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Mission Statement

“To Educate for a Rewarding Career.”

Philosophy and Goals

Hamilton Tech:

1. Provides quality education that emphasizes practical skills
2. Employs a highly skilled and dedicated faculty
3. Prepares students with a strong knowledge base and the experience needed to succeed in their chosen field

We strive to:

1. Evaluate and update educational programs on a continual basis through feedback from our Program Advisory Committee and industry
2. Provide modern facilities and equipment
3. Help students realize their full potential through motivation and encouragement

Our programs emphasize real-world training that is tailored to meet the needs of potential employers. The fields of study focus on industries that offer solid, long-term career opportunities.

History

Hamilton Tech has been proud to provide the Quad City area quality technical training since 1969. From our humble beginning as the Academy of Radio and Television (ART) in Bettendorf, IA to becoming Hamilton Technical College on 53rd and Tremont in Davenport, IA, we have grown with the community and we continue to train students to meet the needs of employers.

Our founder, Charles Hamilton, Jr., began the college by preparing students to take the Federal Communications Commission examination for broadcasting. While teaching students around his kitchen table he envisioned going beyond test preparation to training students to be broadcasters. Soon his vision expanded with the needs of the employers in the community and an Electronics program developed in 1978. In 1980, as the program grew, the name was changed to Hamilton Technical College. In the 1990’s Hamilton Technical College responded to a need in our medical community by creating a Medical Assisting Technology Program and in 2006 the Medical Billing and Coding program was started. In an effort to define our two distinct program areas, Hamilton Tech created the School of Technology (including Electronics Engineering Technology AS and BS degree programs) and the School of Allied Health (including Medical Assisting Technology and Medical / Insurance Coding Specialist Programs).

As we celebrate our accomplishments over the past 50 years, we are keeping our eyes on the future educational and employment needs of our community.
Governance and Control

Board of Directors

- Troy Harris, CEO and Chairman of the Board
- Lisa Boyd
- Brian Beert
- Gary Cesaro
- Vicki Bell

Nondiscrimination Policy

Hamilton Technical College, Ltd., is an Educational Institution which . . .

- Is committed to providing equal access to students, faculty, staff, and visitors to the rights, privileges, programs, opportunities, and facilities generally available at the college.
- Does not discriminate against academically qualified students in admissions or the administration of any of its educational policies or programs on the basis of: race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, age, marital status, civil union status, physical or mental disability and military status.
- Is an equal opportunity Affirmative Action Employer and complies with all applicable laws and regulations, including Title IX Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles I and III of the Americans with Disabilities Act.

To this end and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the college has made modifications to its buildings and grounds in such a manner as to allow students and faculty the use of auxiliary aids and devices, adjustments to class locations, and other reasonable accommodations in order to ensure equal access to the regular programs and degree objectives offered by the college.

Persons wishing additional information about this policy or assistance to accommodate individual needs should contact Hamilton Technical College, Ltd., Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570.

Persons who feel they have been discriminated against may file such complaint or grievance with the Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570. Hamilton Technical College, Ltd. complies with the Title IX, VAWA/Campus SaVE Act.

Accreditation

Hamilton Tech is accredited by the Accrediting Commission of Career Schools and Colleges

[ACCSC logo]
What does it mean that Hamilton Tech is accredited?

- Accreditation is a distinction granted to any institution meeting or exceeding the stated criteria of educational quality. The purpose of accreditation includes:
  - Assess and enhance the educational quality of an institution
  - Assure consistency in institutional operations
  - Promote institutional improvement
  - Provide for public accountability

Programmatic Accreditation of the Medical Assisting Technology Program

The Medical Assisting Technology Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

General Complaint Procedure

Hamilton Technical College encourages any member of the college community including students, faculty, or staff; who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved. Should the complaint or grievance not be resolved at that point, or should the member not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit the complaint in writing to the Student Services Advisor. If the complaint is not resolved after submission to the Student Services Advisor, the complaint should be submitted to the Campus Director or Designee. Complaints concerning administrative matters should be submitted to the Campus Director or designee.

*Hamilton Technical College will respond within 30 days after receiving the student’s completed complaint.*

Academic Complaint and Grievance Procedure

A student with an academic concern or complaint, he/she should meet with their instructor. If this does not resolve the issue or the student is not comfortable directing their complaint or grievance to their instructor, he/she should see the following people in the following order:
Academic Dean, then Campus Director. *Hamilton Technical College will respond within 30 days after receiving the student’s completed complaint.*

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. Complainants are encouraged first to avail themselves of the school’s complaint procedures. If a student feels that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, that student may file a complaint with the Commission in accordance with the following:

1. All complaints must be received by the Commission in writing.
2. In order for a complaint to be processed, it should contain:
   a. The basis for any allegation of noncompliance with ACCSC standards or requirements;
   b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
   c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of the Complaint Form. This form is available on the ACCSC website: [http://www.accsc.org/UploadedDocuments/Forms/ACCSCComplaintForm.pdf](http://www.accsc.org/UploadedDocuments/Forms/ACCSCComplaintForm.pdf)

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission’s requirements. The Commission may determine, based on a review of the school’s response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the Standards of Accreditation. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission’s primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If a completed complaint form is not returned, the complaint may not be processed by ACCSC.
If there are any questions, please feel free to contact the Commission office at (703) 247-4212.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the School Director or visiting the ACCSC website at:
http://www.accsc.org/Student-Corner/Complaints.aspx

Hamilton Tech is approved by the Department of Education to participate in financial aid programs for those students who qualify.

The college voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in career education and private college administration.

