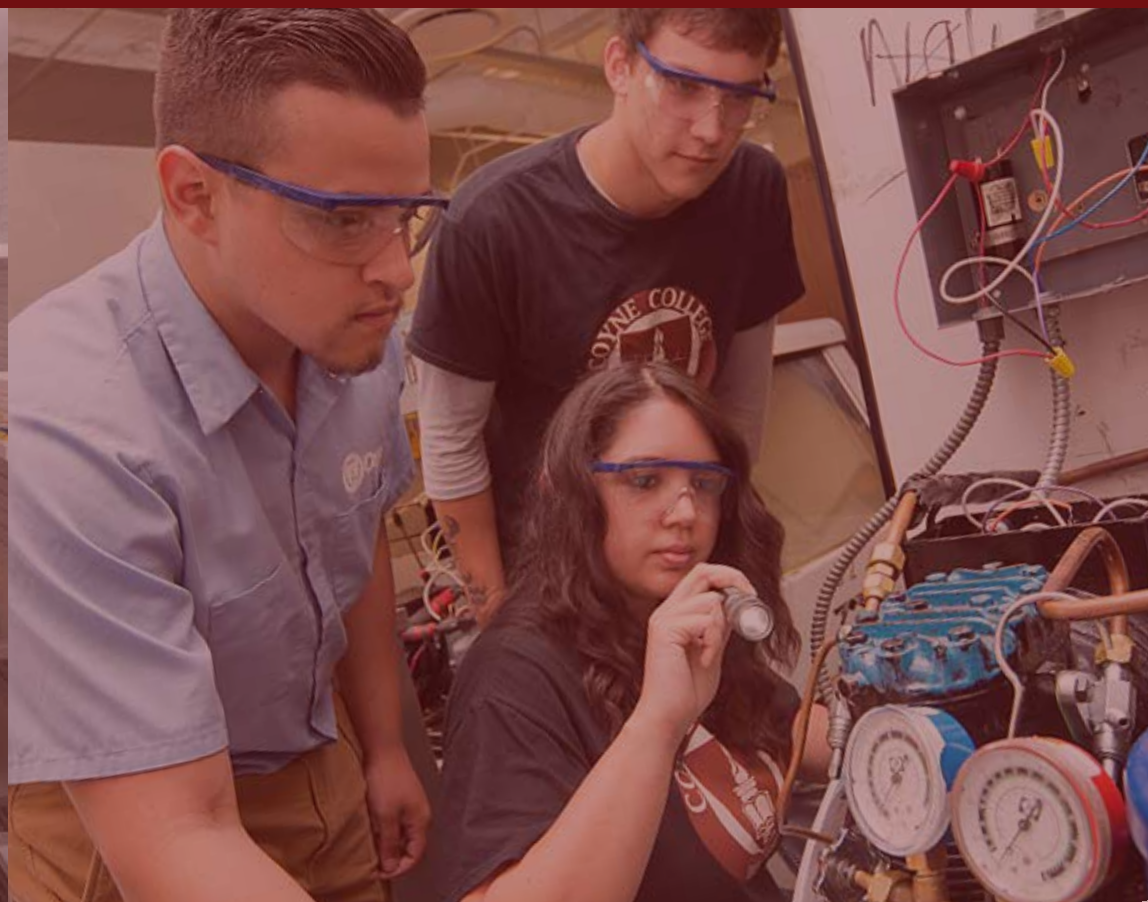


STUDENT CATALOG

Coyne College



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ABOUT COYNE COLLEGE

Welcome to the World of Coyne College

Your interest in career training is an important first step in your journey toward a more successful life. Many factors will influence your ability to obtain and hold meaningful and satisfying employment. As you explore the education options open to you, you will make choices about your future career and the training leading to it. At Coyne, we are prepared to help you make informed career training decisions.

Overall, people with training beyond high school enjoy higher earnings and lower unemployment rates than those without postsecondary training, and employment trends suggest that the gap is growing. At Coyne College, your training will provide skills and knowledge for some of the fastest growing careers in the U.S. economy.

Your training at Coyne will incorporate hands-on skills training and job-related classroom study. Course design is guided by working professionals in each career field, whose expertise helps ensure that your training remains up-to-date, relevant, and in demand.

Every Coyne degree and diploma is backed by more than a century of career training excellence, along with our commitment to every student's academic and career success. Student services, from tutoring and technical advising to career development and job placement assistance, are structured to enhance career preparation by addressing each student's unique needs.

At Coyne College, your career success is the goal of every staff and faculty member. You are welcome to discuss any matter of concern with any of us. We are eager for the opportunity to be a part of your personal journey.

Russell Freeman

RUSSELL T. FREEMAN, President

OUR HISTORY

In 1899, Mr. B.W. Cooke established the Coyne Electrical School of Chicago. For over fifty years, the Cooke family operated Coyne, and as its reputation grew, it became one of the largest and most famous schools of its kind in the United States.

In its first decades, the school primarily trained electricians, but by 1930 had added HVAC-R training and radio repair. In the 1940s, the school's correspondence courses flourished, and in the 1950s and 60s Television Service and Repair training provided many thousands of graduates with lucrative careers.

Near the end of the 1960s, the Coyne Electrical School merged with another school, the American Institute of Engineering and Technology, a drafting, engineering, and electronics institute. The result was Coyne American Institute.

Through more than a century, the Institute and its predecessor schools earned a reputation for technical training excellence, continuing support for graduates, and partnerships with businesses and the community.
In April 2004, Coyne began teaching Allied Health. In December 2004, Coyne College moved to the West Loop after spending decades in Chicago's Lincoln Park neighborhood. Coyne's Allied Health programs focus on burgeoning careers in health-related fields, where employment opportunities have been setting the pace for job growth in recent years. The Construction Trade programs carry on Coyne's long tradition of construction, maintenance, and repair-oriented training programs, where economic growth and new technologies create ongoing career opportunities.

Coyne made its first acquisition of another career college on March 12, 2009 when it acquired Brown College of Court Reporting & Medical Transcription in Atlanta, Georgia. Presently, Brown College offers Court Reporting programs at its Atlanta location and online.

In 2010, Coyne American Institute became Coyne College. Then in June 2016, Coyne College moved to its current location in the heart of Chicago's vibrant business district known as The Loop.

Accreditations and Approvals

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- Programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES) Commission for the Medical Assistant Program.
- Approved for veterans' training by the state approving agency for veterans' education.
- Approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE).
- Approved as a Pearson VUE-Authorized Testing Center.
- Approved by the Workforce Innovation and Opportunity Act (WIOA).

Memberships and Affiliations

- Air Conditioning Contractors of America (ACCA)
- American Medical Technologists (AMT)
- Career Education Colleges & Universities (CECU)
- Better Business Bureau of Chicago and Northern Illinois
- Educational Foundation of the Refrigerated Service Engineers Society (RSES)
- Environmental Protection Agency Section 608 Certifying Organization
- Pharmacy Technician Certification Board
- Industrial Council of Northwest Chicago (ICNC)
- North Branch Works
- Workerbridge

EDUCATIONAL PHILOSOPHY

Coyne College's mission is to provide high quality career-oriented degree and diploma programs leading to entry-level employment. Coyne is committed to developing in its students a solid foundation of technical skills, professional behaviors, and general knowledge. The college seeks to enhance its reputation for career training excellence among employers and its service to the greater community by achieving high academic standards for career and technical education. To achieve this objective, Coyne College's training employs a full array of educational techniques and tools to provide its graduates with real skills for the real world. These tools and techniques include:

Career Education - Occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a diploma, or an Associate of Applied Science degree.

Practical Courses - Students study courses designed to provide a practical entry-level education, which fits their needs and those of the highly technical environment of today's industry.

General Education - Courses and concepts integrated into the curriculum foster critical thinking and enable informed judgment and decision making.

Hands-on Training - Students learn by doing actual job-related projects and solving job-related problems.

Industry Orientation - Training is shaped by and geared to industry's needs and entry requirements. Continuous feedback from industry keeps training relevant and up-to-date.

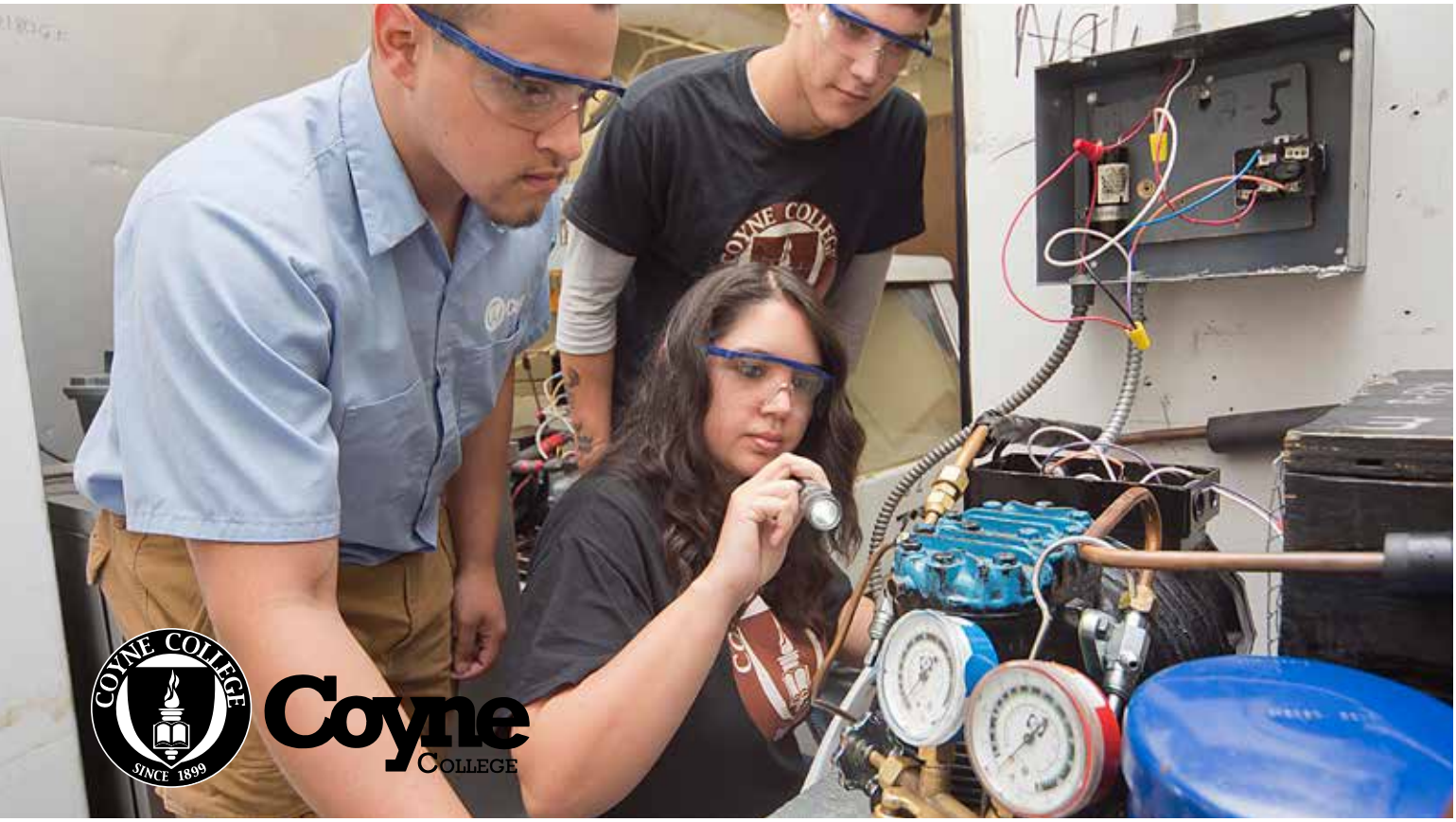
Small Classes - Class sizes are limited to permit individual attention and personal instruction.

Motivation Enhancement - Special attention is given to building a permanent set of positive motivational attitudes. These attitudes help students increase their own self-confidence and achieve a better self-image.

Employability Skills - Students are taught to be reliable, desirable, and trainable workers, thus improving their chances of placement and retention after graduation and in future employment situations.

The staff and faculty do everything in their power to provide students with the basic skills needed to qualify them for entry-level employment. They encourage and foster the students' desire to gain new skills for entry and advancement in their chosen fields, and they dedicate themselves to helping students find the means to gain lifelong educational assets and personal growth.

CONSTRUCTION TRADE PROGRAMS



Heating, Air Conditioning, and Refrigeration
Diploma-49 Quarter Credit Hours Curriculum
Code HR150

Program Objective: The Heating, Air Conditioning, and Refrigeration field has seen rapid changes in the technology associated with it over the past few years. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of heating, air conditioning, and refrigeration mechanics and installers is expected to grow 15%, faster than the average all occupations through 2026. Job prospects for heating, air conditioning, and refrigeration mechanics and installers are expected to be excellent, particularly for those who have completed training from an accredited technical school or a formal apprenticeship.

The Heating, Air Conditioning, and Refrigeration program prepares the individual for basic, entry-level employment in the heating and air conditioning or refrigeration service industry. The essentials of the mechanical and electrical systems of contemporary heating, air conditioning, and refrigeration systems are addressed throughout the program. This program prepares students to take the EPA 608 refrigeration certification exams. Laboratory work in this program occasionally requires bending, stooping, climbing ladders, and lifting loads greater than 50 pounds.

Employment objectives are entry-level positions as a Heating, Air Conditioning, and Refrigeration Mechanic, Installer, and Service Technician.

Day Program: Classes are offered Monday through Thursday, 8:00 AM to 12:30 PM, 4.5 hours per day, 18 hours per week. The day program is 42 weeks in length, not including summer and winter breaks.

Evening Program: Classes are offered Monday, Tuesday, and Thursday evenings, 6:00 PM to 10:30 PM, 4.5 hours per day, 13.5 hours per week. The evening program is 56 weeks in length, not including summer and winter breaks.

HEATING, AIR CONDITIONING, AND REFRIGERATION

CURRICULUM OUTLINE
Heating, Air Conditioning, and Refrigeration
Diploma (49 quarter credit hours)

CORE REQUIREMENTS

HAR101 Introduction to Mechanical Refrigeration Systems 7.0
HAR102 Introduction to Electrical Servicing 7.0
HAR120 Introduction to Commercial Controls 7.0
HAR128 Commercial Controls and Applications 7.0
HAR150 Gas Heating 7.0
HAR155 Air Conditioning, Electric Heat, and Heat Pumps 7.0
HAR215 Troubleshooting Systems and Installation 3.5

RELATED REQUIREMENTS

EWS101 Essential Workplace Skills 3.5

Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.

Electrical Construction and Planning
Associate of Applied Science Degree-91 Quarter Credit Hours
Curriculum Code EP250

Program Objective: As the population and economy grow, more electricians will be needed to install and maintain electrical devices and wiring in homes, factories, offices, and other structures. New technologies also are expected to continue to stimulate the demand for these workers. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of electricians is expected to grow 9%, as fast as the average for all occupations through 2026.

The Electrical Construction and Planning program provides theory and practice in electrical and electronic basics, tool usage, test equipment, and safety. Studies include residential and commercial wiring, programmable logic controllers, and design and planning fundamentals. Hands-on exercises include conduit bending and installation, lighting, and control systems installation. Studies also include site and project planning, blueprint reading and estimating, fundamentals of supervision, and AutoCAD design basics. An applied general education component consisting of communications, business ethics, environmental science, psychology and math is integrated into the program. Laboratory work in this program occasionally requires bending, stooping, climbing ladders, and lifting loads greater than 50 pounds.

Employment objective is entry-level Electrician in electrical construction or in electrical maintenance.

Day Program: Classes are offered Monday through Thursday, 8:00 AM to 12:30 PM, 4.5 hours per day, 18 hours per week. The day program is 78 weeks in length, not including summer and winter breaks.

Evening Program: Classes are offered Monday, Tuesday, and Thursday evenings, 6:00 PM to 10:30 PM, 4.5 hours per day, 13.5 hours per week. The evening program is 104 weeks in length, not including summer and winter breaks.

