

# **Capstone Career Institute**

18601 Lyndon B Johnson Fwy, Suite 725, Mesquite, TX 75150

*Where Education Goes to Work!*

2021 CATALOG

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## **MESSAGE FROM THE BOARD**

Welcome to Capstone Career Institute where our aim is to offer job training in industries where the jobs are. We train and prepare students for entry-level positions and help them transition to a job in that industry.

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

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

Capstone Career Institute

# GENERAL INFORMATION

## **Mission Statement**

The mission of Capstone Career Institute is to be the premier provider of training programs that lead to good jobs in the industry our students have chosen.

## **Objectives**

The following objectives are implemented to fulfill the mission statement:

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

## **Company History**

Capstone Career Institute is a Dallas-based company that was established in 2021 as a division of Peloton College, LLC. The school was founded to fulfill a need in the community to fill entry-level positions in web application development, diesel mechanic, and allied health fields of training.

## **Campus and Facilities**

Capstone Career Institute is located at 18601 LBJ Fwy., Suite 725, Mesquite, TX 75150. The campus consists of retail space divided among lecture rooms, technology labs, a lounge area, and administrative offices. Computers and software applications needed for programs are available for student use. Labs are equipped with industry standard equipment relevant to what is currently in use in the field. The building is handicap accessible and adheres to state and federal fire and safety regulations.

# ORGANIZATION AND GOVERNANCE

## **Legal Status**

Capstone Career Institute is a private, co-educational Career School registered as a Limited Liability Corporation with the Texas Secretary of State. Members of the LLC include Larry Van Loon, President; Larry A. Jobe, CFO and Treasurer (owner of member, Larry A. Jobe and Assoc.); Carlos Strength, Member and CEO; Dr. Arthur Johnson, Member; and L.A. Jobe & Company (owned by Lowell A. Jobe), Member. The school assumes full responsibility for any agreement reached between the student and the school.

## **Authorization**

Capstone Career Institute is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas,

# **ADMISSIONS**

## **Admissions Requirements**

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

### **Acceptance into Capstone Career Institute requires that the applicant:**

1. Be at least 17 years of age or older on the date of enrollment. \*
2. Have a high school diploma or equivalent (GED, and/or a recognized Home School Completion Certificate/Diploma)
3. Pass Wonderlic entrance exam with a score of 14 or better (may vary where noted by program).
4. Must not be enrolled at a primary or secondary Institute.

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

## **Admissions Process**

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

## **Acceptance to the School**

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

## **Start Date Policy**

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

## **Reasonable Accommodations**

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

## **Immunization Requirement**

The health and safety of students is important to Capstone Career Institute. Although immunizations are not generally required, there may be exceptions by program or from some employers. All students are strongly encouraged to obtain or bring immunizations current for their own protection. Students may obtain information regarding the consequences of outdated immunizations for certain diseases, the age groups most vulnerable to these vaccine preventable diseases from the Texas Department of State Health Services website: [www.dshs.gov/immunize/](http://www.dshs.gov/immunize/).



# HOURS OF OPERATION

## **Business Office Hours:**

Monday through Friday 9:00 a.m. – 6:00 p. m.

Day & Evening Classes – Hybrid Program\*: Classes are held on Monday through Friday in person at the campus and/or synchronous online.

## Morning Classes

9:00 a.m. – 1:00 p.m.

## Afternoon Classes

1:00 p.m. – 5:00 p.m.

## Evening Classes

6:00 p.m. – 10 p.m.

Ten-minute breaks are included in every 60 minutes of class.

\*Class offerings are subject to minimum enrollment for each session.

## School Breaks:

Memorial Day

Independence Day (Observed)

Labor Day

Thanksgiving Day and Friday following Thanksgiving Day

Winter Break (December 24<sup>th</sup> – Observed January 1<sup>st</sup> holiday)

# ACADEMICS – DIPLOMA PROGRAMS

## Full Stack Web Developer with Ruby-on-Rails

(600 clock hours)

Description/Objectives: The Full Stack Web Developer Ruby-on-Rails program is designed to introduce participants to building dynamic, database-backed web applications with the popular Rails web framework. Participants receive hands-on experience planning, designing, coding, securing, testing, and deploying dynamic web applications. Participants also learn how to use Rails-flavored Ruby language features, Git, Heroku, and other valuable web development tools.

Upon Completion, students will have the basic skills necessary to work as a web application developer with Rails. A Ruby-on-Rails developer is responsible for writing server-side web application logic in Ruby, around the framework Rails. Ruby-on-Rails developers usually develop back-end components, connect the application with the other (often third-party) web services, and support the front-end developers by integrating their work with the application. Ruby on Rails, as a framework, has gained popularity tremendously over a short period of time. The goal of the framework is to reduce the time and effort required to build a web application.

This course prepares individuals for entry-level jobs as web developers, or software developers. Graduates may find suitable employment at various employers, such as web development/design firms, advertising firms, or in the web/software development departments of businesses. Students will learn to develop, design, deploy, and manage their own web designs. Upon completion of this program, students will be able to work in a collaborative team environment using modern web and programming technologies in the MySQL, Java, JavaScript, jQuery and HTML/CSS technology areas incorporating Ruby on Rails.