Iowa Division of Vocational Rehabilitation
Illinois Department of Rehabilitation Services
Social Security Administration
Workforce Investment Act
Approved for veteran’s training

Iowa Student Aid Commission

Hamilton Technical College is registered by the Iowa Student Aid Commission on behalf of the State of Iowa. The commission’s contact information for students wishing to inquire about the college or file a complaint is:
https://www.iowacollegeaid.gov/Student ComplaintForm

Documents verifying accreditation and approvals may be reviewed in the Campus Director’s Office, by appointment, during regular business office hours.

Professional Memberships
Hamilton Tech maintains representative membership in the following professional organizations:

- Quad City Chamber of Commerce, Quad Cities Metropolitan Community
- Quad City Hispanic Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Center for Competency Testing
- Electronics Technicians Association International, Iowa State College, Ames, Iowa
- American Association of Medical Assistants
College Facilities
Hamilton Tech consists of 34,480 square feet of floor space at 1011 E. 53rd Street, Davenport, Iowa. The campus is divided into fifteen classrooms used for lecture and laboratory work. The balance of the facility is used for offices, Library Learning Resource Center and storage.

- Hamilton Tech has adequate student parking available at no additional cost.
- Multimedia equipment is made available in all classrooms.
- Laboratory areas are equipped with modern test and training equipment. Students will often work in “pairs” or small groups at each lab station.

In the Electronics Engineering Technology courses, the following test equipment is available for use in laboratories:

- Audio frequency generators
- Computer training systems
- Experiment boards
- Frequency counters
- Microprocessor training devices
- Pulse generators
- Signal generators
- Single and dual trace oscilloscopes
- Volt-ohm meters
- Course related specialized equipment
- Printer access

In the Medical Assisting courses, the following equipment is available for use in laboratories:

- Medical instruments
- EMR/EHR Software
- Microscopes
- Holter monitor
- ECG machines
- QBC Centrifuge System
- Urinometers
- Hemoglobinometers
- Unimeter
- Hemocytometers
- Stethoscopes
- Sphygmomanometers
- Monitor
- Calculators
- Transcribers
In the Medical/Insurance Coding Specialist courses, the following equipment is available for use in laboratories:

- Monitor
- Calculators
- Transcribers
- Course related specialized equipment
- EMR/EHR Software

Staff and Faculty

Administrative Staff

<table>
<thead>
<tr>
<th>Lisa Boyd, Campus Director/Financial Aid Dir.</th>
<th>Tim Campagna, Assistant Operations Manager</th>
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</thead>
<tbody>
<tr>
<td>Joseph Okoduwa, Academic &amp; Career Services</td>
<td>Patricia McCracken, Director of Financial and Administrative Services</td>
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<tr>
<td>Robin Laughead, Electronics Engineering Technology Program Director</td>
<td>Katie Stuhr, Academic Records Coordinator</td>
</tr>
<tr>
<td>Ivey Earl, Medical Program Director</td>
<td>Lauren VanNatta, General Education &amp; Student Services</td>
</tr>
<tr>
<td>Kimberly Vegter, Medical/Insurance Coding Specialist Program Director</td>
<td>Paul Roberts, Librarian</td>
</tr>
<tr>
<td>Marja Warren, Admissions Manager/ High School Representative</td>
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Admissions Staff

| Lori Shontz, Admissions Representative |

School of Technology Faculty Electronics Engineering Technology

<table>
<thead>
<tr>
<th>Tim Edens</th>
<th>Larry Bradley</th>
<th>Leen Intveld</th>
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<tr>
<td>Craig Wright</td>
<td>Ryan Mitro</td>
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General Education Faculty

<table>
<thead>
<tr>
<th>Matt Carey</th>
<th>John Menard</th>
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<td>Steve Morford</td>
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School of Allied Health Faculty Medical Assisting Technology

<table>
<thead>
<tr>
<th>Jason Crawford</th>
<th>Annette Johnson</th>
<th>Megan Garcia</th>
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<tbody>
<tr>
<td>Brandy Russell</td>
<td>Amanda Voss</td>
<td>Stacy Hall (Lab Assistant)</td>
</tr>
</tbody>
</table>

Medical/Insurance Coding Specialist

| Melissa Hultman   | |

Library/Learning Resource Center

The Library/Learning Resource System contains technical journals, periodicals, books, reference materials, and Wi-Fi internet access throughout the entire building. Students are
encouraged to use the facilities and consult with their instructor or librarian if they have any problems locating literature.

The following periodicals are typical of regular subscriptions maintained by the college:

Hamilton Technical College utilizes online journals through Ebsco Host and research databases through LIRN (Library Information Resources Network). This allows students to expand their in-class research capabilities using hundreds of sources.

**Maximum Class Size per Program**

School of Technology: Maximum class size in HVAC-R and Electronics Engineering Technology (Associates and Bachelor’s Degree) is 30 students in Laboratory or Theory. *Typical class sizes; however, average 20 students per class. (Laboratory assistants support faculty members)*

School of Allied Health: Maximum class size in the School of Allied Health is 36 students. *Typical class sizes; however, average 25 students per class. (Laboratory assistants support faculty members)*

**Glossary of Terms used in this Catalog**

**Class Day** – 5 hours of training

**Class Week** – A group of four class days.

**Term**
- In Degree Programs a period of 15 weeks of instruction
- In all Diploma Programs a period of 10 weeks of instruction.

**Academic Year** – A period of study consisting of two terms in Degree Programs or four ten-week terms in Diploma Programs.

**Program** – Total number of courses required to earn a diploma or degree.

**Course** – A topic of study within a program.

**Clock Hour** – A period of 60 minutes with a minimum of 50 minutes of instruction.

**Credit Hour** – A maximum of one semester credit is awarded for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of externship.