ELECTRICAL CONSTRUCTION AND PLANNING

CURRICULUM OUTLINE
Electrical Construction and Planning
Associate of Applied Science (91 quarter credit hours)

CORE REQUIREMENTS

EFM101 Electrical and Electronic Principles 7.0
ECM105 Electrical Principles II 3.5
ECM120 Electrical Test Equipment and Safety 3.5
ECM108 Electrical Theory and Applications 3.5
ECM115 Electrical Theory and Applications II 3.5
ECM128 Electrical Construction—Residential 7.0
EST110 Low—Voltage Cabling 3.5
EST150 Electrical Construction II 3.5
ECP230 Blueprint Reading and Estimating 3.5
EST205 Site Survey, Project Planning, and Documentation 3.5
ECP135 Electrical Construction—Commercial 7.0
ECP140 Introduction to AutoCAD—Electrical 7.0
ECM150 Programmable Controllers 7.0
EST215 Introduction to Supervision 3.5
ECP250 Electrical Project Development and Planning 3.5

RELATED REQUIREMENTS

COM115T Written Communication for Technicians 3.5
COM120T Speech Communication for Technicians 3.5
ENV110T Applied Environmental Science 3.5
HUM124T Applied Business Ethics 3.5
MTH125T Mathematics for the Trades 3.5
PSY135T Workplace Psychology 3.5

This degree is occupational, not academic. Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.

Electrical Construction and Maintenance Diploma-49 Quarter Credit Hours Curriculum Code EC150

Program Objective: As the population and economy grow, more electricians will be needed to install and maintain electrical devices and wiring in homes, factories, offices, and other structures. New technologies also are expected to continue to stimulate the demand for these workers. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of electricians is expected to grow 9%, as fast as the average for all occupations through 2026.

The Electrical Construction and Maintenance program provides theory and practice in electrical and electronic basics. Studies include power systems analysis, industrial wiring, programmable logic controllers, and motor controls. Hands-on exercises include conduit bending and installation, lighting, diagnostic test equipment, control system installation, industrial wiring, motor controls installation and troubleshooting techniques. National Electric Code and theory are taught throughout the program. Laboratory work in this program occasionally requires bending, stooping, climbing ladders, and lifting loads greater than 50 pounds.

Day Program: Classes are offered Monday through Thursday, 8:00 AM to 12:30 PM, 4.5 hours per day, 18 hours per week. The day program is 42 weeks in length, not including summer and winter breaks.

Evening Program: Classes are offered Monday, Tuesday, and Thursday evenings, 6:00 PM to 10:30 PM, 4.5 hours per day, 13.5 hours per week. The evening program is 56 weeks in length, not including summer and winter breaks.

ELECTRICAL CONSTRUCTION AND MAINTENANCE

CURRICULUM OUTLINE
Electrical Construction and Maintenance
Diploma (49 quarter credit hours)

CORE REQUIREMENTS

EFM101 Electrical and Electronic Principles 7.0
ECM105 Electrical Principles II 3.5
ECM120 Electrical Test Equipment and Safety 3.5
ECM108 Electrical Theory and Applications 3.5
ECM115 Electrical Theory and Applications II 3.5
ECM132 3–Phase Systems 7.0
ECM150 Programmable Controllers 7.0
ECM128 Electrical Construction–Residential 7.0
EST150 Electrical Construction II 3.5

RELATED REQUIREMENTS

EWS101 Essential Workplace Skills 3.5

Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.

ALLIED HEALTH PROGRAMS

Medical Assistant
Diploma-65.5 Quarter Credit Hours
Curriculum Code MA150

Program Objective: Medical Assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform administrative and clinical procedures. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of medical assistants is expected to grow 29%, faster than the average for all occupations through 2026.

The Medical Assistant program prepares graduates to provide a blend of clerical and clinical services to physicians and other medical personnel. Duties of Medical Assistants include receiving patients, gathering medical histories, transcribing and maintaining medical records, handling correspondence and manuscripts, and assuming responsibility for automated and manual office procedures. In addition, Medical Assistants prepare examination rooms, assist with examinations and treatments, check vital signs, perform routine lab tests, draw blood, take electrocardiograms, give injections and sterilize equipment. The Medical Assistant program addresses both clinical and administrative topics, and includes an externship following completion of all required course work.[1]

Employment objective is entry-level Medical Assistant.

Classes are offered Monday through Thursday, 8:00 AM to 1:00 PM, 5.0 hours per day, 20 hours per week. The day program consists of 48 weeks of classes at 20 hours per week, plus up to six weeks of externship totaling 160 hours, for a program total of 54 weeks, not including summer and winter breaks.

1 Externship hours differ from regular course meeting hours in most cases. Externship schedules may involve afternoons, Fridays and Saturdays, or other hours as determined by the staffing needs of the extern site. In most cases, students will complete externship assignments during daytime hours. Students cannot work more than 40 hours per week and are responsible for their own transportation and meals.

MEDICAL ASSISTANT

CURRICULUM OUTLINE
Medical Assistant
Diploma (65.5 quarter credit hours)

CORE REQUIREMENTS

MAA101 Computers in the Medical Office 3.5
MAA102 Medical Terminology 4.0
MAA105 Law and Ethics 4.0
MA130 Anatomy and Pathophysiology 7.5
MAA155 Basic Insurance and Billing 3.5
EHR150 Electronic Health Records 7.5
MA120 Pharmacology 4.0
MA135 Clinical Medical Assisting 7.5
MAA125 Medical Office Procedures 3.5
MA220 Laboratory Procedures 3.5
MA210 Medical Assisting Externship 5.0

RELATED REQUIREMENTS

EWS101H Essential Workplace Skills – Health 4.0
COM115H Written Communication for Allied Health 4.0
MTH125H Mathematics for Allied Health 4.0

Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.

Pharmacy Technician
Diploma-51 Quarter Credit Hours
Curriculum Code PH150

Program Objective: Pharmacy Technicians work in hospital, institutional, and retail pharmacies assisting Pharmacists as well as pharmacy patrons. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of pharmacy technicians and aides is expected to grow 12%, faster than the average for all occupations through 2026.

The Pharmacy Technician program prepares students for practice as Pharmacy Technicians, performing a wide variety of tasks in both retail and hospital pharmacies under the supervision of a Pharmacist. Students develop skills in areas of pharmacy practice such as computer order entry, pharmaceutical calculations, record keeping, inventory management, insurance billing and adjudication, mixing intravenous solutions, and compounding of products to be dispensed. Special emphasis is on product knowledge and learning detailed information regarding drugs. Externship experience in retail or hospital pharmacies is included.[1]

Employment objective is entry-level Pharmacy Technician.

Classes are offered Monday through Thursday, 8:00 AM to 1:00 PM, 5.0 hours per day, 20 hours per week. The day program consists of 36 weeks of classes at 20 hours per week, plus up to six weeks of externship totaling 160 hours, for a program total of 42 weeks, not including summer and winter breaks.

[1] Externship hours differ from regular course meeting hours in most cases. Externship schedules may involve afternoons, Fridays and Saturdays, or other hours as determined by the staffing needs of the extern site. In most cases, students will complete externship assignments during daytime hours. Students cannot work more than 40 hours per week and are responsible for their own transportation and meals.

PHARMACY TECHNICIAN

CURRICULUM OUTLINE
Pharmacy Technician
Diploma (51 quarter credit hours)

CORE REQUIREMENTS

MAA102 Medical Terminology 4.0
MA130 Anatomy and Pathophysiology 7.5
PH105 Laws, Ethics and Principles of Pharmacy Practice 7.5
PH115 Hospital Pharmacy Practice 7.5
PH125 Billing, Records, and Inventory Management 7.5
PH210 Pharmacy Externship—Retail or Hospital Based 5.0

RELATED REQUIREMENTS

COM115H Written Communication for Allied Health 4.0
MTH145H Pharmaceutical Calculations—Pharmaceutical Math 4.0
EWS101H Essential Workplace Skills – Health 4.0

Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.

Medical Billing and Coding Specialist
Diploma-58 Quarter Credit Hours
Curriculum Code MC150

Program Objective: Medical Billing and Coding Specialists are in high demand. According to the U.S. Department of Labor's Occupational Outlook Handbook 2016-2017 edition, employment of medical records and health information technicians is expected to grow 13%, faster than the average for all occupations through 2026.

This program is intended for those who wish to gain employment in medical billing and health information management in either the public or private sector, including positions in the offices of private physicians, other health care facilities, medical billing, hospitals, and health insurance companies. Students will develop knowledge of medical terminology, health records management, insurance procedures, billing software, and medical coding. Students also study business communications and office administration. The Medical Billing and Coding Specialist program includes an externship following completion of all required course work.[1]

Employment objectives are entry-level Medical Billing and Collections Clerk, Electronic Claims Processor, Reimbursement Specialist, and Medical Records Clerk.

Classes are offered Monday through Thursday, 8:00 AM to 1:00 PM, 5.0 hours per day, 20 hours per week. The day program consists of 42 weeks of classes at 20 hours per week, plus up to six weeks of externship totaling 160 hours, for a program total of 48 weeks, not including summer and winter breaks.

1 Externship hours differ from regular course meeting hours in most cases. Externship schedules may involve afternoons, Fridays and Saturdays, or other hours as determined by the staffing needs of the extern site. In most cases, students will complete externship assignments during daytime hours. Students cannot work more than 40 hours per week and are responsible for their own transportation and meals.

MEDICAL BILLING AND CODING SPECIALIST

CURRICULUM OUTLINE
Medical Billing and Coding Specialist
Diploma (58 quarter credit hours)

CORE REQUIREMENTS

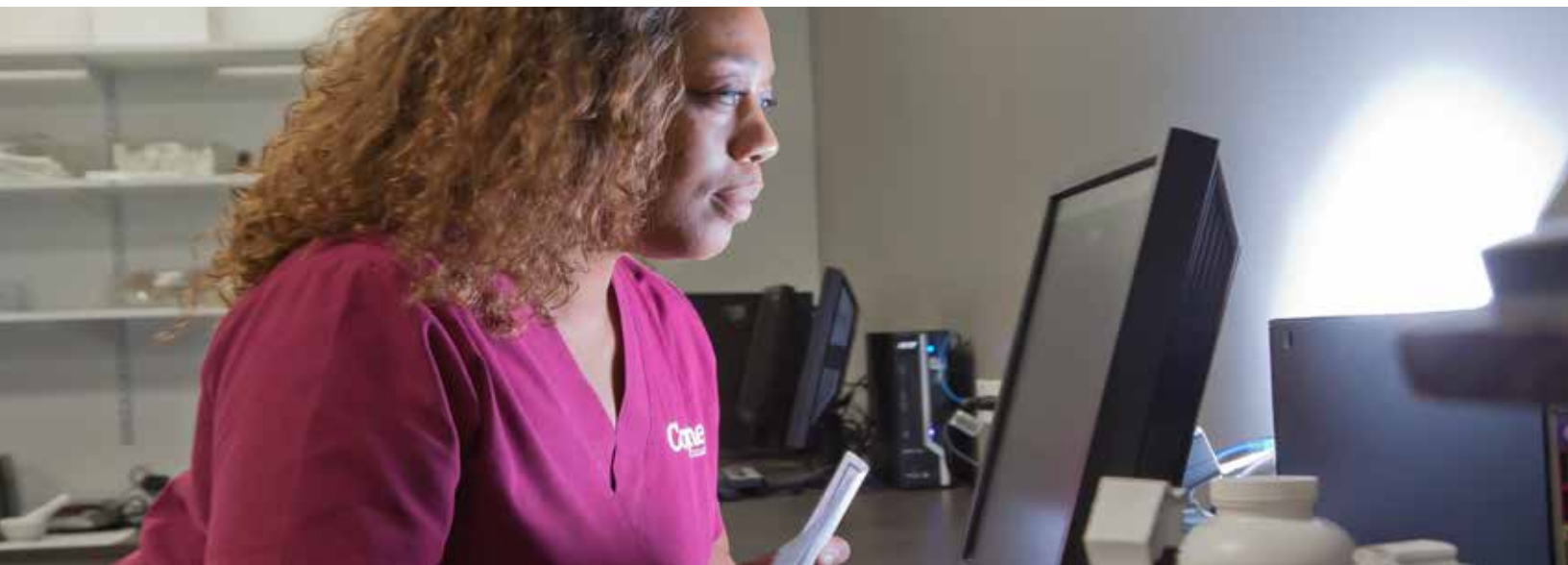
MAA101 Computers in the Medical Office 3.5
MAA102 Medical Terminology 4.0
MAA105 Law and Ethics 4.0
MA130 Anatomy and Pathophysiology 7.5
EHR150 Electronic Health Records 7.5
MAA155 Basic Insurance and Billing 3.5
MAA160 Medical Billing and Coding 3.5
MAA165 Advanced Billing and Coding 7.5
MBC215 Medical Billing and Coding Externship 5.0

RELATED REQUIREMENTS

EWS101H Essential Workplace Skills – Health 4.0
COM115H Written Communication for Allied Health 4.0
MTH125H Mathematics for Allied Health 4.0

Credits are unlikely to transfer to other institutions.

The sequence of courses is scheduled by the College, and is determined by prerequisites and other factors.



CONSTRUCTION TRADES COURSES

HAR101
Introduction to Mechanical Refrigeration Systems Credits: 7.0
This course will orient students to the job entry specifications and occupational opportunities in the HVAC industry. This course covers the use and care of hand tools, special tools used in air conditioning, pipe fitting, copper tubing, brass fitting, flaring, soldering, and safety; analysis of the actual operation of refrigeration; and basic laws of matter, fluids, gases, compression systems, refrigeration controls, refrigerants, and components.
Prerequisite: None

HAR102
Introduction to Electrical Servicing Credits: 7.0
Students will gain an understanding of the practical study of electricity, electrical hardware, and electrical test instruments used in the air conditioning and refrigeration industry. This course covers basic electricity, power distribution, electrical components and motors.
Prerequisite: None

HAR120
Introduction to Commercial Controls Credits: 7.0
This course covers the study of medium and low temperature; application and operation of mechanical and electrical components; servicing and repair of electrical control circuitry and capacity control; and electrical safety and safety circuits in commercial refrigeration equipment.
Prerequisites: HAR101, HAR102

HAR128
Commercial Controls and Applications Credits: 7.0
This course covers electrical theory as it applies to servicing and installation of refrigeration, air conditioning, heating equipment, walk-in refrigeration units, ice machines, supermarket refrigeration equipment, and startup procedures. Emphasizes safety controls and motor circuits.
Prerequisite: HAR120

HAR150
Gas Heating Credits: 7.0
This course is an introduction to the theory of gas combustion, venting, operation of a heating unit, and electrical circuitry. Servicing and repairing mechanical and electrical components of units are covered.
Prerequisites: HAR101, HAR102

HAR155
Air Conditioning, Electric Heat, and Heat Pumps Credits: 7.0
This course will provide students with an understanding of air conditioning equipment, mechanical and electrical components, fundamentals of sheet metal, and capacity control. Theory of electrical heat systems, electrical circuitry, refrigerant and electrical safety, theory of refrigeration cycle with respect to heat pumps and electrical heat theory, mechanical and electrical operation, servicing, and repair are covered.
Prerequisites: HAR101, HAR102

HAR215
Troubleshooting Systems and Installation Credits: 3.5
This course covers proper procedures for installing and servicing residential and commercial heating, air conditioning, and refrigeration equipment. Emphasizes proper selection and safe use of tools, role of the service technician, and comfort advisement.
Prerequisites: HAR128, HAR155

EFM101
Electrical and Electronic Principles Credits: 7.0
Students gain a foundational knowledge of electrical characteristics, components, solid-state devices, circuits and systems. Circuit analysis covers series, parallel, and combination circuits. Students are introduced to AC theory, electrical drawings and symbols, and schematic and wiring diagrams. Also included are semiconductor theory and component operations and testing.
Prerequisite: None