At the conclusion of this program, students will be able to:

- Install and configure a complete Rails environment.
- Build and deploy a complete Rails application from start to finish.
- Transform static sites and pages into dynamic web applications.
- Understand and work with the powerful Model-View-Controller (MVC) pattern.
- Structure page layouts with Bootstrap, custom CSS, and Sass.
- Take advantage of useful Ruby language features.
- Secure sites with registration, password authentication, and SSL.
- Support microposts, followers, and other user collaboration features.

Minimum Wonderlic Entrance score: 20 or better.

Program Length: 7 months (approx. 30 weeks)

### PROGRAM CURRICULUM OUTLINE

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours
RWD 100	Module 1: Web Coding Basics	40	40	80
RWD 200	Module 2: Full Stack Web Developer	120	120	240
RWD 300	Module 3: Ruby on Rails	100	100	200
RWD 400	Capstone Project	0	80	80
<b>Program Total</b>		<b>260</b>	<b>340</b>	<b>600</b>

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

Outside study may be required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Out-of-class assignments will be presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors.

**Course Descriptions:**

**RWD 100      Module 1: Web Coding Basics**

<b>Total Hours</b>	80	This course covers basic web concepts and web coding concepts including HTML, building HTML documents, CSS, building and styling HTML text, HTML5 semantic elements, how to add images and multimedia, and building and using HTML forms.
<b>Lec / Lab</b>	40 / 40	
<b>Prerequisite</b>	None	

**RWD 200      Module 2: Full Stack Web Developer**

<b>Total Hours</b>	240	This course covers basic web coding using HTML, CSS, JavaScript, and jQuery. Upon completion students should be able to use HTML, JavaScript, and CSS to perform front-end development tasks.
<b>Lec / Lab</b>	120 / 120	
<b>Prerequisite</b>	RWD 100	

**RWD 300      Module 3: Ruby on Rails**

<b>Total Hours</b>	200	This course covers using Ruby on Rails to develop basic custom Web applications. Upon completion students should be able to Ruby on Rails to complete their capstone project.
<b>Lec / Lab</b>	100 / 100	
<b>Prerequisite</b>	RWD 200	

**RWD 400      Capstone Project**

<b>Total Hours</b>	80	This course comprises of an instructor guided capstone project. The standard project is a group project though a solo project may be approved by the instructor if deemed appropriate.
<b>Lec / Lab</b>	00 / 80	
<b>Prerequisite</b>	RWD 300	

<b>Full Stack Web Developer with Ruby-on-Rails</b>	
<b>600 Contact Hours</b>	
Tuition	\$12,000.00
Registration Fee	\$100.00
Textbooks:	\$195.00
<b>Total Cost of the Program</b>	<b>\$12,295.00</b>

# Phlebotomy Technician

(96 clock hours)

Description/Objectives: The Phlebotomy Technician is an integral part of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro-techniques. Phlebotomists generally work for laboratories, hospitals, clinics, and physician offices. The phlebotomist facilitates the collection and transportation of laboratory specimens and is often the patient's only contact with the medical laboratory.

Phlebotomist responsibilities may include drawing blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories, or similar facility for medical purposes, assembling equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol, verifying or recording identity of patient or donor, conversing with patient to allay fear of procedure, applying tourniquet to arm, locating vein, swabbing area with disinfectant, and inserting needles into vein to draw blood into collection tube (may also prick finger instead of inserting needle), labeling and storing blood container for processing, conducting patient interview, taking vital signs, and testing blood samples to screen donors at a blood bank, being able to analyze information and make appropriate recommendations.

Upon successful completion of this program, students should possess knowledge of:

- Role of the Phlebotomist
- Quality Assurance and Legal issues
- Universal Precautions
- Basic Medical Terminology, Basic Anatomy, Physiology and Circulation
- Blood Collection Equipment and Additives
- Venipuncture Specimen Collection Procedures
- Butterfly Needle Technique
- Blood Collection Variables and Complications
- Procedural Errors and Troubleshooting
- Specific Testing and Collection Requirements
- Specimen Handling and Processing

Program Length: 6 weeks

## Admission Requirements:

- Must be at least 18 years of age. (17 if high school grad and with legal guardian permission)
- Possess a high school diploma or equivalent (GED/HiSET)
- Pass a Wonderlic aptitude test (Passing score of 14).
- Have all immunizations and health records current and up to date. (Tb, Varicella, MMR, Tdap, Hepatitis)
- Must pass a background or criminal check and a drug test.
- Possess a current BLS/CPR certification.