**GPA** – Grade Point Average

**CGPA** – Cumulative Grade Point Average.

**Full-Time Student** – a student attending 12 to 18 credit hours in a term (Degree Program) or 12 to 18 credit hours within two terms (Diploma Programs)

**Shift** – AM or PM shift
- AM School of Allied Health shift - Typically AM shift is 8:10 am to 1:10 pm
- PM School of Allied Health shift – Typically PM shift is 5:30 pm to 10 :30 pm
- AM School of Technology shift - Typically AM shift is 8:20 am to 1:20 pm
- PM School of Technology - Typically PM shift is 5:50 pm to 10:50 pm
Admissions
Admissions Policy

To be admitted to Hamilton Tech, applicants must: (1) be 17 years of age on or before the first day of classes, and (2) possess a high college diploma (or recognized equivalency certificate).

Applicants who are 17 will be required to have a parent/guardian cosign the Enrollment Agreement.

Persons interested in obtaining information about Hamilton Tech and its program offerings should contact the campus to speak with an Admissions Representative. Admissions Representatives will provide general information about Hamilton Tech for the prospective student in order to determine if a Professional Career Advisory Session (PCAS) is appropriate.

A prospective student interested in obtaining more information about Hamilton Tech must participate in a PCAS with an Admissions Representative. During the PCAS, the Admissions Representatives will discuss admissions requirements. Additionally, the Admissions Representative will review educational options, program information, career opportunities, student services and support, educational costs, conduct a tour of the facilities, and have available disclosure information as required by Federal, State, and Accrediting Agencies.

After participating in the PCAS, prospective students who are both qualified and interested in applying to Hamilton Tech must complete an Application for Consideration. All Applications for Consideration will be accompanied by an Admission Representative’s recommendation* about the applicant to the Admissions Committee outlining the applicant’s strengths and potential challenges associated with their ability to complete the program and be eligible for post-graduation employability.

*While Admissions Representatives are responsible for passing on critical information to the Admissions Committee, they do not have the authority to determine acceptance.

Admissions Requirements include proof of high school graduation and evaluation of all required documentation (See Below). The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment.

US High School/ GED Applicants

To be considered for enrollment at Hamilton Technical College, applicants must provide documentation of high school diploma or GED. Satisfactory documentation includes, but is not limited to:

- A copy of the original High School diploma or transcript earned from an institution regionally accredited by an agency recognized by the US Department of Education.
• A General Equivalency Diploma (GED) earned by a state approved program.
• A Homeschool Transcript on file with regionally accredited school district recognized by the US Department of Education (if the student’s Homeschool transcript is not on file with a local regionally accredited school district, he/she is encouraged to complete the GED in his/her state).

Under extenuating circumstances, if a High School diploma or transcript cannot be obtained in cases such as a school closing, damaged files due to disaster, or aged or lost files, an official letter stating graduation from High School written from the State Department of Education or School recognized by the State Department of Education (if such documentation is available) may be acceptable as verification of High School Graduation.

The college maintains a database of recognized high schools and GED institutions. If an institution attended is not on that list, Academic Records will research the accreditation of the institution to determine if it meets the requirements stated earlier. If approved, the institution will be added to the approved list and an Advising Report will be completed stating that the transcript was approved. If the institution does not meet the accreditation standards, the applicant’s file will be considered incomplete and an Advising Report will be written to document the reason for incomplete status. All documentation will be filed in the applicant’s file.

International Applicants
When applying for admission to Hamilton Technical College as a graduate of a High School outside the United States, the applicant must request a verified/translated copy of their high school transcript. Applicants are referred to Educational Perspectives at www.edperspective.org for credentialing. Educational Perspectives should be instructed to send a copy of the General Report to Hamilton Technical College, Campus Director or Designee, 1011 East 53rd Street, Davenport, Iowa 52807. An Advising Report stating that the documentation was approved or disapproved for enrollment and what factors led to the decision will be completed by Academic Records. All documentation will be filed in the applicant’s file.

Transfers from Other Educational Institutions
If enrolling in a degree program, and seeking transfer of credits from another accredited institution (including official military transcripts), the applicant should request an evaluation of transfer credits at the time of initial enrollment. Official academic transcript or military transcript and an academic catalog from the institution where the credits were earned should be submitted to the Academic Dean prior to the established deadline. The transcript must list the course(s) taken and grades earned. The catalog must give course descriptions for all courses the applicant wishes to be reviewed for transfer. If the catalog is not from the same year in which the course was taken, or if the course code in the catalog does not match the code on the transcript, then additional material may need to be requested to verify the transferability of the credits. Courses reviewed for transfer must have a grade of 2.0 (C) or higher to be considered.
Please see Transfer Credit in the Academic Policies and Procedures section of this catalog for additional requirements.

**Transfers from Other Educational Institutions outside the United States**

If the applicant attended college outside the United States, an official translated transcript with translated catalog course descriptions must be provided. If the transcript needs to be translated, Educational Perspectives at [www.edperspective.org](http://www.edperspective.org) should be contacted for credentialing. Educational Perspectives should be directed to send a copy of the report to Hamilton Technical College, Campus Director or Designee, 1011 East 53rd Street, Davenport, Iowa 52807. The Campus Director or Designee will consult with the Academic Dean write an Advising Report stating which course(s) if any are accepted for transfer. All documentation will be filed in the applicant’s file. **All transfer students must complete 25 percent or more of their training at Hamilton Tech to fulfill graduation requirements.**

**Language Requirement**

All courses are taught in English, therefore applicants must be able to speak, read, write and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the (TOFEL) Test as documentation of their ability to read, write and understand the English Language.