ECM105
Electrical Principles II Credits: 3.5
This course provides instruction in the characteristics and applications of alternating current theory, from the point of production through its distribution and use in single-phase and three-phase systems. Covers AC network theorems, phasor, reactance, impedance, phase relationships, power, resonance, transformers, and filter circuits. Students perform a variety of calculations in relation to these topics.
Prerequisite: EFM101

ECM108
Electrical Theory and Applications Credits: 3.5
This course covers electrical system theory from the point of AC production through its distribution and use in single-phase systems. Also covered are magnetism, fusing, relays, transformers, and other AC components. Students analyze circuits while working with ladder diagrams and wiring diagrams.
Prerequisites: EFM101, ECM105, ECM120

ECM115
Electrical Theory and Applications II Credits: 3.5
Students study the characteristics of DC and AC electricity from the point of production through distribution and use in electrical systems. Students examine sequence of operation and circuit function along with the operation and control of AC and DC electric motors.
Prerequisite: ECM108

ECM120
Electrical Test Equipment and Safety Credits: 3.5
Students will learn safe working procedures for construction environments. Course includes an introduction to OSHA (Occupational Safety and Health Administration) and regulations for electrical safety including lockout/tagout, grounding and isolation. Course covers the purpose for grounding and bonding according to the National Electric Code (NEC), and an explanation of power quality of electrical systems. Also covered are use of electrical test meters and basic relay logic.
Prerequisites: EFM101, ECM105

ECM128
Electrical Construction-Residential Credits: 7.0
This course provides a practical approach to installation of residential electrical systems in common use today. Included are the most common challenges likely to be encountered by electricians. Areas covered are conduit bending, required outlets, circuiting, box selection, conductor identification, box make-up, load calculations, National Electric Code (NEC), and other topics related to residential wiring.
Prerequisites: EFM101, ECM105, ECM120

ECM132
3-Phase Systems Credits: 7.0
This course provides the student with an understanding of basic ladder and wiring diagrams used in the control of electric motors. Included are the various electrical components and their functions as applied to 3-phase motor controls. Topics include the various types of motors used in applying electro-mechanical power, motor starting components, protective devices, heat dissipation, motor slippage, frequency, and multi-speed motors. Lab assignments provide the student with a hands-on approach to wiring various control components in the operation of 3-phase motors.
Prerequisites: EFM108, ECM115

ECM150
Programmable Controllers Credits: 7.0
This course consists of instruction (both theoretical and practical) in the field of study of Programmable Logic Controllers (P.L.C.'s) The use of P.L.C.'s is used in a wide varieties of fields such as building controls of elevator systems or in industrial automation controlling robotic systems for the manufacture of automobiles and consumer products. Labs will cover P.L.C. ladder diagrams, examine on & off, Outputs, Timers, Counters, Registers and Sequencers.
Prerequisites: EFM101, ECM105, ECM120, ECM108, ECM115

ECP135
Electrical Construction-Commercial Credits: 7.0
This course provides an introduction to the installation of commercial electrical systems in common use today. Included are the most common challenges likely to be encountered by commercial electricians. Areas covered include required outlets, circuiting, box selection, conductor identification, box makeup, load calculations, National Electric Code (NEC), and other topics related to commercial wiring.
Prerequisites: EFM101, ECM105, ECM128, EST150, ECP230

ECP140
Introduction to AutoCAD-Electrical Credits: 7.0
This course provides an introduction to AutoCAD. Students will learn fundamentals of AutoCAD as applied to the design and rendering of various electrical plans.
Prerequisite: ECP230

ECP230
Blueprint Reading and Estimating Credits: 3.5
Students will learn the basic steps to formulating an accurate estimate, from essential preliminaries to submitting a final bid. The estimating fundamentals include codes, labor units, plan take-off, bid summaries, and the necessary forms needed for construction. Blueprint basics include lines, views, sketching, units of measurement, limits and tolerances, uses and types of fasteners, finish marks, and special dimensioning features.
Prerequisites: EFM101, ECM105, ECM128, EST150

ECP250
Electrical Project Development and Planning Credits: 3.5
This capstone course requires students to create an electrical construction plan utilizing the skills and concepts acquired through the program. Students will demonstrate project planning, cost analysis, estimating, basic design, and other concepts.
Prerequisites: ECP135, ECP140, EST205, EST215

EST150
Electrical Construction II Credits: 3.5
This course provides a practical approach to installation of residential electrical systems. Planning, layout, pricing, and other common challenges likely to be encountered by electricians are included in the course. Students will study services, outlet requirements and load calculations according to the National Electric Code (NEC).
Prerequisite: ECM120

EST205
Site Survey, Project Planning, and Documentation Credits: 3.5
This course provides the student with knowledge of site survey, job planning, and documenting maintenance and repair of systems and subsystems.
Prerequisites: EST150, ECP230

EST215
Introduction to Supervision Credits: 3.5
This course will provide the student with knowledge of the role of the supervisor in the construction industry. Includes job planning, supervision on site, and in the office environment.
Prerequisite: None

EWS101
Essential Workplace Skills Credits: 3.5
This course focuses on those skills that form the foundation for positive relationships on the job. Essential skills covered are: getting the job you want, starting your new job, managing your career, and building a strong relationship with your supervisor. Other topics include: teamwork, diversity in the workplace, communication skills, resolving workplace issues, managing stress, developing critical thinking and problem solving skills, resolving conflict, sexual harassment, and the negative effects of drug and alcohol use on the job.
Prerequisite: None

COM115T
Written Communication for Technicians Credits: 3.5
Course introduces and develops the writing skills necessary for technicians in the construction trades. Course work focuses on the mechanics of writing including sentence structure, parts of speech and punctuation, through the creation of career-related correspondences. Students will improve their writing ability by drafting proposals, job bids, letters, memos, and other business documents.
Prerequisite: None

COM120T
Speech Communication for Technicians Credits: 3.5
Course emphasizes the basics of speech communication necessary for technicians. Students will learn about effective listening, verbal and nonverbal communication, and the fundamentals of preparing, organizing, and delivering a speech. Students will research and deliver informative and persuasive speeches relating to their field of study.
Prerequisite: None

ENV110T
Applied Environmental Science Credits: 3.5
Course introduces students to basic scientific principles, the environment, and sustainability as it relates to the construction industry. Specific topics include environmental ethics and policy, the physical science of the environment, nonrenewable and renewable energy, and waste management. Students will gain a foundational understanding of energy conservation and green technology.
Prerequisite: None

HUM124T
Applied Business Ethics Credits: 3.5
Course provides students with tools that will be useful in thinking through and resolving ethical dilemmas they may face in their technical careers. Realistic and difficult moral problems of the professional world, including ethical dilemmas, selling, marketing, advertising, treatment of employees, workplace privacy, compensation, and environmental ethics are analyzed and discussed.
Prerequisite: None

MTH125T
Mathematics for the Trades Credits: 3.5
Course focuses on the fundamental mathematical concepts of arithmetic, algebra and geometry which are required for technicians. This course takes a practical approach to mathematics by utilizing on-the-job applications and scenarios. Topics covered are real, whole and mixed numbers; fractions, decimals, ratios, and percent; measurements; statistics; and an introduction to algebra and geometry with a focus on solving word problems. Calculators are required.
Prerequisite: None

PSY135T
Workplace Psychology Credits: 3.5
Course utilizes the concepts of industrial/organizational (I/O) psychology with regard to understanding and improving employee behavior in the workplace. Specific topics include job analysis and evaluation, employee selection process, designing and evaluating training programs, group behavior, teams, conflict, and organization development.
Prerequisite: None

ALLIED HEALTH COURSES

MAA101
Computers in the Medical Office Credits: 3.5
The objective of this course is to provide students with the basic understanding of various office automation software applications as related to the medical field. Computer skills used in the allied health field are covered in this course. Students receive hands-on experience in basic word processing, spreadsheets, and presentation applications. This course will provide students with the necessary foundation for further study in desktop applications in a medical office setting. Students will apply these skills in other courses requiring electronic processing.
Prerequisite: None

MAA102
Medical Terminology Credits: 4.0
Students will be able to build medical terms by using word roots/combining vowels, prefixes, and suffixes. They will also be able to form the plural of medical terms that have Latin or Greek origins. By using the different parts of a medical term, the student will be able to understand and identify medical terms. The student will also learn the common medical abbreviations and the pronunciation of the different medical terms that are presented to them in class.
Prerequisite: None

MAA105
Law and Ethics Credits: 4.0
This course addresses medical ethics, medical practice acts, liabilities and legal responsibilities of the healthcare professional. It also discusses human relations and the civil duties of a healthcare professional. Students are trained in accordance with HIPAA (Health Insurance Portability and Accountability Act) guidelines.
Prerequisite: None

MAA125
Medical Office Procedures Credits: 3.5
This course provides students with a basic understanding of their duties and responsibilities as an Administrative Medical Assistant. It also develops communication skills geared toward the medical environment. It also includes instruction in legal issues in the healthcare industry, filing and processing mail, and basic bookkeeping. It will also help students develop good interpersonal relationships with other office personnel, proper telephone etiquette, how to schedule and record patient appointments, and other duties of the medical assistant as a receptionist.
Prerequisites: MAA102 , EHR150, MAA155

MA130
Anatomy and Pathophysiology Credits: 7.5
This course covers the different systems of the human body and how normal physiologic processes are altered by disease. Topics included are: cells and tissues, special senses, different body systems, fluid and electrolyte balance, acid-base balance, principles of nutrition and metabolism, reproduction, growth and development. This course is designed to enable students to understand the health problems of the patient as they relate to the different body systems.
Prerequisite: MAA102

MAA155
Basic Insurance and Billing Credits: 3.5
This course is designed to teach the student how to complete forms for various types of medical health insurance. This course will familiarize the student with the history of the health insurance industry in America. It also teaches the student the importance of accurate completion of claims and the terminology that is common to all insurance carriers. This course introduces the coding systems required for insurance claim submission in the clinical setting. Commercial insurances, Medicare, Medicaid, and HMOs will be discussed.
Prerequisites: MAA102, MA130

MA120
Pharmacology Credits 4.0
This is an introductory course that explores commonly prescribed drugs by their drug classifications, uses, side effects, and contraindications. Basic drug calculations and conversions are also discussed. It also covers the different routes of drug administration and the different dosage forms of medications.
Prerequisites: MAA102, MTH125

MA135
Clinical Medical Assisting Credits 7.5
This course is designed to instruct the Medical Assisting student on routine procedures for the physical exam. Proficiency will be developed in taking vital signs (blood pressure, temperature, pulse rate, respiratory rate) as well as the height and weight. Students will learn and practice draping for physical exams, aseptic techniques, and taking medical histories. Standard precautions will be practiced at all times. Students will learn the different instruments used in minor surgical procedures and how to prepare instruments and assist the physician in these procedures. Students will also learn to perform EKGs, venipunctures, and capillary punctures. Students are taught on how to administer injections within their scope of practice (intramuscular, subcutaneous, intradermal, and z-track). An instructor certified by the American Heart Association will provide cardiopulmonary resuscitation (CPR) certification. Students will learn First Aid and emergency care as well as office emergencies.
Prerequisites: MA130, MA120

MA220
Laboratory Procedures Credits: 3.5
This course provides advanced skills for the medical assistant. Pathological agents are studied. Diagnostic testing techniques are covered, including cultures, staining, and blood testing. Hemoglobin determination, glucometry, blood typing, blood smears for WBC count, and urinalysis are covered. Other point-of-care tests are also performed by students such as throat swab for Strep throat test, pregnancy test, and Hematocrit determination. Students will be required to research a pathogenic agent and present a report to the class.
Prerequisite: MA135

MA210
Medical Assisting Externship Credits: 5.0
Students will be assigned to an area physician's office, medical clinic, or hospital outpatient clinic chosen by the Externship Coordinator. Students will serve in the front office administrative area and in the clinical setting. It is possible that a student will serve in more than one office. Students will not receive pay for externship hours worked. This experience is designed to provide students with actual on-the-job learning activities during their final course. Students will be expected to pay for a physical examination and immunizations that will be required by the externship site. Physical Examination forms can be obtained from the Medical Assistant Program Coordinator. The MA Externship length is 160 hours.
Prerequisite: Satisfactory completion of all coursework.[1] Students may have in-school days throughout this course.

MAA160
Medical Billing and Coding Credits: 3.5
This course introduces students to advanced coding systems required for insurance claim submission in the clinical setting. All commercial insurances, Medicare, Medicaid, and HMOs currently require knowledge of both diagnostic and procedural coding. Instruction will include advanced diagnostic coding in the ICD-10CM, procedural coding using CPT-4, reimbursement methodologies and the HCPCS system. The DRG concept will also be explained.
Prerequisite: MAA155

MAA165
Advanced Billing and Coding Credits: 7.5
This course continues instruction in advanced commercial coding. The student will practice advanced diagnostic coding, advanced procedural coding, reimbursement methodologies, and the HCPCS system. Coding case studies will be practiced in this course.
Prerequisite: MAA160

MBC215
Medical Billing and Coding Externship Credits: 5.0
The student will be assigned to an area physician's office, medical clinic, or hospital outpatient clinic chosen by the Externship Coordinator.1 Students will serve in the front office administrative area. It is possible that students may serve in more than one office. Students will not receive pay for externship hours worked. This experience is designed to provide students with on-the-job learning activities during the final course. The MBC Externship length is 160 hours.
Prerequisite: Satisfactory completion of all coursework[1]. Students may have in-school days throughout this course.

EHR150
Electronic Health Records Credits: 7.5
Students learn the fundamentals of electronic medical technology. It includes instruction in billing, assessing, and managing medical histories. This course will teach students how to maintain and organize medical records electronically. Students will learn how to expedite and access medical information for healthcare providers. Students will learn to improve the quality, safety, and efficiency of storing patient medical information as well as increased ability to research patient history. It also includes the use of the Medisoft software in relation to fees, credits, and collection procedures.
Prerequisite: MAA102

MTH125H
Mathematics for Allied Health Credits: 4.0
This course is designed to provide the student with basic mathematical skills related to the medical field. Topics covered include: basic mathematical functions, fractions, decimals, ratios and proportions, dosages, percentages, converting measurements, the number line, basic algebra, energy mechanics, and properties of liquids.
Prerequisite: None

PH105
Laws, Ethics, and Principles of Pharmacy Practice Credits: 7.5
This course introduces students to the work of pharmacy technicians and the context in which technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery, with particular emphasis on the complementary roles of pharmacists and technicians. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. This course addresses medical ethics, medical practice acts, legal responsibilities of the health professional, liability, human relations, and civil duties of the health profession. Students are introduced to the concept of quality assurance and its procedures. This course also explores commonly prescribed drugs by their drug classification and uses, along with side effects and contraindications. The course simulates daily activities in the pharmaceutical practice settings. Prescription entry will also take place in this course.
Prerequisite: MAA102

1 Externship hours differ from regular course meeting hours in most cases. Externship schedules may involve afternoons, Fridays and Saturdays, or other hours as determined by the staffing needs of the extern site. In most cases, students will complete externship assignments during daytime hours. Students cannot work more than 40 hours per week and are responsible for their own transportation and meals.