## PROGRAM CURRICULUM OUTLINE

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours
PB - 100	Anatomy and Physiology and Introduction to Phlebotomy	12.00	12.00	24.00
PB – 200	Fundamental Phlebotomy	12.00	12.00	24.00
PB – 300	Advanced Phlebotomy	12.00	12.00	24.00
PB – 400	Professional Development and Certification Exam Prep	12.00	12.00	24.00
	<b>Program Totals</b>	<b>48.00</b>	<b>48.00</b>	<b>96.00</b>

**Graduation Requirements:**

A minimum grade of 70% must be obtained on the final exam for the student to graduate. Course Completion Certificates will not be issued to final averaged less than 70%. A Certificate of Completion will be given to the student after successful completion of the program.

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

Outside study may be required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Out-of-class assignments will be presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors.

**Course Descriptions:****PB - 100 Anatomy and Physiology and Introduction to Phlebotomy**

<b>Total Hours</b>	24	The student will learn Medical terminology the spelling and correct terms to use for all parts of the body. The language of medicine including suffixes, prefixes, and root words with emphasis on terminology associated with anatomic systems. The students will also learn basic anatomy and physiology. Students will also learn terms related to common disorders, diseases, and treatments. Students will learn the process of blood draws and types with emphasis on medical ethics that set the standards of conduct for health care professionals.
<b>Lec / Lab</b>	12 / 12	
<b>Prerequisite</b>	None	

**PB – 200 Fundamental Phlebotomy**

<b>Total Hours</b>	24	The student will learn the application and experience in the practice of phlebotomy. This will include hands on drill with lab simulations on manikins. Students will learn fundamental techniques in collecting venous blood and capillary blood specimens. Topics include anatomy and physiology as related to specimen collection, properties of arterial blood venous blood; specialized collection equipment, specialized collection techniques; requisitioning, specimen transport and specimen processing, and quality assurance. Students will earn HIPAA training and the phlebotomy foundations, common blood test and order of blood draws. Lab work includes hands on drill with simulations, check offs, capillary and wing infusion, HIPAA exam.
<b>Lec / Lab</b>	12 / 12	
<b>Prerequisite</b>	PB – 100	

**PB - 300 Advanced Phlebotomy**

<b>Total Hours</b>	24	In this course students will learn the application of phlebotomy techniques that will be used in a clinical laboratory settings or healthcare environment. Focusing on safety, quality control, communication, interpersonal skills, and ethical considerations relating to patients. Syringe draws, venipuncture, Butterfly Draw, Butterfly Draw with syringe, Hard stick Draw. Critical analysis of issues and moral problems affecting all thinking adults. Lab work includes 50 sticks, class activities, practicing techniques and theory.
<b>Lec / Lab</b>	12 / 12	
<b>Prerequisite</b>	PB – 200	

**PB - 400****Professional Development/Certification Exam Prep**

<b>Total Hours</b>	24	In this course, students will learn professional development, customer service, resume and interview preparation, job searching workshop and certification exam prep.
<b>Lec / Lab</b>	12 / 12	
<b>Prerequisite</b>	PB – 300	

<b>Phlebotomy Technician</b>	
<b>96 Contact Hours</b>	
Tuition	\$850.00
Registration Fee	\$50.00
Qbank/Practice	\$75.00
Textbooks/Supplies:	\$95.00
<b>Total Cost of the Program</b>	<b>\$1,070.00</b>

# Medical Assistant

(560 Contact Hours, 45 Quarter Credit Hours)

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

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

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

**Program Length:** — Main Campus 28 weeks Day/Evening – Branch Campus 28 weeks Day/Evening

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

## PROGRAM CURRICULUM OUTLINE\*\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN 099	Intro to Career Development and Student Success	20	0	0	20	2
MEDI 211	Anatomy and Physiology for Medical Assistants I	30	0	0	30	3
MEDI 111	Electrocardiography Theory	10	0	0	10	1
MEDI 151	Vital Signs Theory	10	0	0	10	1
MEDI 126	Medical Law and Ethics	20	0	0	20	2
MEDI 221	Medical Assisting Lab Applications I	0	30	0	30	1.5
MEDI 212	Anatomy and Physiology for Medical Assistants II	30	0	0	30	3
MEDI 231	Medical Office Practices & Patient Services	20	20	0	40	3
MEDI 222	Medical Assisting Lab Applications II	0	30	0	30	1.5
MEDI 213	Anatomy and Physiology for Medical Assistants III	30	0	0	30	3
MEDI 141	Software in the Medical Office	10	30	0	40	2.5
MEDI 223	Medical Assisting Lab Applications III	0	30	0	30	1.5
MEDI 214	Anatomy and Physiology for Medical Assistants IV	30	0	0	30	3
MEDI 121	Medical Insurance and Billing	20	20	0	40	3
MEDI 224	Medical Assisting Lab Applications IV	0	30	0	30	1.5
MEDI 215	Anatomy and Physiology for Medical Assistants V	30	0	0	30	3
MEDI 146	Pharmacology and Administration of Meds Theory	20	0	0	20	2
MEDI 116	Hematology/Phlebotomy Theory	20	0	0	20	2
MEDI 225	Medical Assisting Lab Applications V	0	30	0	30	1.5
BPCD 240	Career Development	40	0	0	40	4
	<b>Program Total*</b>	<b>340</b>	<b>220</b>	<b>0</b>	<b>560</b>	<b>45.0</b>

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

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

Outside study is required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors.