**Acceptance Process**

The prospective student’s ability to meet the requirements above will determine acceptance, conditional acceptance, or denial to Hamilton Technical College as defined below:

- **Accepted**: Applicants who have satisfied all admissions requirements.
- **Conditional Acceptance**: Applicants who have outstanding documentation required for acceptance, for example: a High School Senior who has not yet graduated. The applicant is placed on Conditional Acceptance until all required documentation is received.
- **Denial**: Applicants who fail to meet all of the admissions requirements by their scheduled start. Students who are denied admission may re-apply to subsequent starts by meeting all admissions requirements.

**Once an applicant is accepted by the Admissions Committee, the applicant will be eligible for enrollment. To enroll, the applicant must execute an Enrollment Agreement after acceptance.**

**ADMISSION OF INDIVIDUALS WITH DISABILITIES**

Hamilton Tech has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations,

A student that would like to discuss accommodations, should contact the Campus Director or Designee who will discuss and review the required documentation.

**Immunization Records**
Students enrolled in the School of Allied Health must provide proof of certain immunizations by completion of second term. Required Immunization and TB Testing information are given at enrollment on a form called “Immunization Records.” If these immunizations are not documented by the end of 2nd term, students may not continue to the 3rd term. In addition, a Health Screening may be required by the externship site.

*Students are required to pay for any needed immunizations, physicals and/or health screenings.*

**Procedure for Classes that are Full or Become Full**
If a student has a reserved seat in a class and that class has met Maximum Class Size, that student must be present on the first day of class to begin the program. If the student is not present on the first day of class and has not made arrangements with their admissions representative, their seat will be offered to the next available person on the wait list.

**Student Success**
Professionalism in the workforce begins with professionalism as a student. The following workshops may be offered and are intended to develop “soft skills,” which combined with technical skills make graduates more marketable employees.

- Effective Communication
- Temperament
- Study Skills
- Report Writing
- Listening
- Grammar
- Persuasive Communication
- Letter and Memo Writing
- Time Management
- Public Speaking
- Resume Writing
- Interview Skills
- Professionalism in the Workplace

**Gainful Employment**
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid-eligible program that "prepares students for gainful employment in a recognized occupation." Information is listed below regarding graduation rates, cost and length of a program, median loan debt, related careers and other important information regarding gainful employment.
Click on a program title to view Gainful Employment information

**Electronics Engineering Technology (Bachelor of Science)**

http://www.hamiltontechcollege.edu/bachelor-electronics-gainful-employment/

**Electronics Engineering Technology (Associate of Science)**

http://www.hamiltontechcollege.edu/associate-electronics-gainful-employment/

**Medical Assisting Technology (Diploma)**

http://www.hamiltontechcollege.edu/medical-assisting-gainful-employment/

**Medical/Insurance Coding Specialist Program (Diploma)**

http://hamiltontechcollege.edu/medical-insurance-coding-specialist-gainful-employment/
Student Financial Services
Student Financial Services

All students will have a personal consultation with the Financial Services Department to begin the financial aid process. Hamilton Tech strives to provide outstanding customer service by assisting students (and parents, if appropriate) with the required paperwork.

Hamilton Tech is committed to assisting students in developing financial plans for their education. A variety of methods for meeting college expenses are available. To help select which methods best suit individual needs students are encouraged to fill out the Free Application for Federal Student Aid (or FAFSA) [https://fafsa.ed.gov](https://fafsa.ed.gov). This form is used by the Department of Education to determine eligibility for Federal Student Assistance to determine what responsibility the student and/or his/her family may have.

One to two weeks after the FAFSA is received by the school, the student’s financial aid package including what aid is available and what is still needed will be discussed. To the extent possible, a student’s family is expected to contribute financially toward education. Self-help may include, but is not limited to: cash or credit card payments directly to Hamilton Tech, part-time job earnings, assistance from outside agencies or from other family members.

If a student does not need financial assistance, he/she is not required to complete a FAFSA. Please contact our Financial Services Department to discuss payment options. If a student does need financial assistance, he/she is required to complete a FAFSA. Failure to submit the required paperwork within the requisite time period may result in a request for full payment of tuition and fees.

Financial Assistance

To help students pay for their education after high school, the federal government offers three major financial aid programs. Hamilton Tech is eligible to participate in the following programs:

1. Pell Grant Program
2. Federal Direct Student Loan Program
   a. Federal Direct Subsidized Loans
   b. Federal Direct Unsubsidized Stafford Loans
   c. Federal Direct PLUS Loans for Parents
3. Veterans Educational Benefits

In general, students are eligible for aid if they:

1. Are enrolled in an eligible program as a regular student seeking a degree or certificate
2. Have a high school diploma or a General Education Development (GED) certificate
3. Are U.S. citizens or eligible non-citizens (i.e. permanent residents)
4. Show that they meet the need requirements specified
5. Make satisfactory academic progress toward completing their course of study
6. Not owe a refund on a federal student grant or be in default on a federal student loan
7. Have a valid Social Security Number
8. Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid. If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid

Pell Grants

Pell Grants provide money to help undergraduates (who have not earned a Bachelor’s Degree) pay for their education after high school. The Pell Grant Program is the largest of the federal Student Aid Programs. Unlike loans, grants do not have to be paid back. For many students, these grants provide a “foundation” of financial aid, to which aid from other federal and nonfederal sources may be added. The government requires any student applying for any type of financial aid program to complete a FAFSA. These forms are available at Hamilton Tech or may be completed online at: https://fafsa.ed.gov/

Federal Direct Loan Programs

Under the Federal Direct Stafford Loan program, students can apply for a loan to help pay the cost of their tuition, books, supplies, fees and living expenses. Such loans are available through the Department of Education. Most students who use the loan program qualify for a “no-interest” provision while they are in college. These loans must be repaid.