PH115

Hospital Pharmacy Practice Credits: 7.5

Students will be introduced to the organization and function of a hospital pharmacy and to the duties and responsibilities of the pharmacy technician. The course will focus on pharmacy technician/pharmacist relationships as well as relationships with other health professionals. The course provides an introduction to the operation of an intravenous admixture program. Specific study topics include: medications and parenteral administration, facilities-equipment-supplies utilized in admixture preparation, techniques utilized in parenteral product compounding, terminology and calculations used in the preparation of parenteral products, parenteral medication incompatibilities and quality assurance in the preparation of parenteral products. The course will also cover concepts of design, preparation, use, and evaluation of solid and semi-solid dosage forms. Specific topics include powders, tablets, capsules, coated dosage forms, suspensions, emulsions, magmas, gels, lotions, ointments, creams, pastes, suppositories, transdermal systems, sustained release products, and novel drug delivery systems.
Prerequisites: MAA102, MTH145H

PH125

Billing, Records, and Inventory Management Credits: 7.5

In this course the technician will master the skills needed to maintain pharmacy records and inventory. Emphasis will be placed on inventory control, ordering medications, receiving and checking in orders, paying of invoices and pricing, and pharmacy billing and coding. Also covered will be topics in durable and surgical/non-durable medical products, home third-party billing, stocking of shelves, rotation of stock, record-keeping and medication returns. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques. Prescription order entry will take place in this course.
Prerequisites: MAA102, MTH145H

MTH145H

Pharmaceutical Calculations-Pharmaceutical Math Credits: 4.0

Students will demonstrate the ability to perform pharmaceutical calculations required for dosage determinations and solution preparation. Emphasis will be placed on basic computations, use of measuring tools, dosage computations, compounding calculations and solution preparation. Topics covered include ratio and proportion, dilution and concentration, milliequivalent, units, and intravenous flow rates.
Prerequisite: None

PH210

Pharmacy Externship - Retail or Hospital Based Credits: 5.0

Students who have completed all of the coursework in the Pharmacy Technician program qualify for this course. Each student will be placed at an institutional site (retail or hospital) for on-the-job training and experience.1 This is an unpaid externship. Students will be supervised by a registered, licensed pharmacist. Students will be assigned activities and may be evaluated in the following performance areas: (1) performance of job duties; (2) working knowledge of administrative structure and systems; (3) compliance with institution's policies and procedures; (4) performing billing operations; (5) use of drug dispensing systems; (6) compound, package and label medications; (7) processing data on an electronic system; (8) preparing intravenous admixtures; (9) use of proper procedures in working with controlled substances; (10) inventory maintenance; (11) use of technology, including computer systems and robots; (12) recordkeeping. The Pharmacy Externship length is 160 hours.
Prerequisite: Satisfactory completion of all coursework. [1] Students may have in-school days throughout this course.

COM115H

Written Communication for Allied Health Credits 4.0

This course focuses on written criteria in the healthcare field. The course allows students to develop effective writing skills necessary as allied health professionals. Students will focus on proper usage of nouns, verbs, verb and subject agreements, modifiers, and conjunctions. The composing and reading of sentences, paragraphs, and short essays utilizing correct grammar and punctuation is practiced.
Prerequisite: None

EWS101H

Essential Workplace Skills - Health Credits 4.0

Students will develop skills directed toward the medical office, including projecting a professional image. The course focuses on skills that form the foundation for positive relationships in the healthcare setting. Topics covered are: getting the job you want, starting your new job, managing your career, and building a strong relationship with your supervisor. Other topics include: teamwork, diversity in the workplace, communication skills, resolving workplace issues, managing stress, developing critical thinking and problem-solving skills, resolving conflict, sexual harassment, and the negative effects of drug and alcohol use on the job.
Prerequisite: None

POLICIES, PROCEDURES, AND GENERAL INFORMATION

COYNE COLLEGE
ACADEMIC CALENDAR

Construction Trades Start & End Dates*

EC150 Day Program	
Start Date	**End Date**
10-01-2018	8-15-2019
11-13-2018	9-26-2019
1-07-2019	11-07-2019
2-19-2019	12-19-2019
4-01-2019	2-13-2020
5-13-2018	3-26-2020
7-08-2019	5-07-2020
8-19-2019	6-18-2020
9-30-2018	8-13-2020

EC150 Night Program	
Start Date	**End Date**
9-04-2018	10-24-2019
10-29-2018	12-19-2019
1-07-2019	2-27-2020
3-04-2019	4-23-2020
4-29-2019	6-18-2020
7-08-2019	8-27-2020

EP250 Night Program	
Start Date	**End Date**
9-04-2018	10-22-2020
1-07-2019	12-17-2020
4-29-2019	6-17-2021
7-08-2019	8-26-2021
10-28-2019	12-16-2021

EP250 Day Program	
Start Date	**End Date**
10-01-2018	5-07-2020
1-07-2019	8-13-2020
4-01-2019	11-05-2020
7-08-2019	2-11-2021
9-30-2019	5-06-2021

HR150 Day Program	
Start Date	**End Date**
10-01-2018	8-15-2019
1-07-2019	11-07-2019
4-01-2019	2-13-2020
7-08-2019	5-07-2020
9-30-2019	8-13-2020

HR150 Night Program	
Start Date	**End Date**
9-04-2018	10-24-2019
10-29-2018	12-19-2019
1-07-2019	2-27-2020
3-04-2019	4-23-2020
4-29-2019	6-18-2020
7-08-2019	8-27-2020

COYNE COLLEGE
ACADEMIC CALENDAR (CONT.)

Allied Health Start & End Dates*

PH150 Day Program	
Start Date	**End Date**
10-01-2018	8-15-2019
1-07-2019	11-07-2019
4-01-2019	2-13-2020
7-08-2019	5-07-2020
9-30-2019	8-13-2020

MC150 Day Program	
Start Date	**End Date**
11-13-2018	11-09-2019
2-19-2019	2-13-2020
5-13-2019	5-07-2020
8-19-2019	8-13-2020
11-12-2019	11-05-2020

*Note: Not all programs begin on all start dates. Program end dates vary by program. End dates assume continuous enrollment with no course repeats and no interruptions. The Registrar is available to calculate program end dates by request.

MA150 Day Program	
Start Date	**End Date**
11-13-2018	12-19-2019
2-19-2019	3-26-2020
5-13-2019	6-18-2020
8-19-2019	9-24-2020
11-12-2019	12-17-2020

SCHOOL HOLIDAYS

Holiday	2018-2019
Veterans Day (observed)	11-12-18 - Monday
Thanksgiving	11-23-18 - Thursday
	11-24-18 - Friday
Christmas	12-24-18 - Monday
	12-25-18 - Tuesday
New Year's Day	01-01-19 - Tuesday
Martin Luther King Jr. Day	01-21-19 - Monday
President's Day	02-18-19 - Monday
Good Friday	04-19-19 - Friday
Memorial Day	05-27-19 - Monday
Independence Day	07-04-19 - Thursday
Labor Day	09-02-19 - Monday
Veterans Day	11-11-19 - Monday

STUDENT VACATION SCHEDULE

Winter Break 2018 (Day and Evening Classes)

12–21–18 01–06–19

Summer Break 2019 (Day and Evening Classes)

06–21–19 07–07–19

ADMISSION REQUIREMENTS AND PROCEDURES

Enrollments are accepted year round. Classes are scheduled to start throughout the year. As the first step in the Admissions process, students must complete an Enrollment Data Sheet.

Entrance Requirements

All prospective students must:
- Be 17 years of age or older
- Be a high school graduate or
- Hold an equivalent (General Equivalency Diploma or GED)
- Fulfill entrance examination requirements
- See program description for specific requirements

Non-citizens and permanent residents must also:
- Provide proof of eligibility to work in the United States as authorized by the Department of Human Services

Verification will be required in the form of a high school diploma, transcript, or high school equivalency certificate (GED). In certain rare specific instances where conditions prevent the procurement of required verification of graduation, the College may opt to coordinate testing or independent third-party review in lieu of normally required verification. These instances include specific documented events and/or conditions which render the high school record unavailable. Documentation, testing, and/or third-party review will be conducted in accordance with the requirements of the Accrediting Commission of Career Schools and Colleges. All such instances require the approval of the President/ Director or his/her designee. There are no class rank, prior GPA, prior degree, nor course requirements for admission. Students possessing an earned two year degree or higher from an institution accredited by a U.S. Department of Education-recognized accreditation agency may substitute a sealed official college transcript and signed attestation of high school/GED in lieu of a high school diploma, transcript, or GED certificate. College transcripts should be mailed directly to Coyne. For all programs, proof of high school or GED must be submitted to the school at the time of enrollment.

Licensure and Regulation

Prior to enrolling in certain programs, students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license/certification following completion of the program at Coyne College. Eligibility for licensure may be limited by the results of a criminal background investigation. Students enrolling in the Medical Assistant Diploma program will be required to submit physical wellness documentation including current immunization records to demonstrate the first in the Hepatitis B inoculation series and proof of a negative Tuberculosis (TB) skin test called the PPD (purified protein derivative) or Mantoux test that is less than one year old. This documentation must be submitted before a student will be scheduled for course MA135. A TB test is valid for 12 months. If a student's TB test expires during the course of the training period, the student will be required to take another TB test. The Pharmacy Technician Diploma program is regulated by the Illinois Department of Financial and Professional Regulation. Students enrolled in this program must have gained licensure approval from the State of Illinois prior to beginning their externship course. This licensure includes a criminal background check. Applicants to the HR150 program will be required to show proof of a valid driver's license.

Application Essay

Degree Program applicants will be required to submit a typed application essay, minimum length 100 words. The essay topic has been pre-determined. Please see the Admissions Department for details. Essays will be judged on content, coherence, grammar, and overall use of the English language.

Entrance Examination

The College requires applicants who intend to pursue a degree or diploma to take an entrance examination.

The entrance examination requirement will be waived if the student has taken the ACT (American College Test) with a minimum score of at least 15 or the SAT (Scholastic Aptitude Test) with a minimum score of at least 800.

The entrance examination requirement will be waived if the applicant supplies proof of an Associate's or higher from a nationally or regionally accredited U.S. college or university.

Financial Aid Information/Interview

Information about financial assistance and eligibility requirements is available, including:

- Types of aid available
- Application forms/procedures to use when applying for aid
- Eligibility requirements
- Criteria used to determine amount of aid award
- Satisfactory student progress standards
- Disbursement methods
- Loan qualifications and federal work study opportunities

The Financial Aid Office is available to assist eligible students in completing the application process for federal financial aid benefits. Students eligible to apply for financial aid must be U.S. citizens or eligible non-citizens, have a high school diploma or GED and must be planning to enroll in a degree or diploma program. The process for applying for financial aid at Coyne College requires the following steps:

1. Completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at www.fafsa.ed. gov. Be sure to include Coyne's school code 007549 on the application.
2. Completion of all remaining financial aid documentation.

A payment plan can be developed. The payment plan will take into consideration all financial aid grants and loans for which the student has applied. That portion of the total program cost which is not covered by financial aid grants or loans can be pro-rated over the length of the program.

Registration Fee

All applicants, prior to completing an enrollment agreement, must pay a registration fee.

Enrollment Agreement

All applicants must complete an enrollment agreement prior to acceptance. It is the intent of the College's entrance procedures to enroll students who are qualified and who are likely to complete and benefit from the training provided by the school. The school reserves the right to deny admission to any applicant whose conduct or comportment are inconsistent with the basic qualifications required by the occupational objectives of the training program. Admission to the College does not ensure entrance into a particular course or program of study. Applicants to some programs may have to fulfill specific prerequisites before being accepted. For all programs, proof of high school graduation or GED must be submitted to the school at the time of enrollment.

Statement of Nondiscrimination

Coyne College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, sexual orientation, or other characteristics in its employment, admissions, education programs, and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies. Coyne College will not tolerate any form of harassment including sexual violence and sexual harassment. If a person believes that a violation has occurred, please report it to the Title IX Coordinator. Coyne College will not tolerate any form of retaliation towards a person reporting a violation. Coyne College's Title IX Coordinator is April London, Human Resources Generalist. She can be reached at (773) 577-8051, alondon@coynecollege.edu, 1 N. State Street, Suite 400, Chicago, IL 60602.

Enrolling In Consecutive Programs

Coyne College's mission is centered on its commitment to train students for entry-level employment and to assist graduates in obtaining employment in their chosen career field. Coyne College graduates wishing to enroll in an additional Coyne program must first obtain authorization from the school President or his/ her designee. Among the factors they will consider are: prior academic record and attendance record, prior disciplinary record, employment status, student loan principal amount and repayment status, and graduate's career goals.

FACILITIES AND EQUIPMENT

Equipment Requirements

Equipment for use in laboratories will be supplied by the college. Students will not need to supply computers or equipment for any course. Students may need basic calculators for some courses. Students are financially responsible for the tools they borrow and the equipment they utilize.

Coyne's Campus

Coyne College is located at 1 N. State Street, Suite 400, in Chicago's vibrant business district known as the Loop. The school's 47,038 square foot facility was newly renovated in 2016 and houses classrooms, laboratories, administrative offices, a student lounge, and other common areas conveniently located on one floor.

Learning areas include a Student Learning Resource Center and up-to-date construction trade and allied health laboratories.

Construction Trades Laboratories

Technical laboratories contain work stations and equipment installations reflecting relevant and current technologies. A general survey of equipment includes residential and light commercial heating, cooling, and refrigeration units; DC, single, and three-phase AC electric motors and controllers; programmable logic controllers; various wiring stations and component boards; and electrical construction and wiring rooms; and low voltage cabling tools are supplied by the College for student use during training.

Allied Health Laboratories

Allied Health laboratories contain examination areas and equipment reflecting relevant and current medical technologies. A general survey of equipment includes examination tables, EKG machines, microscopes, centrifuges, autoclaves, stethoscopes, scales, anatomical models, and a sterile compounding hood, medication bays, eye wash stations, ointment slabs, mortor and pestle sets, and simulated medications.

CONVERSION FROM CLOCK HOURS TO CREDIT HOURS

Coyne College converts clock hours to credit hours according to the following formula established by ACCSC:

One quarter credit hour equals 30 units comprised of the following activities:

One clock hour in a didactic learning environment = 2 units
One clock hour in a supervised laboratory setting of instruction = 1.5 units
One hour of externship = 1 unit
One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A clock hour is defined as a period of sixty minutes with a minimum of fifty minutes of instruction.

The quantities of quarter credit hours earned for the successful completion of each course and for the completion of each training program are provided with the outlines for each program earlier in this catalog. For Financial Aid purposes, the clock hour to credit hour conversion follows the standards established by the U.S. Department of Education.

OUTSIDE WORK AND PREPARATION

Credit hours awarded for successful completion of each course of training are based on fulfillment of requirements in class, lab, and externship (where applicable). For both the classroom portion and lab portion of each course of training, appropriate outside work and preparation is included in those requirements.

Outside work and preparation for the classroom portion of each course includes reading assignments in textbooks and supplemental reading, written assignments, computer-based exercises and technical drawings based on classroom exercises and lecture content, written assignments involving field observation of equipment and processes, and preparation for quizzes and examinations. Outside work and preparation for the lab portion of each course includes reading assignments based on laboratory methods and experiment procedures, and written assignments and technical drawings based on laboratory equipment and experiment procedures. Outside work and preparation is collected, evaluated, and graded by the instructor where appropriate to measure the student's achieved competency relative to the required subject matter objectives of the course. Typically, one to two hours of outside work and preparation are required for each class meeting. The volume of required outside work and preparation will vary depending on course content and objectives.

ENTRANCE WITH ADVANCED STANDING

Students who have qualified for admission to the College (please see page 25) may apply for entrance with advanced standing in two ways: Transfer of Credit and Credit Through Proficiency Examination.

Applications for advanced standing will be accepted only if the applicant was not previously enrolled in the course and the application is made prior to entrance to the course.

Transfer of Credit

All students applying for transfer of credit must have a Transfer of Credit Review Report completed by the Education Department. All required supporting documentation must be supplied before consideration.

Transfer of Credit: Within the College

Discontinued Courses: Students who have completed discontinued coursework at Coyne College may apply for transfer of credit. Credit for discontinued coursework will be granted only if the College determines a match exists between the discontinued course and a course in the student's intended program.

Criteria for matching coursework include comparable objectives, length, content, and era of technology. Transfer course grades for matched courses will not be included in the computation of GPA in the intended program.

Current Courses: Students who have completed courses currently offered at Coyne College may apply for transfer of credit into another Coyne program at either the same or different award level (diploma or degree). Credit will be granted if the course is a requirement of the intended program, or if the College determines a match exists between the course and a course in the student's intended program. Criteria for matching coursework include comparable objectives, length, content, and era of technology. Transfer course grades for Entrance with Advanced Standing required courses will be included in the computation of GPA in the intended program. Transfer course grades for matched courses will not be included in the computation of GPA in the intended program.

Limitations on Transfer of Credit Within the College: Applications for transfer of credit within the College will not be considered for technical courses completed more than five years prior to the date of application. Students whose coursework falls outside of the five year limitation may apply for credit through proficiency examination.