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

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

**MEDI 111 Electrocardiography Theory**

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

**MEDI 116 Hematology/Phlebotomy Theory**

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

**MEDI 121 Medical Insurance and Billing**

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

**MEDI 126 Medical Law and Ethics**

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



**MEDI 141      Software in the Medical Office**

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

**MEDI 146      Pharmacology and Administration of Medications Theory**

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

**MEDI 151      Vital Signs Theory**

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

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

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

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

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

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

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

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

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

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

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

**MEDI 221            Medical Assisting Lab Applications I**

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

**MEDI 222            Medical Assisting Lab Applications II**

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

**MEDI 223            Medical Assisting Lab Applications III**

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

**MEDI 224            Medical Assisting Lab Applications IV**

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

**MEDI 225 Medical Assisting Lab Applications V**

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

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

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

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	All Except MEDI 400	

<b>Medical Assistant</b>	
<b>560 Contact Hours, 45 Quarter Credit Hours</b>	
Tuition	\$12,400.00
Registration Fee	\$100.00
Exam Fee:	\$225.00
Textbooks Option:	\$225.00
<b>Total Cost of the Program</b>	<b>\$12,950.00</b>

# ACADEMIC INFORMATION

## Definition of Clock Hour

Where the Institute indicates a program is measured in Clock Hours, a clock hour is 50 minutes of class within a 60 minute period (typically scheduled as 50 minutes of class time and 10 minutes of break time)..

## Homework or Out-Of-Class Assignments

Students may be required to complete a minimum number of hours of homework or out-of-class assignments where indicated for each program. Homework may include reading assignments, chapter or workbook assignments, research projects, virtual labs, and/or essays. The instructor will outline the out-of-class assignments as required by the course topic. These will be graded assignments and will be included in the final grade determination.

## Distance Education for Programs

In a hybrid manner, students will take classes via distance learning on 1 to 2 scheduled days per week via Google Classroom (1 or 2 days varies by program schedule). Numerous locations have high-speed internet availability if a student does not have access at home. Students may come to the campus, if needed, to complete the distance education portion of each course. Total course time delivered online shall not exceed 50% of total hours of the program. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

## Tutorial Assistance—Private Instruction

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

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

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

## Transfer of Credits to Programs at Capstone Career Institute

Continuity of the program is essential to the development of the student's knowledge of the subject and its applications to the profession. Therefore, Capstone Career Institute does not accept credit transfers unless it is deemed appropriate by the Campus President that the credit is consistent with the Institute's course objectives, course by course. The Campus President will evaluate an official transcript from another Institute for any possible transfer of credits into Capstone Career Institute. In addition to compatibility of prior courses and accreditation, other pertinent factors are taken into consideration including completion of the transferring course within the last 5 years with an earned grade of "C" or above. The Institute may give credit for courses up to a maximum of 50 percent of the required program hours for graduation for which the student is enrolling.

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

## Transfer of Credits from Capstone Career Institute to Other Institutes

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

## Transfer of Credits from Programs at Capstone Career Institute

Students may transfer credits from one program to another at Capstone Career Institute provided the courses are the same credits, the same content, were completed with a “C”, and were taken within the past five years.

## Transcripts

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

## Articulation Agreements

The Institute does not currently have an Articulation Agreement with an outside institution in place.

## Honors and Awards

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

## Attendance/Tardiness

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

### Requirements for attendance:

1. Students who have excessive, non-consecutive absences or who have accumulated 50 percent of the allowable absences will be put on a probationary status for the remainder of the program. Attendance begins on the first day of the program.
2. Students who miss more than 20 percent (25 percent of total course time for seminars) of the total hours of the program will be terminated from the program even with legitimate reasons for the absences.
3. Students who are absent for more than 10 consecutive scheduled days will be terminated from the program. Absences are calculated by using the last day of scheduled class attendance.
4. Students whose enrollments are terminated for violation of the attendance rules may not re-enroll before the start of the next grading period. This provision does not circumvent the approved refund policy.
5. Students terminated more than once due to lack of attendance may be readmitted only at the discretion of the Campus President and no sooner than the next grading period.
6. Students may appeal to the Campus President if they feel an error has been made in their attendance calculation.
7. At the discretion of the school director, the school will not be required to terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

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

## GRADING POLICIES

### Grading Scale

Grade	Numeric Grades	Points
A	100 - 90	4.0
B	89 - 80	3.0

C	79 - 70	2.0
D	69 - 60	1.0
F	59 and below	0.0
I	Incomplete	--
P	Pass	--
U	Unsatisfactory	--
TC	Transfer Credit	--
W	Withdrawal	--

### **Pass – Fail (Unsatisfactory) Grading**

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

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

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

### **Withdrawn, Withdrawn Failing, Transfer of Credits**

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

### **Grade Questions**

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

### **Remedial Work**

There are no remedial courses.