Federal Direct Subsidized Loan Program

For undergraduate students, no interest is charged on subsidized loans while the student is in school at least half time and during deferment periods. This is a need-based loan. During this time the interest is paid (subsidized) by the government.

The amount of money a student may borrow will depend on the results of the needs test. Students begin repaying the loan 6 months after they graduate or discontinue their studies. The minimum monthly payment is usually $50. Repayment of these loans is usually completed in 10 years or less. When a student leaves college, the Department of Education, through a federal loan servicer, contacts the student to establish a repayment schedule.

Students are required to notify the Financial Services Office and the Department of Education of any change in local or permanent address. More information is available from the Financial Services Office.
Federal Direct Unsubsidized Loan Program
For undergraduate students interest is charged on all unsubsidized loans during all periods.

Federal Direct Unsubsidized Loans must be repaid. These loans enter repayment 6 months after leaving college. More information is available from the Financial Services office.

Federal Direct PLUS Loans (PLUS) Program
Parents of dependent students (dependent by federal definition) may borrow under a federal student aid program called Federal Direct PLUS Loan Program (Federal Parent Loans to Undergraduate Students). This loan may not exceed the student’s estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. Parent borrowers begin repayment within 30 days after the loan is issued. More information is available from the Financial Services Office.

Veterans' Educational Benefits
If you are a veteran and will be using a benefit from the Veterans' Administration, you need to notify the Financial Services Department. In general, your VA application (regardless of benefit type) should be submitted by you electronically. You may submit your application before classes begin, but the college will not certify you before classes begin. The college will need a copy of your DD214 along with your acceptance letter (or certificate of eligibility) in order to certify you and initiate payment from the VA.

Student Responsibilities
Students receiving financial aid in the form of grants will be responsible for repaying any monies given to them that become unearned due to dismissal of training.

Students receiving financial aid in the form of Federal Direct Student Loans are responsible to start paying back the loans six months after dismissal or graduation.

Verification of Financial Aid Information
The federal government will require some federal student aid applicants to prove that what they have reported on their application is correct. Hamilton Tech requires financial aid applicants to submit the required documentation to verify their information before awarded aid is disbursed to them. As part of this process, students and their parents (if applicable) are required to submit a copy of their prior year's Federal Income Tax Transcript. Other documents may also be required. If the information or any of the documents conflict with what was reported on the application, students may be required to provide additional information. Failure to provide the required documentation may result in the loss or non-receipt of aid awarded.
FINANCIAL AID STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Federal regulations (34 CFR 668.34) require all students receiving Federal Title IV Financial Aid funds maintain satisfactory academic progress (SAP) while in the pursuit of their diploma or degree. There are qualitative and quantitative standards in measuring progress, all of which are outlined below. These standards consider cumulative grade point average, attempted and earned credit, and “pace of completion” in determining whether a student maintains aid eligibility. A student’s entire academic history is considered, whether or not the student received federal aid. The standards in this document are separate and distinct from the Academic Progress policy outlined in the Academic Catalog.

Three standards are used to measure SAP for federal financial aid. There are quantitative and quantitative standards used to measure progress as outlined below:

Cumulative Grade Point Average (CGPA):
Cumulative Grade Point Average (CGPA) is determined by dividing total quality points by total hours completed. It will be calculated at each evaluation point and includes all work completed in the program. Quality points are explained in the grading policy section of the Academic Catalog.

*Successful completion of a course requires a grade of 1.0 (D) or above. “F” or “I” grades are not considered successful completion. “F” and “I” grades carry zero quality points but will be included in the calculation of the CGPA. A grade of “W” is not considered a successful completion of a course and does not get calculated in the CGPA. A grade of “T” or “P” will not be included in the calculation of CGPA. Although repeated courses will count towards credit hours attempted, the higher of the two grades earned will be used in the CGPA calculation.

Successful completion of a core course in the Medical Assisting Program must have a 70% (C) or higher. See Medical Assisting Grading Policy

Pace of Completion
The pace of completion is calculated by dividing the number of credits completed by the number of credits attempted in a program. To retain financial aid eligibility a student must maintain pace of completion as shown in the program specific charts below.

- All hours attempted, including repeated courses, will apply towards Pace of Completion including courses completed with an “F,” “I,” “T,” “P,” or “W.”
- Grades of “A,” “B,” “C,” and “D” are considered attempted and earned.
• **Maximum Time Frame (MTF):**
  All students must complete their program in a period not to exceed 150% of the published length of the program as measured in credit hours. For example, a student may attempt a maximum of 180 credit hours if the program length is 120 credit hours (120 x 1.5 = 180). In order to graduate, a student must complete 100% of the required courses within the maximum time frame.

  o All hours attempted, including repeated courses, will apply towards the maximum time frame to complete the program including courses completed with an “F”, “I”, “T,” or “W”.
  o Grades of A, B, C, D are considered attempted and earned.