Transfer of Credit: From Other Institutions

Transfer credit from other institutions is accepted under the following conditions:

1. The institution previously attended must be accredited by a regional or national accrediting body recognized by the U.S. Department of Education.
2. The student must have an official transcript sent directly to Coyne College from the transferring institution, or must submit a sealed official transcript from the transferring institution.
3. The student must supply a catalog course description, college course outline, or syllabus for each course to be considered for transfer credit.
4. Credit may be transferred only in college-level courses in which a grade of "C" or better has been earned.
5. The course must be taught at Coyne College in the student's program.
6. No more than 25% of the credits earned in a program may be earned through transfer from other institutions.
7. Transfer course grades will not be included in the computation of GPA at Coyne College.
8. Credit from countries outside the United States may be considered. A certified evaluation by Educational Credential Evaluators, Inc., or by World Education Services, Inc., is required.

Credit Through Proficiency Examination

Applicants who believe course material has already been mastered, either through coursework or training for which credit can not be granted or through life experience, may request a proficiency examination for advanced standing in select courses. Proficiency examinations may be written and/or practical in nature and are based upon the specific criteria of the selected course. Examinations are scheduled by the Director of Education and students must apply and complete proficiency examinations at least 30 days before the course begins.

Credit through proficiency examination will be granted under the following conditions:

1. The student supplies an official transcript for courses completed; or, the student supplies an original signed letter from an employer or trainer attesting to the length and nature of work experience or training. Transcripts and letters will be evaluated by the School President/Director or his delegate.
2. The course selected is one through which the College grants credit through proficiency examination. The College reserves the right to add or drop any course from consideration for proficiency examination credit.
3. The student meets or exceeds the minimum passing score of 75%.
4. No more than 25% of the credits earned in a program may be earned through proficiency examination.
5. Each proficiency examination requires a fee payable in advance.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Coyne College's programs are occupational, not academic. Credits are unlikely to transfer to other institutions. Students should consult with other institutions to which they may seek to transfer.

FINANCIAL INFORMATION

Repeat

If a student repeats any course(s) in his or her program of study at Coyne College, the student must pay the contracted tuition rate and fees applicable to such course(s).

Withdrawal

If a student withdrew or was terminated from the course, a letter grade of "W" is issued and is not considered in computing the grade point average of the student. Withdrawals will be subject to the College's refund policy, Federal Return of Title IV funds policy, and repeat policy.

Term

A term is defined as a consecutive six-week period of continued instruction for day students. For evening programs, a term is defined as a consecutive eight-week period of continued instruction for Construction Trades students.

FINANCIAL RESPONSIBILITY

All admitted and enrolled students must submit their appropriate documents in completing their financial obligations to the College within 14 days of notification by the Financial Aid Department. Financial obligations may be satisfied by various payment options:

- Applying and completing various federal financial aid processes and applications with the Financial Aid Office;
- Entering into a Payment Plan with the Student Accounts Office;
- Submitting tuition reimbursement documents from an employer to the Student Accounts Office;
- Providing official documents from third party agencies or government agencies to the Student Accounts Office; or
- Combining any of these options in fulfilling one's financial obligation to the College.

Coyne College encourages all prospective and current students to limit and manage their loan borrowing by utilizing any of the options mentioned above. Any borrowing under the federal student loan program must be repaid by the student/borrower by the designated time period to their selected lender/guarantor. We encourage all students and their families to choose the best financing option that meets their budget and training goals while completing their studies at Coyne College.

Student Account Credit Balances

If a student has a credit balance after a Title IV disbursement has been made to their account, a refund will be made to the student within 14 days, unless the student has authorized the school in writing to hold the balance for application toward future charges. Written authorization will be maintained in the student file.

COLLECTION OF TUITION AND FEES

All students are expected to pay tuition and fees as due at the Student Accounts Office of Coyne College. Normally accepted business methods will be utilized to collect past due accounts.

FINANCIAL ASSISTANCE

Notice: information supplied by students or parents of students in the process of applying or entering into an agreement for a Title IV HEA loan will be submitted to the National Student Loan Database (NSLDS) and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]

Federal student financial aid is comprised of grants, loans, and work study for eligible students. All eligible students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) form before their enrollment at Coyne College. The FAFSA can be completed online at www.fafsa.ed.gov. Coyne's school code for the FAFSA application is 007549. Eligibility for federal student aid is based on financial need and several other factors. Coyne's qualified Financial Aid Office will determine the student's eligibility upon submission of a completed FAFSA form. Any eligible student must:

- Demonstrate financial need (except for certain federal student loans).
- Provide proof of one of the following: High School Graduation or successful completion of a General Education Development (GED) program, or their alternatives as described in the Admissions Requirements and Procedures section of this Catalog.
- Be working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid social security number.
- Register with Selective Service if required. The student may use the electronic FAFSA to register or may register at www.sss. gov.
- Maintain satisfactory academic progress once enrolled in school.
- Certify that the student is not in default on a federal student loan and does not owe money on a federal student grant.
- Certify that the student will use federal student aid funds only for educational purposes.
- Not exceed aggregate loan limits set by the Department of Education.
- Not Exceed 600% Pell Lifetime Eligibility Used (LEU) to be eligible for the Federal Pell Grant.
- Be enrolled at least half-time to be eligible for Student Loans.

Criteria for Determining the Amount of a Student's Award

Title IV Aid is awarded based on eligibility, a valid FAFSA must be on file, and all verification and C-codes must be resolved. All other requested Financial Aid documents must be in and approved by the Financial Aid Office. Students planning to take out a student loan as part of their financial aid must complete the Master Promissory Note (MPN) and Loan Entrance Counseling on studentloans.gov prior to Coyne College disbursing any Title IV loans. Coyne College awards Pell as the first source of aid, once Pell eligibility is determined, Coyne College will originate Title IV loans (based on financial need).

The Estimated Award letter is created by the Financial Aid Office based on individual student's FAFSA results and is reviewed with the student prior to enrollment. Both the Financial Aid Advisor as well as the student sign the Estimated Award Letter.

Loans are scheduled based on the student's Cost of Attendance (COA), enrollment status, program, dependency status and for continuing students, Satisfactory Academic Progress (SAP) status. All first disbursements of loans are set to be disbursed 30 days after the student starts classes. All subsequent loan disbursements are set to pay based on the Academic Calendar.

Packaging

Packaging is the process of awarding aid without exceeding the student's financial need.

The student's total financial aid and other Estimated Financial Assistance (EFA) must not exceed the student's financial need.

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

Cost of Attendance (COA) includes institutional costs (tuition, fees, books, supplies, equipment) and non-institutional costs (room & board, miscellaneous, personal, dependent care, transportation).

Expected Family Contribution (EFC) is calculated by the federal processing center according to formulas regulated by the federal government. Financial Aid applicants provide information needed for this calculation when they complete the FAFSA. Any student who enrolls or continues enrollment at Coyne College after July 1, 2018, must complete 2018-2019 FAFSA.

Federal Grants

No repayment required by the eligible student.

Federal Pell Grant

This federal student grant program is designed to provide assistance to any eligible undergraduate student pursuing post-high school education and does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree and who have an eligible Expected Family Contribution (EFC). Federal Pell Grant amounts may vary from year to year depending upon federal regulations at time of publication. Current regulations provide for a maximum Federal Pell Grant of $6,095 for an award year of study. Additionally, students may receive Federal Pell Grants for no more than six full awards in their lifetime. This program is the foundation for most financial aid awards.

William D. Ford Federal Direct Loan Program

Repayment required by the eligible borrower.

William D. Ford Federal Direct Subsidized Stafford

This federal loan program is a low-interest rate, long-term loan program for undergraduate students who have demonstrated financial need at time of publication. Eligible students may currently borrow $3,500 for the diploma program or the first academic year of the associate degree program and $4,500 for the second academic year of the associate degree program. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half- time student. In most cases, the government pays the interest on this loan while students are enrolled at least half-time, during the six month grace period and in periods of deferment.

William D. Ford Federal Direct Unsubsidized Stafford

Stafford Dependent student borrowers are eligible, at time of publication, for a total loan amount of $5,500 for their first academic year of study. Based on need, all or a portion of that loan may be Unsubsidized. Independent student borrowers are eligible for a total loan amount of $9,500 for their first academic year of study. Based on need, all or a portion of that may be Unsubsidized.

Dependent students whose parents are unable to borrow under the PLUS program are eligible for an additional $4,000 of unsubsidized loan funds for each full academic year of study. Interest is automatically deferred while in school and throughout their six month grace period. All students, regardless of financial need, may be eligible to participate in this loan program.

William D. Ford Federal Direct PLUS Loan

Based on a parent's credit eligibility, this federal loan program allows the parents of dependent undergraduate students to borrow up to the total cost of attendance minus any financial aid received per academic year. The repayment period begins the day after the school makes the last disbursement of the loan. Parent borrowers of Federal PLUS loans may apply to have repayment of the principal loan amount deferred until their dependent child completes the program. Interest will still accrue from the time the loan is disbursed.

Federal Work Study

Coyne College administers a Federal Work Study (FWS) Program for currently attending students, as authorized and regulated by the Department of Education. The FWS Program provides part-time, paid employment for students with financial need, allowing them to earn funds to assist with education expenses. Positions are available on campus, and one community service FWS student works at an off-campus site. Positions range in scope and requirements. To apply for FWS or verify qualification, contact the Financial Aid Office.

Financial Aid Verification

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education. If a student has been selected for review under the verification process, depending upon the reason the file was selected, some or all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service or a signed copy of the complete federal tax return will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript or Federal tax return will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

  Obtaining Tax Return Transcripts

  Students can obtain tax return transcripts:
  - Via the Internet at www.irs.gov
  - Via phone by calling 1-800-908-9946
  - Via mail or fax by completing IRS Form 4506T-EZ
  - Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.
- Other documentation may be requested by the institution to verify the accuracy of application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to Coyne College within 120 business days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis will result in course interruption and may cause forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

Loan Borrowing Counseling

First-time borrowers are required to participate in enhanced entrance counseling prior to receiving the first disbursement of their federal student loan. The purpose of this enhanced counseling is to emphasize the student's rights and responsibilities as a first-time borrower under various federal student loan programs. Initial disbursement for first-time borrowers occurs only after completion of thirty (30) consecutive days of class attendance beginning with the first day of training at Coyne.

Prior to leaving Coyne College (either by graduation or withdrawal), all student loan borrowers are required to participate in exit counseling to receive important information about repayment, consolidation, deferment, and other matters, and to have the opportunity to ask questions about their specific situation. Exit counseling is performed by the College's staff in a classroom setting at specific time periods. Coyne's staff are available to meet with students on an individual basis and discuss various repayment options to develop good personal credit histories for students and graduates.

Transferring Financial Aid

Federal Financial Aid does not transfer automatically when a student transfers from one institution/college to another institution/college. To continue receiving federal financial aid at the new institution/college, the student must meet with a financial aid administrator at the new institution/college to find out what federal financial aid programs are available and what steps are necessary for application at the new institution/college.

Notification of Financial Aid Awards

The student is notified of their financial aid awards in an estimated award letter. Award letters provide an estimate of costs and awards based on the best information available to the Financial Aid Advisor. Once a valid FAFSA is completed by the student and eligibility is determined by the Financial Aid Advisor, the estimated award letter is reviewed with and signed by the student. Award letters are subject to change. If a student feels the awards do not cover their educational expenses, the student should consult with a Financial Aid Advisor at Coyne College.

Reinstate Eligibility for Federal Financial Aid

After approval of resumption of training from the President/Director, or his/her designee, students who have withdrawn must reinstate their federal financial aid with the Financial Aid Office. Students are responsible for 100% of all tuition and fees assessed on their student account until financial aid is reinstated and disbursed. Any withdrawal, interruption, and/or termination of training may affect a student's financial aid assistance for future courses.

SCHOLARSHIPS

Scholarship recipients must satisfy all entrance requirements and maintain satisfactory progress throughout training. Other requirements may apply to specific awards. Additional information about the following scholarship programs are available by contacting an Admissions Representative or visiting Coyne College's Resource Center webpage.

Adult Skills Education Program

The Adult Skills Education Program is coordinated by the Imagine America Foundation, Washington, D.C. Eligible Students must meet the guidelines set by Coyne College and the Imagine America Foundation. Contact an Admissions Representative for more information.

Coyne American Institute Educational Foundation

The Coyne American Institute Educational Foundation (CAIEF) is a not-for-profit 501(c)(3) corporation formed by Coyne College. The mission of the CAIEF is to provide scholarships for qualified applicants for hands-on training programs at Coyne College (Chicago, IL). The Corporation also accepts training equipment donations. Donations are tax deductible to the extent allowed by law. For information about scholarship eligibility or donating training equipment go to www.caief.org.

Workforce Innovation and Opportunity Act (WIOA)

The WIOA program provides tuition assistance for students who meet the eligibility requirements of this program. To determine eligibility students should inquire directly with WIOA then contact the Admissions Department for more details.

UPS Earn and Learn Program

Coyne College participates in the UPS Earn and Learn Program. Contact UPS directly to see which UPS locations participate in the Earn & Learn Program. Additionally, the amount offered per calendar year is subject to change and also at the discretion of UPS. The student is responsible for submission of employment application to UPS and must attend a job interview with a UPS personnel representative who will make the hiring decision. This program is only available for hired and employed UPS employees.

TUITION ASSISTANCE PROGRAMS

Veterans Benefits

Special governmental tuition assistance programs are available to qualified veterans. Applicants must complete appropriate VA forms with the Registrar. For further information, interested individuals are encouraged to contact a Coyne Admissions Representative.

Veteran Affairs Vocational Rehabilitation

Funding is provided by the U.S. Department of Veterans Affairs under Chapter 31 for retraining assistance to individuals with military-connected disabilities. For information about these benefits, contact your local VA Vocational Rehabilitation Counselor at (312) 706-6665 to receive approval for funding before enrollment. The local Chicago office is located at U.S. Department of Veterans Affairs; 2122 West Taylor St. Chicago, IL 60612

Installment Payment Plan

Coyne College offers an interest-free Installment Payment Plan option to students who are ineligible to receive Financial Aid and to students whose Financial Aid Award Package does not cover 100% of the tuition cost. All students have the option to set up an installment payment plan. The Installment Payment Plan allows the student to make regularly scheduled weekly or monthly payments spread evenly over the duration of the student's chosen program of study. This option provides financial flexibility and affords the student the ability to budget his/her educational costs as best fits his/her personal financial situation. In all cases, the Payment Plan will be limited to the portion of tuition cost that is not eligible to be covered by Financial Aid. The student's Financial Aid Advisor will review this option with the student before enrolling at Coyne College.

Funding Combinations

Funding combinations (Title IV, Scholarships, Tuition Assistance Programs, and other sources) will be examined to ensure the appropriate application of funds. In cases where the funding combination violates restrictions on the application of funds, the combination will not be permitted.

Tuition Reimbursement Payment Option

If the student's current employer offers their own tuition reimbursement program for attending any post-secondary educational and/or career training with Coyne College, the student may be eligible to participate in Coyne's tuition reimbursement payment option. The student is responsible to submit all required and approved documents from his/her employer who offers this type of tuition reimbursement program to the Student Accounts Office. Once eligibility is confirmed by the College, tuition and fees are deferred until the end of the term Tuition Assistance Programs payment period when grades are submitted. Once grades are posted and released, the student is responsible to submit their grades and invoices to their employer for reimbursement and repayment of tuition and fees to the College within acceptable time frame. This option allows students to maximize their benefits from their employer while attending career training at Coyne College. However, the student is still financially responsible for all tuition and fees at the established payment due date.

RULES OF CONDUCT FOR STUDENTS

Coyne College expects that students conduct themselves in a mature and reasonable manner at all times. Without such standards, the school cannot create or maintain an environment that is conducive to learning. The College reserves the right to interrupt the training of any student whose work or conduct is unsatisfactory.