### **Grading Procedures**

Grade reports are distributed to students at the end of each grade period. Capstone Career Institute uses a system of letter grades and qualitative points to evaluate student performance. Grade point averages are computed on a four-point grading system. Grading is based on classroom performance, assignments, and periodic written and practical examinations. All grades are available for review on a regular basis. Failure to maintain a satisfactory academic standing will result in academic warning or probation and eventually dismissal or termination. To successfully complete each course, a student must achieve a minimum grade of 60 percent or better except in cases where minimum grade requirements are higher for a program as outlined in the program information in this catalog.

## **Graduation Requirements**

To graduate the student must:

1. Complete with passing grades all requirements for the program within the maximum time frames permitted, attain a minimum cumulative GPA of 2.0 and complete all courses with the stipulated minimum passing grade.
2. Return all property belonging to the Institute.
3. Complete an exit interview.

Upon graduation, a diploma or certificate (dependent upon student program enrollment) will be granted.

## **Repeating a Course**

Students must repeat courses in which they have received an “F” or “I” grade or from which they withdraw or where minimum course grades are not met. The higher grade between the original course attempt and the repeat will be count towards the student’s grade-point average. Classes in which students have receive a grade of “D” may be repeated; however, approval from the Campus President is needed to repeat a “D” course (except in cases where the minimum grade requirement is higher, and a student must repeat the course). There will be a charge of an additional \$100 for each course repeated more than once.

## **Make-Up Assignments**

The student is fully responsible for all work assigned in any class. If a student is absent, he/she should contact the instructor upon returning to class for assignments or lecture notes that were missed. All assignments approved by the instructor for make-up must be submitted by the assigned date. No make-up assignments will be accepted beyond 2 weeks after the end date of a course. The student should obtain phone numbers of classmates to obtain assignments in an emergency. The student is responsible for being in class on test days. Make-up exams are scheduled outside regular class time at the discretion of the instructor. If allowed, make-up exams must be taken on the next day the student is in attendance. Quizzes cannot be made up. All make-up work (assignments, tests) is subject to grade penalties as outlined in the course syllabus. Where required by programmatic regulations, all missed hours of class must be made up in order to fulfill the training time requirements of the program.

No more than 5% of the total course time hours may be made up. The make-up hours will be supervised by a course approved instructor, require the student to demonstrate substantially the same level of knowledge as expected of a student who attended the class session, be completed within 2 weeks of the end of the grading period of the absence, and be properly documented by the school (per TWC requirement) and signed and dated by the student to acknowledge the session.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress or SAP is the minimum level of academic standards set by an institution that a student must meet to be considered as progressing satisfactorily in their program of study. Minimum levels of academic standards may be static or can vary over a period of time depending on the program.

SAP will be measured at program specific intervals typical at the end of each grade period but not to exceed at least every 8 weeks. Course incompletes and transfer credits (from other institutions) will have no effect on the cumulative grade point average. When a course is repeated, only the higher grade achieved will be calculated for cumulative grade point average purposes. Capstone Career Institute does not offer remedial courses.

SAP evaluation will include the CGPA and a quantitative analysis of progress in the program. The student will have up to 150% of the published length of the program to satisfactorily complete all the hours and must be on schedule to do so.

The following SAP evaluation standards and periods will apply to students enrolled in a clock hour program:

Satisfactory Academic Progress will be evaluated at the end of each grade period. A course grade of 2.0 or better for all courses including clinicals (if applicable) is required to meet SAP. Students shall adhere to the school and any program/course specific attendance policies. Failure to adhere to attendance requirements could result in termination of enrollment of a student.

General guidelines for Satisfactory Academic Progress (SAP) are as follows:

- At each assessment period, the student must achieve a GPA of 2.0.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

Satisfactory Academic Progress Assessment Outcomes

1. When a student considered to meet SAP subsequently fails to meet SAP at the end of an evaluation period:
  - The student will be placed on Academic Probation for the next evaluation period and will be so advised.
2. Satisfactory Academic Progress following Academic Probation. At the end of the Academic Probation period, the student's SAP will be assessed and one of the following actions will occur based on the results of the assessment:
  - The student is making SAP - The student will be removed from Academic Probation status.
  - The student makes SAP for the evaluation period but does not meet overall SAP, the student will continue on Academic Probation status.
  - The student does not meet SAP for the evaluation period, the student's enrollment shall be terminated.If a student fails to achieve overall SAP for the program at the end of two successive evaluation periods, the student's enrollment shall be terminated.

Changing diploma programs at Capstone Career Institute may affect SAP status even in circumstances where no transfer credit for associated courses is applicable. A student with an adverse SAP standing from the original program will begin the new program under the same SAP status and remain so until the next evaluation period to determine SAP status at that time. Transfer credit for associated courses in programs when changing from one program to another at Capstone Career Institute will count in SAP evaluations.