**Evaluation Points:**

Satisfactory Academic Progress is monitored after the completion of each scheduled term (known as evaluation points). To be meeting satisfactory academic progress and complete the program within the maximum time frame (MTF), a student must have completed/earned the specified credit hours and maintained the CGPA standard at each evaluation point as outlined in the charts below:

**Medical Assisting Diploma Program (32.5 Credit Hour Program MTF 48.75 credit hours)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8.5</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>9-16.5</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>17-24.5</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>25-32.5</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>33 – 48.75</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Medical/ Insurance Coding Specialist Program (32 Credit Hour Program MTF 48 credit hours)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8.5</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>9-16.5</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>17-24</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>Minimum CGPA Required</td>
<td>Minimum Rate of Progress</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31-45</td>
<td>1.75</td>
<td>50%</td>
</tr>
<tr>
<td>46-60</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>61-75</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>76-90</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>91-105</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>106-120</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>121-135</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Associate of Science Degree Program (90 Credit Hour Program MTF 135 credit hours)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-32</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>33 – 48</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Bachelor of Science Degree Program (30 Additional Credit Hour Program MTF 45 credit hours)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>31-45</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

To be eligible to enroll in the Bachelor of Science in Electronics Engineering Technology, applicants must have satisfied the prerequisite of 90 credit hours in Electronics Engineering Technology in either transfer or proficiency credit equal to the course(s) outlined in the catalog for an Associate of Science in Electronics Engineering Technology
Heating Ventilation, Air Conditioning, and Refrigeration  (30 Credit Hour Program MTF 45 credit hours)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>7-12</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>13-18</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>25 – 45</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

Financial Aid Warning
Financial Aid Warning is assigned at the end of a term, when a student fails to meet Pace of Completion or Minimum CGPA.

• The student is notified that they are being placed on Financial Aid Warning.

• During Financial Aid Warning a student may continue to receive federal aid for one additional term.

Financial Aid Suspension
Financial Aid Suspension is assigned when a student fails to make SAP after a term on Financial Aid Warning. A student on Financial Aid Suspension is no longer eligible to receive federal aid. The student is notified prior to the start of the next term that aid will be lost unless an appeal is submitted and granted.

• **Financial Aid Suspension may be appealed to the Office of Financial Aid (See Appeal Process below).**

A student may be removed from Financial Aid Suspension after successfully appealing, at which point he/she will placed on Financial Aid Probation and have his or her eligibility reinstated for one additional term.

Financial Aid Probation
Financial Aid Probation is assigned to a student who successfully appeals his or her Financial Aid Suspension and has eligibility for aid reinstated for one additional term (The Appeal Process follows below). To regain eligibility after that, the student must meet SAP or the requirements of the approved Academic Plan.
Academic Plan
An Academic Plan will be developed for a student in Financial Aid Suspension which, if followed, will allow the student to be able to meet financial aid SAP standards by an agreed upon date (end of an evaluation period). This Plan is developed with the Academic Dean, in consultation with the Financial Aid Director.

Appeal Process
The loss of financial aid eligibility due to Financial Aid Suspension may be appealed if extenuating circumstances interfered with the student's ability to meet satisfactory academic progress. An appeal is a process by which a student who did not meet satisfactory academic progress after a financial aid warning petitions the college for reconsideration of eligibility for federal funds.

To appeal the loss of financial aid, a student must submit a SAP Appeal Form explaining the extenuating circumstances that resulted in their lack of academic progress and provide supporting documentation (this form may be obtained from the Financial Aid Office).

Extenuating circumstances include:
• Prolonged illness, medical condition, or injury to student or immediate family member
• Death of an immediate family member
• Significant trauma in the student's life that has impaired the student's emotional and/or physical health
• Unforeseen and/or extenuating circumstances beyond the student’s control

The letter must include the following information:
• The circumstances and how the circumstances affected academic performance.
  • Include dates and time periods involved.
  • Explain how the situation has changed and the steps planned to resolve the circumstances and improve academic performance.

Documentation may include:
• Physicians' letters and hospital records (must include dates of illness and recovery time).
  • Death certificate or obituary.
  • Court or police documents.
  • Letters from third party professionals on their letterhead.

Appeal Decisions
• All appeal decisions are final and only affect the student’s eligibility for federal financial aid.
• The Academic Dean and will be advised of the decision.

• Appeals are only approved for one term at a time.

• Academic Plans are reviewed each term.

• If student is progressing according to the Academic Plan, a new appeal is not required.

• If an appeal is approved, financial aid will be awarded on a probationary basis for an additional term.

• Students requesting consideration for reinstatement of their eligibility for financial aid through an appeal will be notified of the decision in time to attend classes in the subsequent term. Terms and conditions of appeal approval will be included in the decision notice.

Payment of Tuition
If a student has a balance with Hamilton Tech, after meeting with Student Financial Services, he/she will need to schedule tuition payments with the Financial Services Office at 1011 E. 53rd Street, Davenport, Iowa 52807, phone (563) 386-3570. Once these tuition payments have been arranged, the student is expected to make payments on time. If the student does not comply with tuition payment arrangements and requirements, he/she may be terminated.

Terms for Tuition Payment
The balance of the student’s tuition will be due in full on the 1st day of each term unless other specific arrangements are made with the Financial Office at Hamilton Technical College, Ltd. In the event a student withdraws from college, he/she will be advised of the charges that have been incurred with Hamilton Technical College, Ltd.

Withdrawal/Cancellation of Training
A student wishing to withdraw or cancel (prior to the Add/Withdraw Period) must notify Hamilton Technical College, Ltd., in one of the following manners:

In writing to Hamilton Technical College, Ltd., 1011 East 53rd Street, Davenport, Iowa 52807,

Calling the college office,

Meeting in person with the college office.

Sending an email to the college office (lboyd@hamiltontechcollege.edu)
Students who withdraw with tuition or other fees due the college are requested to make arrangements for payment at the time of withdrawal. The college will attempt to collect any unpaid tuition balance. Accounts with an outstanding balance with no payment activity for a period of six (6) months after the student’s last day of attendance or last involvement in an academic activity at Hamilton Technical College, Ltd. may be submitted to a commercial collection agency.