The College has a Disciplinary Warning Procedure that is explained to all students during the new student orientation session that takes place on each starting date. The procedure is also posted throughout the school building. Students may be terminated if they violate safety regulations; interfere with other students' work; are boisterous, vulgar, obscene, or quarrelsome; are under the influence of alcohol or drugs; destroy or deface property; or fail to make timely payments of tuition and fees which are due and payable.

ATTENDANCE AND PUNCTUALITY

Attendance Guidelines

Because of CC's commitment to provide training which best prepares the student for the work place, many of the policies and procedures of the school reflect those found in the work place, rather than those typically found in a school.

Class attendance is vitally important to learning a technical skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for a specific occupation. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits.

The following attendance rules apply to all students enrolled in programs at CC. Violation of these rules results in the student receiving no academic credit.

Absences

For successful program completion, a student's absences may not exceed 10% of the total course hours. Any time missed beyond these amounts is considered excessive. Students missing the first two days of a course will be withdrawn from that course.

For Construction Trade Day and Evening students, 10% of scheduled training hours is equal to 10.8 hours for full length courses (6 or 8 weeks), and 5.4 hours for half-length courses (3 or 4 weeks).

For Allied Health students, 10% of scheduled training hours is equal to 12 hours for full length courses (6 or 10 weeks), and 6 hours for half-length courses (3 or 5 weeks).

At the discretion of the school, the Operations Manager may permit a student to make up time. Make up work is limited to one class meeting per course and is subject to other restrictions. Habitual offenders of the attendance policy will not be allowed to make up time. Make up time will not be permitted during the last week of a course. Students will be assigned make up work.

If the student was absent because of extreme circumstances and student has documents to prove it, the student should present those documents to the Operations Coordinator. Circumstances vary and situations are considered on a case-by-case basis by the Director of Education. Acceptable documented reasons for lateness or absence include illness, death in family, court appearances, and job interviews. Every effort should be made to notify the Operations Coordinator in advance of absence. Students are provided with military leaves in accordance with and to the extent required by applicable law. Military Service will be an excused absence. Documentation must be presented to the Operations Coordinator.

Tardiness

A student is expected to be in class on time. Instructors record the number of minutes a student arrived late or left class early. Even if you are late from break, the time you missed will be recorded. The Operations Coordinator adds up all of a student's missed time.

If you are late and miss a quiz, you will not be allowed to make up the quiz. If you arrive late and the quiz is still being conducted, you will be allowed to complete the quiz in the remaining time.

A student arriving to class late or departing early must sign in on the Attendance Sheet area located in the classroom. Failure to properly sign-in may result in the student being counted absent for that class session.

Failure to properly sign-out results in the student being counted absent for that class session. See Employability & Professionalism for point deductions.

SEPARATE FACILITIES

Coyne College operates two facilities:

- The Main Campus of Coyne College is located at 1 N. State St., Suite 400, Chicago, IL 60602.
- Brown College of Court Reporting & Medical Transcription is located at 1100 Spring Street, NW, Suite 101, Atlanta, GA 30309. Brown College offers Court Reporting Programs at its Atlanta campus as well as online, and is accredited by the Accrediting Commission of the Council on Occupational Education (COE).

STARTING DATES

Student enrollments are accepted year round (see Academic Calendar on pages 23-25). Enrollments for each class are accepted in order of receipt until the available space is filled.

ORIENTATION

Admitted students are given an orientation session to acquaint them with the program, facilities, and procedures of training. At the orientation session, students are informed about rules and regulations, grading policies, attendance requirements, advising and other student services, and they will have an opportunity to ask questions on any subject.

CLASS SIZE

Maximum class size is 50 students in lecture. In lab, classes larger than 25 will be assigned a Lab Assistant to work with the Instructor.

CLASS BREAKS

All students are allowed 30 minutes of break per day at prescribed times. Breaks are included in the total number of class hours Vending machines are available to provide snacks during the breaks.

EMPLOYABILITY AND PROFESSIONALISM

All students of the College are evaluated with respect to established standards of professional behavior and traits of employability. The evaluation covers the five following categories: Professionalism, Reliability, Motivation, Communication, and Safety. In that regard, 10% of the student's grade will be determined by Employability and Professionalism evaluations.

DRESS STANDARDS

The College's dress standards are designed to promote an environment of safety and professionalism. Construction Trades students are required to wear school-issued uniform shirts and to comply with other dress standards, as described in the Student Guide.

Students in the Allied Health related training programs will be required to wear school-issued uniform scrubs and to comply with other dress standards as described in the Student Guide.

GRADING PROCEDURES AND STANDARDS

Students are kept informed of their progress and grades at each step of training.

Students may earn grades of: A+: Dean's List (95-100); A: Superior (93-94); B: Excellent (84-92); C: Good (75-83); F: Failing (Below 75);

I: Incomplete (requires make up hours); W: Withdrawal.

Students must earn a grade of at least 75% for each course of the program in order to receive a degree or diploma. Students who receive a failing grade will be required to retake that portion of the program.

SATISFACTORY PROGRESS

The College's Satisfactory Progress Policy establishes standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that students progress toward and achieve the objectives set forth in each training program. To be eligible for financial aid, a student must make satisfactory academic progress. The College conducts satisfactory academic progress (SAP) evaluations at the end of each term (six weeks for day courses; eight weeks for Construction Trades evening courses). The standards for the College's Satisfactory Progress Policy fall into three main areas: Academic Progress, Attendance and Punctuality, and Maximum Time of Completion.

Academic Progress

Student grades are based upon the level of attainment of the stated objectives contained in each program's curriculum and lesson plans. The College's Satisfactory Progress policy establishes a minimum grade performance level for student achievement.

Grades

Students must earn a minimum final course grade of 75% (C) for each course in order to receive a degree or diploma. To maintain satisfactory progress, a student must maintain a minimum 2.0 cumulative GPA. Students who earn a failing grade in a course must retake that course. During the retake of the course, the student will be placed on either Course Repeat Probation or Academic and Financial Aid Warning for that term. Students who are still failing to make satisfactory progress after the warning period will have their enrollment terminated, and financial aid eligibility will be lost.

Incomplete Grades

In the event that a student, because of extraordinary circumstances, is unable to complete necessary work by the last day of the course, an incomplete grade may be granted by the Instructor. Incompletes are granted only if prior arrangements, including a deadline, have been made for the completion of the work. The deadline may not extend beyond ten days after the end of the course in question. The incomplete is a temporary grade, and if the work has not been completed by the arranged deadline, a zero is granted for the missing work and the final grade is calculated. If the final grade is a failing grade, the student will be required to repeat that course from the beginning.

Attendance and Punctuality

Because of CC's commitment to provide training which best prepares the student for the work place, many of the policies and procedures of the school reflect those found in the work place, rather than those typically found in a school. Class attendance is vitally important to learning a technical skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for a specific occupation. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits. The following attendance rules apply to all students enrolled in programs at CC. Violation of these rules results in the student receiving no academic credit.

Absences

For successful program completion, a student's absences may not exceed 10% of the total course hours. Any time missed beyond these amounts is considered excessive. Students missing the first two days of a course will be withdrawn from that course.

For Construction Trade Day and Evening students, 10% of scheduled training hours is equal to 10.8 hours for full length courses (6 or 8 weeks), and 5.4 hours for half-length courses (3 or 4 weeks). For Allied Health students, 10% of scheduled training hours is equal to 12 hours for full length courses (6 or 10 weeks), and 6 hours for half-length courses (3 or 5 weeks). At the discretion of the school, the Operations Manager may permit a student to make up time. Make up work is limited to one class meeting per course and is subject to other restrictions. Habitual offenders of the attendance policy will not be allowed to make up time. Make up time will not be permitted during the last week of a course. Students will be assigned make up work.

If the student was absent because of extreme circumstances and student has documents to prove it, the student should present those documents to the Operations Coordinator. Circumstances vary and situations are considered on a case-by-case basis by the Director of Education. Acceptable documented reasons for lateness or absence include illness, death in family, court appearances, and job interviews. Every effort should be made to notify the Operations Coordinator in advance of absence. Students are provided with military leaves in accordance with and to the extent required by applicable law. Military Service will be an excused absence. Documentation must be presented to the Operations Coordinator.

Tardiness

A student is expected to be in class on time. Instructors record the number of minutes a student arrived late or left class early. Even if you are late from break, the time you missed will be recorded. The Operations Coordinator adds up all of a student's missed time. If you are late and miss a quiz, you will not be allowed to make up the quiz. If you arrive late and the quiz is still being conducted, you will be allowed to complete the quiz in the remaining time. A student arriving to class late or departing early must sign in on the Attendance Sheet area located in the classroom. Failure to properly sign-in may result in the student being counted absent for that class session. Failure to properly sign-out results in the student being counted absent for that class session. See Employability & Professionalism for point deductions.

Maximum Time of Completion

The Satisfactory Progress Policy establishes a maximum time frame within which training must be completed. The maximum time frame is measured in terms of attempted quarter credit hours. A student may attempt no more than 1.5 times the number of quarter credit hours in their program.

Pace of Completion

To ensure that students progress toward completion within the maximum allowable time frame of 150%, the College calculates a student's pace of completion at each SAP evaluation. Pace of completion is calculated by dividing the total number of credit hours the student has successfully completed by the total number attempted. Each time a student begins a course of training, obtains books and sits in class, the student is considered to have attempted to earn those quarter credit hours for the course, regardless of whether the student successfully completes the course. If a student earns a failing grade, or does not complete the course because of withdrawal, interruption, or termination, the course credits are considered attempted but not completed in the pace of completion calculation. Transfer credits accepted by the school are counted as attempted and completed credits in the pace of completion calculation. Students must maintain a pace of completion of 66.67% or greater to make satisfactory progress. Under normal circumstances, a student may make no more than two attempts at any course. If a student fails to successfully complete a second attempt at a course, that student's training is terminated. Under certain documented circumstances, a student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the President/ Director in writing. The President/Director will then meet with the student and decide whether a third and final attempt is warranted.

The following policies and probations support the College's Satisfactory Progress Policy and inform students of conditions of unsatisfactory progress:

Repeats of Courses

Students who withdraw from school in the midst of a course (including interruptions for excessive absences or for failure to make tuition payments) or who receive a failing grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt at a course. Third attempts are permitted only under special circumstances and only with the President/ Director's authorization. During a second or third attempt of a course, tuition payments will continue. After a failed third attempt of a course, the student will be terminated from the program.

Changes in Programs

When a student changes programs the College will evaluate Satisfactory Progress using the attempted and completed credits and grades for courses which transfer into the new program or degree. These attempted and completed credits and grades will be included in all subsequent SAP evaluations. Students who are failing to meet Satisfactory Academic Progress standards must obtain the Director of Education's authorization before changing programs.

Summer Terms

All terms at Coyne College are standard terms according to the College's term structure, including during summer months. Satisfactory Academic Progress will be evaluated consistently, as described above, at the conclusion of all terms at all times of year.

Non-Title IV Recipients

For SAP purposes, periods when a student does not receive financial aid are treated in the same manner as periods when a student receives financial aid.

Noncredit Remedial Coursework

Coyne College does not offer noncredit remedial coursework within any program.

Academic and Financial Aid Warning

After a SAP evaluation, students whose pace of completion fails to meet or exceed 66.67% will be placed on Academic and Financial Aid Warning for the term immediately following the SAP evaluation. Students who are still failing to make satisfactory progress after the warning period will have their enrollment terminated, and financial aid eligibility will be lost.

Appeals and Academic and Financial Aid Probation

Students who have lost financial aid eligibility, or who, under certain specific circumstances determined by the school Registrar, will be unable to re-establish satisfactory progress in one term but able to re-establish satisfactory progress in subsequent terms, may appeal the loss of eligibility to the President/Director. A student appeal must a) be submitted in writing; b) explain the special circumstances that contributed to failure to make satisfactory progress; c) describe what has changed in the student's situation that will enable him/ her to make satisfactory progress at the next evaluation. Examples of special circumstances include injury or illness, death of a relative, or other similar circumstances. The President/Director will require supporting documentation to support the student's appeal. If the student appeal is accepted by the President/ Director, the student will be placed on Academic and Financial Aid Probation, an Academic Plan will be developed for the student, and financial aid eligibility will be reestablished for a specified period in the Academic Plan. Students who fail to meet the conditions of the Academic Plan, or who fail to make satisfactory progress at the end of the probationary period, will be terminated. If the student appeal is denied by the President, then the student's enrollment is terminated and the student is not eligible to re-establish Title IV Eligibility for the program.

Restoring Satisfactory Academic Progress

Students restore satisfactory progress by successfully completing attempted courses and consequently raising both their GPA and their pace of completion to meet or exceed the required minimums within the time frame established by the Academic and Financial Aid

Effects of Repeats on Student Progress

If a student withdraws in the midst of a course, or the student's enrollment is interrupted or terminated by the school, attempted quarter credit hours are counted as attempted but not completed in the pace of completion calculation. The withdrawal grade (W) is not calculated in the student's GPA. If a student fails a course, attempted quarter credit hours are counted as attempted but not completed in the pace of completion calculation. Failing grades (F) are included in the student's GPA until the student successfully repeats the course. At that time, the failing grade is removed from the GPA. However, the failed attempt will appear on the student's transcript.

Probation Policies

The College maintains a step-by-step warning and probation system which alerts students to conditions of unsatisfactory progress. The President/Director's Office monitors student performance in the areas of academic progress, attendance and punctuality, and time of completion, and applies the warning and probation system as necessary. Written probations notify students that they are in danger of violating the school's Satisfactory Progress Policy. In the case of unsatisfactory progress, written probations notify students that continued unsatisfactory progress will result in termination from the training program.

Probation Policies listed in increasing order of severity:

Attendance Probation: Applied when a student reaches the maximum allowable absences (equal to 10 % of the scheduled hours). This probation is a written warning. If the student does not fulfill the conditions of the probation by the end of the course, the student will be placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after successful completion of the course.

Final Warning Attendance Probation: Issued when a student accumulates excessive absences and make up work is required. If the student does not fulfill the conditions of the probation by the end of the course, enrollment will be terminated. Probation is lifted after successful completion of the course.

Course Repeat Probation
Applied when a student attempts a course for a second time, and is meeting GPA and Pace of Completion requirements. If the student does not fulfill the conditions of the probation by successfully completing the course, enrollment will be terminated.

Academic and Financial Aid Warning
Applied when a student attempts a course for a second time, and the SAP evaluation has determined that the student is not making satisfactory progress. If the student does not successfully complete the course and make satisfactory progress, the student's enrollment will be terminated, unless, according to the school's Registrar, satisfactory progress can not be re-established in the current term but can be re-established in subsequent terms. Under these specific circumstances, the student may engage the appeals process and if accepted by the President/Director, be placed on probation under an Academic Plan, and be permitted to continue into the next term after successfully completing the course but still failing to make satisfactory progress. Academic and Financial Aid Warning may not be applied in consecutive terms.

Academic and Financial Aid Probation
Applied when a student has successfully appealed to the President/Director following a loss of financial aid eligibility, as described in "Appeals and Academic and Financial Aid Probation" above. As part of the appeal, the President/Director may place the student on an Academic Plan. If the student fails to successfully complete the course(s) in the term and make satisfactory progress, or the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

Academic Plan
An Academic Plan may accompany a student's Academic and Financial Aid Probation, and specifies the level of performance the student must meet in order to maintain enrollment and financial aid eligibility. The student's progress is monitored by the Registrar. If the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

Satisfactory Progress/ Final Attempt Probation: Applied when a student reaches the maximum number of failures and/or interruptions to training and must successfully complete all attempted remaining courses. If at any time the student does not fulfill the conditions of probation, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

Disciplinary Warning Probation: Applied as a final warning when a student violates the rules and regulations of the institute. If the student does not fulfill the conditions of probation at any time, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

VIOLATION OF SATISFACTORY PROGRESS

If a student fails to achieve at or above the minimum grade requirement within the maximum time of completion established by the Satisfactory Progress Policy, the student's enrollment will be terminated.

TERMINATION OF TRAINING

The College makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to suspend or terminate a student's training. The reasons for this action include not maintaining satisfactory progress, excessive absences or tardiness, improper conduct, inability to maintain the required grade average, or failure to fulfill financial obligations to the school.