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

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

**Qualitative Requirements for Diploma Programs:**

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

A	100 – 90	4.0
B	89 – 80	3.0
C	79 – 70	2.0
D	69 – 60	1.0
F	59 – 0	0.0

**Quantitative Requirements for Diploma Programs:**

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

<b>Diploma Program</b>	<b>Minimum Hours</b>	<b>Maximum Hours</b>
Phlebotomy	96 hours	144 hours
Diesel Technician	200 hours	300 clock hours

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



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

A student who wishes to temporarily interrupt his/her progress must submit a request for a leave of absence (LOA) in writing. An LOA is granted on a case-by-case basis by the Campus President. A student who has been approved to be placed on a Leave of Absence (LOA) is on a temporary separation from the Institute, which means that the student is not an active student. Students on LOA are not to fulfill any coursework requirements during their time on leave. A student on a leave of absence will have limited access to Institute facilities normally available to enrolled students. The student on leave of absence may be able to access his/her assigned email, but will not be able to access the online course(s) or participate in the classes on ground as well as all class/course-related activities.

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

## **OFFICIAL WITHDRAWAL**

If circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the Campus President and/or Program Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the effective date of withdrawal. To officially withdraw from Capstone Career Institute the student must initiate the withdrawal process. The Institute's Cancellation & Refund Policy will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

## **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If the school initiates the withdrawal of a student due to the student not meeting SAP requirements, the attendance policy, disciplinary reason, or other disclosed reason, the student will be deemed to be an unofficial withdrawal from Capstone Career Institute. The Campus President and/or a designated representative of the school must complete the Withdrawal Form and reference the last date of attendance and the date it was determined that the student be withdrawn. The last date of attendance will be used for the Cancellation & Refund Policy calculation.

## **FINANCIAL SERVICES**

### **Possible Finance or Payment Information for Students**

Capstone Career Institute has the following payment options: Cash, cash payments ISA agreements.

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

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may

retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## REFUND POLICY

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

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

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

## REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

### **Withdrawal after Class Start**

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

1. The date the student notifies the Campus President in writing that he/she has withdrawn or the date of withdrawal, whichever is earlier;
2. The first-class day following more than ten consecutive class days of absences;
3. The date that the Institute terminates the student's enrollment

If a student completes the program in less time than the published course duration, the contracted tuition will be fully earned.

### **Overpayments**

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay will be processed in accordance with the granting agency requirements. Failure to return unearned grant funds could result in no future grant eligibility.

# STUDENT SERVICES INFORMATION

## FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. At Capstone Career Institute FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the Institute, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by the Institute is:

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

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

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

- Sole possession records (those records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, if employment is not contingent upon being a student.
- Law enforcement records.

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

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

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

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

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpc/](http://www.ed.gov/policy/gen/guid/fpc/)

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

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

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the Institute.

In emergency or crisis situations, the Institute may release non-directory information if the Institute determines that the information is necessary to protect the health or safety of the student or other individuals.

### **Code of Conduct**

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

## Personal Appearance and Student Dress

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

The following are never considered “appropriate business casual attire”:

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

## Levels of Disciplinary Action

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

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

## Institute Rules

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

1. Intentionally causing physical harm to any person on Institute premises or at Institute-sponsored activities or intentionally or recklessly causing reasonable apprehension of such harm or hazards.
2. Unauthorized use, possession, and storage of any weapon on Institute premises or at Institute-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report; warning; or threat of fire, explosion, or other emergency on Institute premises or at Institute-sponsored activities.
4. Intentionally interfering with normal Institute or Institute-sponsored activities including but not limited to studying; teaching; research; and Institute administration fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with Institute

policies, regulations, and procedures.

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

23. Use or possession of an alcoholic beverage on the Institute's premises.
24. Nonpayment or failure to pay a debt owed to the Institute with intent to defraud.
25. Requesting funds or loans – or loaning money – to a fellow student.
26. Unauthorized photographs of students or CAPSTONE CAREER INSTITUTE facilities
27. Students are bound by the Student Code of Conduct and all policies of CAPSTONE CAREER INSTITUTE.

### **Student Rights**

Students accused of violating institutional regulations, laws or conduct upheld by CAPSTONE CAREER INSTITUTE retain the following rights:

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

### **Academic Advisement**

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

### **Graduate Placement Assistance**

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

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

**Career services offered by the Institute are not an obligation or a guarantee of employment or how much a graduate will earn.**



## **Personal Services**

Capstone Career Institute offers continuous educational advisements to currently enrolled students and qualified graduates. Staff members and instructors are encouraged to mentor students for their professional growth. Students who need additional services may be referred to professionals who can assist them. These professionals may be employees at health facilities, financial consultants, religious leaders/Institutes, and social service agent. Capstone Career Institute staff members and instructors are not qualified to assist in these areas nor does Capstone Career Institute offer medical services to its students.