Dismissal of Student’s Training by College

Grounds for dismissal of student include: Failing grades, tuition or fee payment delinquencies, or failure to comply with college rules, as described in the Academic Catalog. A student who does not attend classes for a period of fourteen (14) consecutive calendar days is withdrawn except in extraordinary cases such as Military training and jury duty. These exceptions must be communicated to the college before 14 calendar days or the dismissal will result. Whether a student terminates his/her enrollment or is terminated by the college, the student’s withdrawal date or LDA (Last Date of Attendance) is determined by reviewing the attendance records of the current term that the student was attending (Date of Determination).

Tuition Charges

A. Full refund of all monies will be made in the case of cancellation of the course by the college.

B. Visitation and Facility Tour: Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of equipment.

C. Cancellation: A student canceling his/her enrollment before starting classes will be refunded all monies paid the college.

D. For the purpose of payment plans, Hamilton Technical College, Ltd complies with all policies in Regulation Z by providing all necessary truth-in-lending information and documents

E. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the course, the college shall make a settlement which is reasonable and fair to both parties.

F. After Starting Classes: A student may withdraw or add classes without penalty during the Add/Withdrawal Period. The Add/Withdrawal period is the first 5 class days of the term. The determination of attendance will be made prior to the disbursement of financial aid funds. Hamilton Technical College, Ltd. reserves the right to cancel a student’s enrollment for nonattendance within the first 5 class days of the term. Students can appeal their cancellation in writing to the Campus Director or Designee within 5 days of the cancellation. The
Add/Withdrawal period may be adjusted when a holiday, inclement weather, or other unforeseen events occur within the first 5 class days of the term.

**Student Financial Aid**

THE COLLEGE DOES NOT GUARANTEE THAT A STUDENT WILL BE ABLE TO OBTAIN FINANCIAL AID. THE COLLEGE DOES NOT GUARANTEE ELIGIBILITY FOR OR THE TERMS OF FINANCIAL AID. STUDENT UNDERSTANDS THAT THE COLLEGE WILL ONLY ATTEMPT TO ASSIST STUDENT IN HIS/HER EFFORT TO OBTAIN FINANCIAL AID, AND THE COLLEGE IS NOT RESPONSIBLE FOR STUDENT’S FAILURE TO OBTAIN FINANCIAL AID OR FOR ANY DEFICIENCY OR LACK OF QUALIFICATION BY STUDENT TO OBTAIN FINANCIAL AID.

If financial aid is received and a student withdraws from college, the college will calculate the amount of financial aid assistance not earned and those funds will be returned to the proper agency or student. The following guidelines will be used to determine the amount of aid that needs to be returned.

*Consultation with the Financial Aid Director is advised as soon as convenient.*

*If a student is receiving Title IV Financial Assistance and withdraws or is withdrawn from Hamilton Technical College, Ltd., the following tuition refund policy will apply:* Hamilton Technical College, Ltd., shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of calendar days in the term to the total calendar days of the term times 90 percent.

1. Refunds shall be provided within 45 days following the date that Hamilton Technical College, Ltd., determines that the student withdrew.

2. If a student withdraws from a term he/she shall not be charged any fee or other monetary penalty for the term other than the tuition balance remaining after the adjustment calculation is performed as specified in this section.

**Title IV Refund Policy**

All students receiving Title IV funds are subject to regulations set forth in 34 CFR 668.22, Return of Title IV funds. The provisions of 34 CFR 668.22 will be made available upon request.

All tuition refunds will be made within 45 days from the date of determination of the student’s withdrawal from college. In the case of a Leave of Absence, if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.
The law specifies how Hamilton Technical College, Ltd., determines the amount of Title IV program assistance that a student earns if he/she withdraws from college. When a student withdraws during his/her period of enrollment, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula, on a pro rata basis. For example, if a student completed 25% of his/her period of enrollment, he/she would earn 25% of the assistance originally scheduled. Once more than 60% of the period of enrollment is completed, all the assistance that a student was scheduled to receive is earned for that period. It is possible that a student may have a balance remaining with the college after Title IV funds have been returned to the U.S. Department of Education in accordance with federal law. Students should note that they are responsible for any remaining tuition balance left with the college after the return of Title IV Funds. Students may find additional information relating to the return of Title IV Funds by contacting the Federal Student Aid Information Center at 1-800-433-2143. TTY users may call 1-800-730-8913. Additional information is also available on the web at www.studentaid.ed.gov

Return of Title IV Funds Form
Hamilton Technical College, Ltd. uses a form to calculate Title IV Refunds. Hamilton Technical College, Ltd uses this form to make its determination of Title IV funds that have been earned and students can use the form which is available on our website: http://hamiltontechcollege.townsquareinteractive.com/files/2017/01/r2t4-worksheet.pdf as a way to estimate the amount of Title IV a student has earned and the amount that needs to be returned.

Information Concerning Students Who Are Called to Military Service
It is possible that some students in the National Guard and Reserves may be called to active duty.

This policy applies to: Students who are called to active state or federal duty or, a student who is the spouse of a member of the National Guard or US Armed Forces Reserve if the student and his/her spouse have a dependent child.

Hamilton Technical College recognizes and appreciates the important contributions made in service of our country by these men and women. In support of these students, Hamilton Technical College has developed the following options in accordance with Iowa Code 261.9(1)(g):

Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded.

If arrangements are made with the student’s instructor and Campus Director or Designee for grades or incompletes (to be made up later) his/her status would remain “active” and tuition and mandatory fees would be assessed in full.
Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

The option a student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing College and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Director. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

In addition to the above-mentioned policy, there are implications related to any financial aid a student may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the Financial Aid Director is advised as soon as convenient.