REQUEST FOR REINSTATEMENT FOLLOWING TERMINATION OF ENROLLMENT

A student whose enrollment has been terminated must apply to the President/Director in writing to request reinstatement. The student must explain to the President/Director the circumstances which caused the student to be terminated from the College. The student then must come into the school and meet with the President/Director. If, in the opinion of the President/Director, conditions exist which warrant the reinstatement of the student, the student will be placed on written probation. Documentation will be required by the President/Director to support any special conditions leading to reinstatement.

WITHDRAWAL

With approval of the Director of Education or his/her designee, students may arrange for withdrawal from training. If possible, withdrawals should be scheduled at the end of the course so that the student may obtain credit for that portion of the program. Withdrawals may affect a student's financial assistance award. Any student planning to interrupt their studies must discuss this with the Financial Aid Office.

RESUMPTION OF TRAINING

Students who have withdrawn from school must apply to the Director of Education, or his/her designee, before resumption of training. The student must also check with the Financial Aid and Student Accounts Department before resuming his/her program. A student's account must be current before resuming classes. Students should plan withdrawals carefully because normal curricular changes may result in scheduling difficulties for students who have interrupted their studies. Students may only resume their training at the beginning of a course.

REQUIRED MAKEUP WORK

Students who miss more than 10% of the scheduled training hours through absence or tardiness will be subject to termination of enrollment. However, if circumstances warrant, the Operations Coordinator may permit a student to continue in training provided appropriate makeup work is scheduled and completed.

REQUIREMENTS FOR GRADUATION

Graduates of the EP250 programs receive an Associate of Applied Science degree upon successful completion. All other graduates receive a diploma. To earn a degree or diploma, all academic, attendance, and progress requirements must be met, as described in the Satisfactory Progress section of this catalog, pages 37-39. Students must also complete payment of required tuition, fees, and other financial obligations to the College before a degree or diploma will be issued. All graduating students must complete an exit interview with the Career Services Department and provide them with a copy of their resume. Additionally, the US Department of Education requires all federal student loan borrowers to complete exit counseling with the Financial Aid Department.

SPECIAL CITATIONS

Students who maintain a cumulative GPA of 3.80 or better throughout their training program will be presented with an Honor Certificate and an Honor Cord at graduation. GPAs under 3.80 (e.g. 3.79) will not be rounded up. Students who maintain a perfect attendance record will be presented with a Perfect Attendance Certificate upon graduation. Any absences, tardiness, or early leaves, regardless of reason or documentation, will render the graduate ineligible for this citation. Students who have passed applicable certification for the program will be presented with an Honor Cord at graduation. Special citations are as follows: RMA (Registered Medical Assistant through AAMT, CPhT (Certified Pharmacy Technician) through PTCB, CPC (Certified Professional Coder) through AAPC, EPA608 Universal Certification.

GRADUATE REVIEW OF COURSES

Providing space is available, and six months have passed since graduation, graduates of the College have the privilege of returning to review any course previously taken; this allows graduates to continuously update themselves in their field. Certain fees apply. See the fees section for cost details.

AUDITED COURSES

Classes at Coyne College are available for audit (attending without credit). Permission from the Director of Education is required to take audited courses. No grades are given to students who audit a class. Certain fees apply. See the fees section for cost details.

CUSTOMIZED EMPLOYER TRAINING

Coyne College may customize an employer training program with selected courses provided a written agreement is entered with the employer. Note that anyone entering an employer training program must pass the College's admissions requirements. Course dates are tentatively based on the current course schedule. Certificates of Completion will be given upon completion of the customized program. The College will invoice at the midway point of each term that the student is enrolled. In the event that a student drops out of a course, the employer will be charged per Coyne College's Cancellation and Refund Policy. Eligible employees must be referred by the employer. Employers should contact the Director of Admissions for more details. Training may be held at the employer's location.

HOUSING

The College does not maintain its own housing facilities. Out-of-town students can receive assistance in locating rooms or apartments through the Student Learning Resource Center.

PART-TIME WORK WHILE IN SCHOOL

Many students need to supplement their income through part-time employment while they are training. Career Services can assist these students in their efforts to find appropriate part-time jobs.

CAREER SERVICES

The Career Services Office is committed to enhancing and strengthening the professional development and employability skills of students and graduates. Career Services Representatives provide career placement assistance and guidance on resume writing, interviewing techniques, job search strategies, and networking skills. Every student meets individually with a Career Services Representative prior to graduation to review personal career goals and assess employment opportunities in training related fields. Discussion covers current industry hiring trends and other tools to increase exposure for employment including social media and other job search strategies. Coyne College is continually expanding its network of employer partnerships to provide a wide range of career opportunities for its students and graduates. The Career Services team works directly with employers to facilitate hiring opportunities. This includes presenting resumes, scheduling interviews, and providing employer feedback to graduates. Placement assistance efforts are concentrated in training related fields. Twice a year, the College hosts Career Fairs for our construction trade programs to showcase its students and graduates to hiring managers in training related fields. The Career Services Office also coordinates a guest speaker series which brings speakers from training related industries into the classroom.

No school can guarantee a student a job, but Coyne College has a long history of helping students and graduates enhance their employment potential and assisting them to locate opportunities.

STUDENT SUCCESS DATA

Current student success data, including graduation and employment data, may be accessed at the school's website at www.coynecollege.edu/disclosures.

ACADEMIC ASSISTANCE

Students are encouraged to utilize the school's resources for academic assistance. Tutoring will be arranged without cost to students under normal circumstances. Further academic assistance and laboratory time can be scheduled at specific times; contact the Director of Education for times and days. Individual matters of concern can be discussed with the President/Director or Director of Education. All Coyne administrators and staff maintain an "open door" policy and are available without an appointment for questions or concerns.

Peer tutoring is a free resource available to all Coyne students. Peer tutoring offers students the opportunity to work individually with another student who has mastered the content in a particular discipline or course. The tutor will assist students in finding an efficient and effective method for approaching the content. Enlisting the aid of a formal peer tutor may give a student the opportunity to:

- discuss new information and concepts they are learning,
- review material they already know,
- refresh their mastery of material they have forgotten, and/or
- prepare for an exam or presentation.

DRUG POLICY

The College is in compliance with Federal Government Regulations for a Drug Free workplace for students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or arrested. It is also a Pell Grant provision that students will adhere to the above drug free regulation.

Students seeking help with substance abuse should see the President/Director for referral information.

SMOKE FREE ENVIRONMENT

Coyne College does not permit smoking in the building. This prohibition includes e-cigarettes. Students that choose to smoke outside the building must be a minimum distance of 15 feet from entrances/exits. [Reference: http://www. smoke-free.illinois.gov/sf_info_faq. htm]

CTA U-PASS

Coyne College has contracted with the Chicago Transit Authority (CTA) to provide students with affordable transit while classes are in session. All students will receive a CTA U-Pass within two weeks of beginning classes. Participation in the U-Pass program is subject to the regulations established by the CTA. Fees apply. See the Catalog Addendum "A"-Schedule of Fees.

TECHNOLOGY

Coyne College has four computer labs and computers are in many other classrooms and the Learning Resource Center. A technology fee is charged each term for PC Upgrades in Classrooms, software upgrades, Wi-Fi, internet upgrades, and IT services. See the fees section for cost details.

LIBRARY FACILITIES

Library facilities of technical journals, periodicals, books and reference material relevant to each field of study are available in the Student Learning Resource Center (SLRC). The SLRC contains the following:

- Books, periodicals, technical journals, reference materials
- Computer workstations with internet access
- Training software and tutorial CD ROMs
- Career development resources
- Instructional videos
- Technical videos and DVDs
- Access to the Library and Information Resources Network (LIRN)online digital database

TEXTBOOKS

Most textbooks and manuals are included in the tuition fees and will be issued on a per course basis. Students repeating courses may be required to purchase updated/new texts and/or lab manuals. Students receiving duplicate sets of textbooks for course repeats, may return their textbooks or manuals to the Bursar for an adjustment to their account. Textbooks and manuals will only be accepted for credit in unopened, new, undamaged and unmarked condition. Textbooks for selected General Education courses are 'checked-out' of the Resource Center. Students must return the books in good condition at the conclusion of the course. If the book is destroyed or lost, the student will be billed at the replacement price for that book

FEES

Audited Class Fee

Normal tuition rates apply to all courses.

CTA U-Pass Fee

Please request Addendum A.

Graduate Review Fee

No tuition is charged for reviewing a course. There is a non-refundable $100.00 fee per course. Also, books, lab manuals, and uniforms must be purchased in order to take the course. Certain courses also require a fully refundable tool deposit for graduate review.

Program Change Fee

A non-refundable processing fee of $50.00 must be paid in advance of any program or schedule changes.

Proficiency Examination Fee

A proficiency examination fee of $150.00 will be charged for each attempted proficiency examination. Students will only be permitted to attempt one proficiency examination per course.

Registration Fee

A registration fee of $25.00 is required prior to completion of an enrollment agreement.

Technology Fee

A technology fee of $15 per term will be assessed.

Transcript Fee

Student and graduate transcripts can be obtained by contacting the college Registrar. Unofficial transcripts are available free of charge. Official transcripts carry a fee of $5.00

Tuition

Please request Addendum A.

CANCELLATION AND REFUND POLICY

Cancellation Before Start of Classes

Applicants not accepted by the school shall receive a full refund of all tuition and fees paid within thirty (30) calendar days after the determination of nonacceptance is made. Application-registration fees shall be chargeable at initial enrollment and shall not exceed $150.00 or 50% of the cost of tuition, whichever is less. Deposits or down payments shall become part of the tuition.

Notification of cancellation should be made in writing and certified mail to the President/Director. The school shall mail a written acknowledgment of a student's cancellation or withdrawal to the student within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the fifteen (15) calendar days. All student refunds shall be made by the school within thirty (30) calendar days from the date of receipt of the student's cancellation. When notice of cancellation is given before midnight of the fifth (5th) business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without any fees or tuition charges within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities. If the school cancels or discontinues a program, the student shall have all tuition, fees and other charges refunded.

Cancellation After the Start of Classes

The school shall refund all monies paid to it in any of the following circumstances:

(a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
(b) the school cancels or discontinues the course of instruction in which the student has enrolled;
(c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

For all students attending Coyne College, the following schedule of tuition adjustment will be applied to the amount of the contract, based on the enrollment period. Whether the student has officially withdrawn by notifying the school or has unofficially withdrawn by ceasing attendance in class, the date of termination or withdrawal is the last date of recorded attendance. All student refunds shall be made by the school within thirty (30) calendar days from the date of the institution's determination that the student withdrew or was terminated.

When notice of cancellation is given after midnight of the fifth (5th) business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed $150 or 50% of the cost of tuition, whichever is less.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the program of instruction, the school may retain the registration fee plus an amount not to exceed 10% of the program tuition, or $300.00, whichever is less, plus the cost of any books or materials provided by the school. A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this section, that refund policy must be filed with the Superintendent. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth (5th) business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than fifteen (15) school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

When notice of cancellation is given after completion of 5% -10.09% of the payment period, the school may retain 10% of the tuition and other charges.
When notice of cancellation is given after completion of 10.1%-20.09% of the payment period, the school may retain 20% of the tuition and other charges.
When notice of cancellation is given after completion of 20.1%-30.09% of the payment period, the school may retain 30% of the tuition and other charges.
When notice of cancellation is given after completion of 30.1%-40.09% of the payment period, the school may retain 40% of the tuition and other charges.
When notice of cancellation is given after completion of 40.1%-50.09% of the payment period, the school may retain 50% of the tuition and other charges.
When notice of cancellation is given after completion of 50.1%-60.09% of the payment period, the school may retain 60% of the tuition and other charges.
When notice of cancellation is given after completion of 60.1% of the payment period, the school may retain 100% of the tuition and other charges.

At the time of any future re-admission, an Adjusted Tuition Contract will be prepared at the prevailing tuition rate, plus any prior balances owed to the school.

Post-Withdrawal Disbursements
If a student did not receive all of the funds earned, the student may be due a postwithdrawal disbursement. The school will automatically initiate post-withdrawal disbursements of earned Pell Grant funds. If the post-withdrawal disbursement includes loan funds, the school must obtain written authorization from the student before it can disburse those funds. Written authorization will be maintained in the student file.

Federal Policy for Return of Title IV Funds
For all students using Title IV funds who enroll at Coyne College and attend at least one class, but less than 60.1% of the program payment period, a federal policy will apply to the return of the Title IV funds.

If a student completes 60.1% or more of the program payment period, no return of Title IV funds is required. If a student has completed less than 60.1% of the program payment period, the amount of Title IV funds that a student is entitled to is based on the percentage of completion of the program payment period, rounded to the nearest one tenth of one percent, multiplied by the greater of the amount of Title IV Aid distributed, or the amount of such aid that could have been distributed as of the notice of cancellation.

Withdrawal dates are determined by the student's last date of attendance. Both the official and unofficial withdrawal date for a student is their last date of attendance at Coyne College. The Date of Determination is the date that Coyne College determines that a student has withdrawn from training. Coyne College determines that a student has withdrawn no later than 14 days after the student's last date of attendance.

The Federal policy does not affect the total amount of tuition and other charges that the school has earned and is entitled to retain (as discussed in the school's refund policy, above). However, it may cause funds already received by the student to be repaid to the Federal Government, or to the lender. If Title IV funds have already been applied to the student's account balance and need to be returned to the Government or lender, this may create an increased balance that the student will owe to the school.

The following priorities will apply to the distribution of any refund amount:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. The Student

If a student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. The School will automatically initiate post-withdrawal disbursements of earned Pell Grant funds. If the post-withdrawal disbursement includes loan funds, the School must obtain written authorization from the student before it can disburse those funds. Written authorization will be maintained in the student file.

All student refunds and returns to Title IV programs will be made by the School within forty-five (45) calendar days from the date of the institution's determination that the student withdrew or was terminated.

For any questions about return of Title IV funds, and any other questions about return of third party agency funds, or any refund questions, please see the Student Accounts Department in the administration offices.

Methods Used for Collection of Late Payments

Normally accepted business methods will be used to collect past due accounts. In addition, the student shall be liable for reasonable attorney fees incurred by the school in the collection of any amounts due.

All refunds and Returns to Title IV will be made by the school within thirty (30) calendar days from the date of the institution's determination that the student withdrew or was terminated.

For any questions about return of Title IV funds, and any other questions about return of third party agency funds, or any refund questions, please see the Student Accounts Department in the administration offices.

POLICY & PROCEDURES REGARDING STUDENTS WITH DISABILITIES

Coyne Commitment

Coyne College is committed to providing equal opportunities in higher education to academically qualified students and prospective students with disabilities. If you have a recognized physical, learning, sensory or psychological disability or medical impairment, you can access tools and resources to help you master course content. We work towards an appreciation of students' abilities through partnerships with students, faculty and staff to create a community that values the unique talents each person brings.

Policy Objectives:

1. Assist students with documentation protocol.
2. Establish appropriate accommodations with students and disseminate this information to appropriate college personnel.
3. Serve as a support source for students with disabilities regarding topics such as academic strategies and successful communication.
4. Provide assistance to college personnel as they accommodate otherwise qualified students with disabilities in the College's courses, programs and activities.
5. Maintain records on disabled students' disabilities and accommodations in a confidential manner.

Policies and Procedures

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973 ("Section 504"), individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the College.

Implementing reasonable and effective accommodations is a shared institutional and student responsibility. Students seeking reasonable and effective accommodation based on disability are required to submit an ADA Accommodation Request Form to the Director of Education. As corroborating documentation of disability must be obtained, students claiming a disability under ADA or Section 504 should request accommodations as soon as possible, preferably at least three (3) weeks prior to the start of classes, if a disability is known. Students who incur a disability for which an accommodation is needed during the term should notify the institution immediately. For instructional or academic accommodations, students are encouraged to notify the faculty member directly. ADA Accommodation Request Forms are available from the Director of Education.