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

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

## **Non-Smoking Facility**

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

## **Cell Phone Use**

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

## **Emergency Procedures**

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

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

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

## **Constitution Day**

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

## **Voter Registration**

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

## **Copyright and Computer Use Policy**

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

### **Administrative Rule**

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

### **Fair Use**

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

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

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

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

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

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

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

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

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

### **Institute Disciplinary Actions**

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

### **Internet Guidelines**

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

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

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

### **Privileges**

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

### **Users' Obligations**

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

- Institute related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyright material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the Institute's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.

- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

### **Netiquette**

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

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

### **Security**

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

### **Vandalism**

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

### **Accounts and Account Passwords**

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

### **Grievance Policy**

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

1. Discuss the problem with the appropriate instructor or staff member.
2. If unsatisfied, the student may appeal to the Campus President.
3. If unsatisfied after Steps 1 and 2, the student can appeal to the Board of Directors or a member of the Board of Directors.

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

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

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

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

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

### **Resolution of Disputes**

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

1. The parties shall make an initial attempt, in good faith, to resolve the dispute in accordance with the Grievance Procedure as stated in the catalog.
2. If the dispute cannot be resolved through the Grievance Procedure, then the dispute shall be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination and is designed for a quick, practical, and inexpensive resolution of claims. The arbitration between the student and the school will be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and, to the extent not inconsistent with such rules, the Federal Arbitration Act, subject to the following modifications:
  - a. The arbitration shall be conducted before a single arbitrator who shall be experienced in the resolution of commercial disputes.
  - b. The site of the arbitration shall be the city in which the Institute is located.
  - c. The substantive law, which shall govern the interpretation of this agreement and the resolution of any dispute, will be the law of the state where the Institute is located.

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

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

### **Limitation of Action**

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

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

The faculty and staff of the Institute recognize that at times problems and complaints may arise. The Institute is committed to keeping the lines of communication open with all students, graduates, and other parties who have an interest in the actions of the Institute. Therefore, the Institute has established a complaint policy to help resolve these situations. The complaint procedure will be discussed in orientation for new students and is posted in an area accessible to all students. In addition, a copy of the policy may be obtained from the Campus President.

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

If a student does not feel that the Institute has adequately addressed a complaint or concern, the student may consider contacting the Texas Workforce Commission (TWC). Any complaint considered by TWC must be in written form with permission from the complainant for TWC to forward a copy of the

complaint to the Institute for a response. TWC will keep the complainant informed on the status of the complaint as well as the final resolution. Please direct all inquiries to:

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

## **TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*

President

# SUPPLEMENT I - CAPSTONE CAREER INSTITUTE STAFF AND FACULTY

**Capstone Career Institute**

**Campus Director**

Larry Van Loon, Bachelor of Business  
Administration, Abilene Christian University

## **TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*

President



## **SUPPLEMENT II--SCHEDULED BREAKS and START DATES**

Course start dates to be determined.

### **TRUE AND CORRECT STATEMENT**

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

*Larry Van Loon*

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President

## SUPPLEMENT III – CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES

### The CAPSTONE CAREER INSTITUTE CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES

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

1. This Institute does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Building Security is also available and located in the building and can be contacted at 972-270-6561. The Campus President may be reached at 512-925-8499. The Institute operational hours are Monday – Thursday 9:00 a.m. – 10:00 p.m. and Friday 9:00 a.m. – 5:00 p.m.; outside of these hours a Security Access Card issued by the Building Management Office is required to enter the facility.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the Institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An “Incident Report” should be completed by a staff member for any instance of crime or emergency within the physical walls of the Campbell Center, outside parking areas and parking garages.
3. Current policies concerning campus law enforcement are as follows:
  - a) Institute’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). Individual discretion must be used, as undue risk should not be taken as when to call Campbell Center Security.
  - c) The Institute currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
4. Though this Institute does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your Instituted official, any suspicious persons.
  - c) Always try to walk in groups outside the Institute premises.
  - d) If you are waiting for a ride, wait within sight of other people

5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot/garages) will be **available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours**, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the Institute must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

## **Capstone Career Institute’s Drug and Alcohol Abuse Prevention Program for Drug-Free Schools and Campuses/Workplace**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Penalty Group 1**

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

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

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

**Penalty Group 1A**

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

**Penalty Group 2 and 2A**

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

#### Penalty Groups 3 and 4

Weight	Classification	Penalty
Less than 28 grams	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
28 grams or more, but less than 200 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

#### Offense: Possession of a controlled substance.

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

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

#### Penalty Group 1

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

#### Penalty Group 1A

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

**Penalty Group 2**

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

**Penalty Group 2A**

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

**Penalty Groups 3 and 4**

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

200 grams or more, but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Group 4**

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

**Marijuana – Delivery**

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

**Marijuana – Possession**

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

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

A person commits an offense if a person knowingly delivers a controlled substance or knowingly delivers marijuana and the person delivers the controlled substance or marijuana to a person: (1) who is under the age of 18; (2) who is enrolled in a public or private primary or secondary school; or (3) who the actor knows or believes intends to deliver the controlled substance or marijuana to a person described subdivision (1) or (2). An offense under this section is a Second-degree felony (punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000). An offense under this section that is also deemed as an offense in another section may subject the offender to prosecution under either section or both.