Office Location: 1 N. State St., Suite 400, Chicago, IL 60602
Phone: (773) 577-8100, Fax: (312) 226-3818
E-mail: vhanson@coynecollege.edu
Website: www.coynecollege.edu

Students can confidentially email, phone or fax the Director of Education or schedule an individual appointment.

Faculty are expected to work with students to identify and to provide reasonable instructional or academic accommodations, although the student is responsible for self-advocacy. In addition, the Director of Education is available as a resource and can assist students and faculty with accommodation issues, can recommend appropriate instructional or academic accommodations to faculty and can recommend or provide other needed reasonable accommodations.

Documentation

To establish that an individual is covered under the ADA and/or Section 504, documentation must indicate that the disability substantially limits a major life activity. In general, the less obvious the disability, the more information is required to assess a student's needs and make accommodation recommendations. In order to be eligible for reasonable accommodations from the College, the student must provide current (within the past three years), relevant and comprehensive documentation of the disability and the disability's impact on the student's participation in a course, program or activity. Additionally, the student must complete the ADA Accommodation Request Form. The provided documentation will be reviewed by the Director of Education and must meet the following criteria listed:

1. Be recent, relevant and comprehensive, and, where appropriate, contain test scores and interpretation (e.g., learning disability reports, audiograms, etc.).
2. Demonstrate a substantial impact on one or more major life activities.
3. Indicate whether the impact is current and stable or fluctuating (conditions that fluctuate over time may require more recent documentation).
4. Adequately verify the nature and extent of the disability in accordance with current professional standards and techniques.
5. Clearly substantiate the need for all of the student's requests for accommodations.
6. Be provided by a licensed clinical professional familiar with the history and functional implications of the impairments. This person should be someone other than a member of the student's family.
7. Be submitted on the official letterhead of the professional describing the disability (unless using the College's disability assessment forms).
8. Be dated and signed and include the name, title and professional credentials of the evaluator, including information about license or certification.
9. Identify treatments, medications, assistive devices/services currently prescribed or in use.

Should documentation from the student be inadequate or incomplete, the College reserves the right to require additional documentation. For instance, a previous 504 plan or Individualized Education Program (IEP) from a different institution may not meet the standards listed above, but could be used as part of a comprehensive set of documentation. The cost of providing additional documentation will be borne by the student. If it is necessary for the College to request a second professional opinion, the Director of Eduction will assist with the referral process. The College reserves the right to deny an accommodation until it receives all of the necessary documentation.

Final determination of all appropriate accommodations will be made in accordance with the mandates of Section 504 and the ADA, as well as court and Department of Education/Office of Civil Rights rulings related to these two laws as they apply to the College. Documentation of a disability does not guarantee accommodations and services.

Establishing Accommodations

Once the College receives all necessary documentation, the Director of Education will review the materials. The review of all student accommodation requests will include consideration of the following:

- Is the student who seeks accommodation otherwise qualified to participate in the course, program or activity?
- Did the student request accommodation from the College and provide documentation as outlined above?
- Is the requested accommodation relevant and reasonable to the documented disability?
- Will the requested accommodation fundamentally alter the affected course, program or activity?

Next, the Director of Education will identify the reasonable accommodations available in a conference with the student and, when appropriate, in collaboration with faculty members. During that meeting, the student and Director of Education will establish the student's Accommodation Plan and complete the Accommodation Plan form. The Accommodation Plan may, however, be revised at any point during the student's course of study at the College. Necessary changes might be related to the nature of the student's disability and/or as a result of additional professional documentation that may be provided. It is the student's responsibility to keep the Director of Education informed of any additional information and/or changes relating to his/her disability that will impact the current Accommodation Plan.

Communicating about Accommodations

Once the Accommodation Plan has been established, the student is responsible for delivering the Accommodation Plan and the Accommodation Plan form to the College personnel. All students are encouraged to maintain open communication with course instructors, advisors and administrators facilitating programs regarding accommodations in conjunction with the accommodations letter and the Accommodation Plan form. Such dialogue might include exchanging contact information in the case of a necessary absence, details about how technology might enhance the learning experience, which side of the room it is best for the student to sit in, etc. This dialogue should always be within the student's comfort range. Students with disabilities are also encouraged to review the rights and responsibilities section of this document.

Students experiencing difficulty in establishing accommodations and/or receiving them once the Accommodation Plan has been established and letters distributed should contact the Director of Education. The Director of Education will work with the student and any appropriate party to seek resolution to such a situation. Students may utilize the Appeal Procedure outlined in this document.

Appealing an Accommodation Request

Otherwise qualified students who request accommodation, according to the College's published procedures for a documented disability, and who believe that reasonable accommodation(s) has been denied, may submit a written appeal of the denial to the President/Director. The written appeal must be submitted within ten (10) school days of the alleged denial and include the following:

- the date the accommodation(s) request in question was made,
- identification of the student's disability,
- the accommodation(s) sought,
- copies of the Accommodation Request and Accommodation Plan forms verifying the current accommodation plan.

The student also must attach any additional documentation regarding the disability that the President/Director should review. Within ten (10) school days of his/her review, the President/Director will inform the student as to whether the proper accommodation procedures have been followed. During the course of the appeal process, and if all preliminary procedures to request accommodations have been followed by the student, the College will continue to provide the reasonable accommodation(s) offered at the accommodation conference with the student and outlined in the Accommodation Plan form. The decision of the President/Director will be considered final. The student's filing of an appeal according to this procedure does not mean that the student gives up his/her right to pursue other appeal processes through outside regulatory agencies.

Health and Safety Concerns

In certain cases, the College may review whether a student's disability, behavior and/or conduct poses a direct threat to the student or others limiting or prohibiting their ability to participate in a class, a course of study, or attendance at the College. A "direct threat" means a significant risk to the health or safety to self or others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.

Direct threat determinations are based on an individualized assessment relying on objective evidence and/or current reasonable medical judgment(s), taking into account the nature, duration and severity of the risk and the likelihood, imminence, and nature of potential harm and whether reasonable modification of any relevant College policies, practices, or procedures will sufficiently mitigate the risk posed by the student without fundamentally altering the nature of the service, program, or activity. Non-emergency direct threat determinations will be made using an interdisciplinary team comprised of multiple professionals, which might include some combination of mental health service providers, police or other professionals, as appropriate, in addition to College personnel.

If the College determines that a student poses a direct threat to himself or others, that determination will be communicated to the student in writing identifying the basis for the decision and the effect of that decision on the student's ability to participate in a class, a course of study, or attendance at the College. The student shall be entitled to appeal the College's determination to the President/ Director of the College. The written appeal must be submitted within ten (10) school days of the College's written determination. The appeal must include:

- identification of the student's disability,
- the reasons for objecting to the College's determination,
- any supplemental information for consideration regarding the College's determination,
- copies of any Accommodation Request and Accommodation Plan forms verifying the current accommodation plan.

The student also must attach any additional documentation regarding the disability that the President/Director should review or is requested by the President/Director. The student's filing of an appeal according to this procedure does not mean that the student gives up his/her right to pursue other appeal processes through outside regulatory agencies.

Within fifteen (15) school days of his/her review, the President/Director will inform the student as to his/her decision regarding the College's determination. During the course of the appeal process, the College's initial determination shall continue in effect. Final determination of all direct threat assessments will be made in accordance with the mandates of Section 504 and the ADA, as well as court and Department of Education/ Office of Civil Rights rulings related to these two laws as they may apply to the College.

Nothing herein shall be construed to preclude the College from taking interim steps to address an immediate safety concern, or from protecting and enforcing its rights.

Reinstatement

A student's withdrawal from the College will remain in effect until the student adequately demonstrates that his or her behavior no longer constitutes a direct threat of harm to self or others. To apply for reinstatement to the College, the student must submit a request to the President/Director, and arrange for the submission of documentation from his or her licensed mental health provider confirming that the student no longer presents a direct threat of harm to self or others, as defined in this policy. The student must authorize verbal and written communication about his or her condition between all licensed mental health providers involved in this process and the appropriate College staff. The President/Director will review this information and provide a recommendation to the President regarding the student's eligibility for reinstatement. The President/Director may require the student to undergo, at the College's expense, additional psychological evaluation by a licensed mental health provider designated by the College. The results of such an evaluation shall be conveyed to the President/Director for consideration. The student's eligibility for reinstatement will be determined in accordance with the College's policies and practices. The College normally will notify the student of the decision to grant or deny reinstatement within fifteen (15) days of the President/Director's review.

If the student is approved for reinstatement to the College, any violations by the student of the College's policies and procedures must be reviewed and resolved, and all applicable academic requirements met, before the student will be permitted to re-enroll in the College.

Appealing an Application for Reinstatement

A student may appeal the denial of an application for reinstatement by submitting a written appeal to the President. The written appeal must be submitted within ten (10) school days of the denial and include the following:

- The dates of the application and denial of the request for reinstatement;
- Any support for the student's position that the student is eligible for reinstatement and should have been granted reinstatement, including submission of supporting documentation from his or her licensed mental health provider confirming that the student no longer presents a direct threat of harm to self or others, as defined in this policy.

As with the process for applying for reinstatement, the student must authorize verbal and written communication about his or her condition between all licensed mental health providers involved in this process and the appropriate College staff. In addition, the College may require the student to undergo, at the College's expense, additional psychological evaluation by a licensed mental health provider designated by the College. The results of such an evaluation shall be conveyed to the College for consideration. The College normally will notify the student of the decision to grant or deny the appeal of the denial of the application for reinstatement within fifteen (15) days of the President's review.

The student's filing of an appeal according to this procedure does not mean that the student gives up his/her right to pursue other appeal processes through outside regulatory agencies.

Rights and Responsibilities Relating to Students with Disabilities

College personnel maintain the following rights and responsibilities:

- Establish and maintain the academic and technical standards for the courses, programs and activities offered, and evaluate students using those standards.
- Evaluate students on the basis of their abilities, not disabilities.
- Provide reasonable accommodations for otherwise qualified students with disabilities in courses, programs or activities offered by the College.
- Maintain the confidentiality of student records, except where permitted or required by law.
- Request students to identify a disability and request accommodation in a timely manner.
- Confirm a student's disability status by requesting and receiving current, relevant documentation to support a request for accommodation.
- Deny a request for accommodation if the student fails to provide the requested documentation or if the documentation establishes that the accommodation is not warranted.
- Determine the appropriate standards for the construction and maintenance of its facilities.
- Select the reasonable accommodations to be provided from among equally effective accommodations.
- Refuse unreasonable accommodations, service requests, and/or facility-related barrier removal requests that pose a threat to health and safety and/or fundamentally alter a course, program or activity of the College.

Otherwise qualified students with disabilities have the following rights and responsibilities:

- Meet the academic and technical standards for the courses, programs and activities in which they wish to participate.
- Provide timely notice to the President/Director when an accommodation is needed.
- Provide documentation of one's disability and the impact of the disability on the student's participation in a course, program or activity.
- Follow all required College procedures to obtain reasonable accommodations from the College.
- Participate fully or equally in the College's courses, programs or activities with reasonable accommodations.
- Expect confidentiality with regard to records, including those related to disability.

Upon enrollment, Coyne College expects that each student will continue to demonstrate that they are otherwise qualified by meeting or exceeding the academic standards set by the College whether or not accommodations have been requested and/or utilized.

Accommodations and Services Provided by Coyne College

Depending on the nature of the disability, students at Coyne College have access to tools and resources designed to be supportive and promote the development of self-advocacy skills while maintaining fundamental academic integrity and standards. These services include:

Academic Accommodations
Such as preferential seating in class, taped lectures, volunteer note-takers, textbooks in alternative formats, enlargements of syllabus, and class handouts.

Test/Quiz Accommodations
Such as separate testing rooms, readers, scribes, and extended time.

Adaptive Technology
Dragon Naturally Speaking speech recognition software is typical of the kind of technology that Coyne may elect to make available.

Confidentiality and Disclosure of Disability Information

Disability-related information provided to the President/Director is considered an educational record; therefore it falls under the protection of the Family Educational Rights and Privacy Act (FERPA). FERPA permits the College to share information about the impact of a disability and accommodation eligibility with other College officials who have a legitimate educational interest. A College official includes, but is not limited to, faculty and instructional staff, academic deans and advisors, police and security, and counseling staff.

Legitimate educational interest means the College official needs to review an educational record or receive educational record information in order to fulfill his or her professional responsibilities. Sharing this information does not require student consent under FERPA.

Disclosure of educational record information to a College official having a legitimate educational interest does not, however, constitute authorization for that person to transmit, share, or disclose any or all of that information to a third party who does not have a legitimate educational interest.

Disability information is generally housed in the office of the President/Director or his/her designee, unless the student also provides it to another campus department.

Student Complaint/Grievance Procedure

Student complaints are handled as follows:

Step 1: Students are encouraged to try to resolve their particular complaint or problem by first bringing the complaint to the attention of the Instructor.

Step 2: If the Instructor is unable to furnish a satisfactory solution, the student should see the Director of Education. Students are encouraged to voice any complaints, concerns, or suggestions to the Director of Education. If, in the opinion of the Director of Education, the complaint warrants documentation, an incident report will be completed.

Step 3: If the student remains unsatisfied after meeting with the Director of Education, the student should write down the nature of the complaint and the reasons for dissatisfaction. This written complaint should be given to the school's President. Anonymous complaints will not be recognized. The President will respond within three working days of receiving the written complaint. The complainant will be provided with the school's final decision regarding the complaint and the reasons for the decision.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the President/Director's Office. The school is regulated and licensed to operate by the Illinois Board of Higher Education under a state law called the Private Business and Vocational Schools Act. You have the right to file a written complaint of violation by this school of any provisions of this law.

The school must, among other things:

- Provide information about the school which is free from misrepresentation, deception or fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the school's current catalog and any addenda for you to read prior to the signing of the enrollment agreement.
- Disclose information about the school's graduation, completion, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English, the screening must include the language.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.
- Teach only courses and employ only teachers that are approved by the Illinois Board of Higher Education.
- Provide safe and sanitary facilities, equipment, and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the "Act" to students who withdraw before completion of the course of instruction in which enrolled.

Coyne College is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Complaints against this school may be registered with the Illinois Board of Higher Education.

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
(217) 782-2551 • www.IBHE.org

You may also bring court action against the school if you suffer damages as the result of the school's or its representative's violation of the law.

STAFF AND FACULTY DIRECTORY STUDENTS WITH DISABILITIES

For a full listing of Coyne College Staff and Faculty please refer to http://www.coynecollege.edu/faculty-staff-directory

Coyne College Websites

www.coynecollege.edu

www.facebook.com/coynecollege
www.facebook.com/coynecareerservices

www.youtube.com/coyne1899

https://twitter.com/CoyneCollege

http://caief.org

https://www.instagram.com/explore/locations/7298829

https://www.coynecollegerc.com

Coyne College Student Portal - Stay updated on your personal Coyne College information
Construction Trades Students - https:// coynemainportal.topschoollive.com
Allied Health Students - https:// coynebranchportal.topschoollive.com

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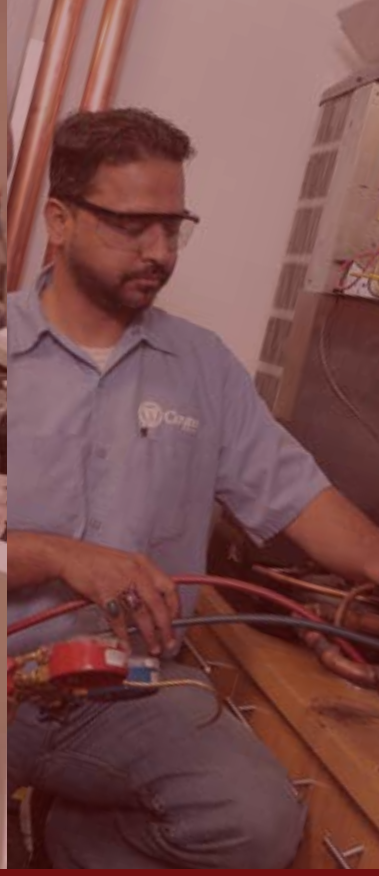

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