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

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

**Possession of Drug Paraphernalia**

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

**Alcohol Related Offenses and Sanctions**

Offense	Classification	Penalty
<b>Public Intoxication</b> – if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.	Class C misdemeanor	Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section. In addition, community service between 12 – 40 hours, and suspension or denial of a driver’s license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.
<b>Possession of alcohol beverage in motor vehicle</b> - if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked.	Class C misdemeanor	Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section.



		In addition, community service between 12 – 40 hours, and suspension or denial of a driver’s license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.
<b>Driving while intoxicated</b> - if the person is intoxicated while operating a motor vehicle in a public place.	Class B misdemeanor	Minimum term of confinement of 72 hours. If found with open container of alcohol in motor vehicle at time of offense, a minimum of term of confinement of 6 days will be imposed. Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
<b>Driving while intoxicated with child passenger</b> – if the person is intoxicated while operating a motor vehicle in a public place; and the vehicle being operated by the person is occupied by a passenger who is younger than 15 years of age.	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000

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

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

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

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

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

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

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

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

## Federal Sanctions

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

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

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

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

### C. Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 70,200 Americans died from drug overdose in 2017 (source: National Institute on Drug Abuse, <https://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates>). With many drugs, it is possible that users become more tolerant and dependent over time leading to possible psychological and physical dangers to the user or others in the presence of the user. The general categories of drugs and their effects:

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

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

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

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

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

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

**Cannabis:** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation, and may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco

smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

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

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

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

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

Although the Institute does not offer professional counseling services it is important for students and employees to know that confidentiality is important when referring someone to resources for counseling, treatment, or rehabilitation programs. The following is a list of national resources for assistance:

<b>Name</b>	<b>Contact</b>
National Institute on Drug Abuse	1-800-662-HELP (4357)
National Alcohol and Drug Abuse Hotline	1-800-234-0420
Helpline Number	1-800-487-4889
Specific Drug Helplines:	
Cocaine	1-800-COCAINE (262-2463)
Heroin	1-800-9-HEROIN (943-7646)
Marijuana	1-888-MARIJUA
National Council on Alcoholism and Drug Dependence Hope Line	1-800-NCA-CALL (622-2255)
Alcohol Hotline Number	1-800-356-9996
Drug and Alcohol Abuse Helpline	1-888-506-0699
Alcohol Abuse and Crisis Intervention	1-800-234-0246
Alcoholics Anonymous local resources near you	<a href="https://aa.org/pages/en_US">https://aa.org/pages/en_US</a>
Substance Abuse and Mental Health Services Administration – confidential facilities locator	<a href="https://findtreatment.gov/">https://findtreatment.gov/</a>

**Sexual Misconduct Prevention and Response Policy**

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

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

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

If you believe you have been sexually assaulted, your priority should be to get to a place of safety. Capstone Career Institute strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to the local police and Campus President. Upon

request, Campus President will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. During Capstone Career Institute' investigation of sexual assault allegations, both accused and accuser have the right to have others present during proceedings and to be informed of the outcome of disciplinary proceedings. If a final determination is made that any student of Capstone Career Institute is found to be committing acts of sexual misconduct in violation of the law on Capstone Career Institute property or at Capstone Career Institute events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from Institute. Capstone Career Institute imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

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

**US Department of Justice**  
<http://www.nsopw.gov/en>

**Megan's Law**  
<https://www.meganslaw.com>

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

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

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

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

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

**If you have been sexually assaulted:**

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

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

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

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript, or degree
- Bar against readmission or drop from current enrollment

- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

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

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

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

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

### **Capstone Career Institute Security Policies and Crime Statistics**

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

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

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

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

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

Non-Campus – *Capstone Career Institute does not have any non-campus buildings.*

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

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

Immediately notify a faculty, staff member, or Campus President of Capstone Career Institute and call 911 (Police Department) to file a report.

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

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

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

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

### **Campus Security Policies**

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

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

**Reporting Crime and Other Emergencies** – Capstone Career Institute encourages students, staff and faculty to voluntarily report crimes and other emergencies to Campus Security Authorities and local police in a timely manner. Capstone Career Institute is limited in its ability to hold reports of crime in confidence as all reports are available for public examination. In case of emergency at Capstone Career Institute dial 911. The non-emergency number for the Dallas Police Department is 214-744-4444.

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

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

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

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

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

**Monitoring of Off-Campus Student Organizations** – Capstone Career Institute does not officially recognize any off-campus student organizations.

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

#### **Crime Statistics**

A copy of the Annual Campus Safety and Security Report for each campus is made available to active students, faculty and staff. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, off-campus, or on public property. The report also includes institutional policies concerning campus security, including those related to sexual assault and other matters. There is no reported crime data for the last 3-year reporting period due to 2021 is the initial year of operation for Capstone Career Institute so no prior crime data is available.

#### **TRUE AND CORRECT STATEMENT**

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

Larry Van Loon

President

Notes