**Code of Conduct for Educational Loans Summary**

Iowa Code Section 261F.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, including the alumni association, booster club, and other organizations associated with Hamilton Technical College, agree to the provisions of this Code of Conduct and will refrain from:

- Refusing to certify or delaying the certification of an education loan based on a borrower’s choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student’s financial aid award or another means.
- Packaging a private education loan in a student’s financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender’s loan products.
• Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the Student Financial Services department will consider each student’s individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities has been provided to all of our officers, employees, and agents and may be viewed on the college website at: http://hamiltontechcollege.edu/code-of-conduct-for-educational-loans/
School of Technology
School of Technology Courses and Programs

DEFINITIONS OF IDENTIFICATION LETTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Identification</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET</td>
<td>101</td>
<td>ELECTRONICS TECHNOLOGY</td>
</tr>
</tbody>
</table>

DEFINITIONS OF IDENTIFICATION LETTERS

A PREFIX OF:

- **CS** indicates a course in Communication Skills
- **CSL** indicates a course in Communication Skills Laboratory
- **ET** indicates a course in Electronics Technology
- **ETL** indicates a course in Electronics Technology Laboratory
- **MA** indicates a course in Mathematics
- **ENG** indicates a course in English
- **SS** indicates a course in Social Science
- **HUM** indicates a course in Humanities
- **SCI** indicates a course in Natural Science
- **HV** indicates a course in HVAC/R
- **PD** indicates a course in Professional Development

EXPLANATION OF COURSE LISTINGS

The listing of each program describes the course number and name, the number of credits for the course, the number of hours of lecture, and laboratory time. Following the description is a list of the prerequisites, if any, for the subject. In order to take a course, a student must have satisfied all prerequisites.

Changes in Courses

In order to maintain occupational and educational standards, Hamilton Technical College reserves the right to change the contents or sequence of courses in the program at any time.

TRAINING PROGRAMS

The following pages outline the educational programs available at Hamilton Tech in the School of Technology.
Associate of Science Degree - Electronics Engineering Technology Program Outline

**Educational Objective:**
It is the intent of this training program to prepare students to achieve employment as an entry-level electronics engineering technician. This program provides students with the fundamentals of electronics used in industry and prepares them to gain further on-the-job training under the supervision of more experienced technicians in a specific field of electronics.

<table>
<thead>
<tr>
<th>Duration of the Program:</th>
<th>90 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per Day:</td>
<td>5 (4 hours per day in General Education 1st Term)</td>
</tr>
<tr>
<td>Days per Week:</td>
<td>4</td>
</tr>
<tr>
<td>Total Clock Hours:</td>
<td>1725</td>
</tr>
<tr>
<td>Total Credit Hours:</td>
<td>90</td>
</tr>
</tbody>
</table>

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Weeks</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST TERM</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ENG101</td>
<td>English Composition</td>
<td>15</td>
<td>45</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG120</td>
<td>Public Speaking</td>
<td>15</td>
<td>45</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>Psychology</td>
<td>15</td>
<td>45</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MA100</td>
<td>College Math</td>
<td>15</td>
<td>75</td>
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<td>5</td>
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<tr>
<td>HUM101</td>
<td>Professional Development</td>
<td>15</td>
<td>15</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2ND TERM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ET101</td>
<td>Basic Electronics Technology</td>
<td>15</td>
<td>120</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>MA101</td>
<td>Applied Mathematics for Basic Electronics Technology</td>
<td>15</td>
<td>30</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>ETL101</td>
<td>Basic Electronics Technology Laboratory</td>
<td>15</td>
<td>150</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>3RD TERM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Hours</td>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>ET201</td>
<td>Communications Electronics Technology</td>
<td>15</td>
<td>120</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>MA201</td>
<td>Applied Mathematics for Communications Electronics Technology</td>
<td>15</td>
<td>30</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ETL201</td>
<td>Communications Electronics Technology Laboratory</td>
<td>15</td>
<td>150</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>4TH TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ET202</td>
<td>Computer Fundamentals and Applications</td>
<td>15</td>
<td>150</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>ETL202</td>
<td>Computer Fundamentals and Applications Laboratory</td>
<td>15</td>
<td>150</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>5TH TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ET301</td>
<td>Digital Electronics Technology</td>
<td>15</td>
<td>120</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>MA301</td>
<td>Applied Mathematics for Digital Electronics Technology</td>
<td>15</td>
<td>30</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ETL301</td>
<td>Digital Electronics Technology Laboratory</td>
<td>15</td>
<td>150</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>6TH TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ET302</td>
<td>Industrial Electronics Technology</td>
<td>15</td>
<td>120</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>MA302</td>
<td>Applied Mathematics for Industrial Electronics Technology</td>
<td>15</td>
<td>30</td>
<td>2</td>
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<tr>
<td>ETL302</td>
<td>Industrial Electronics Technology Laboratory</td>
<td>15</td>
<td>150</td>
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<td><strong>TOTALS</strong></td>
<td></td>
<td>90</td>
<td>975</td>
<td>750</td>
<td>90</td>
</tr>
</tbody>
</table>
**Educational Objective:**
It is the intent of this training program to prepare students for entry-level engineering technology positions. This program provides students a more advanced knowledge of the field of electronics. The Bachelor’s degree training expands a student’s skills to include: advanced electronics concepts, human relations and professional communication.

- Duration of the Program: 30 weeks
- Hours per Day: 5 (4 hours per day in General Education 7th Term)
- Days per Week: 4
- Total Clock Hours: 525
- Total Credit Hours: 30

**CURRICULUM**

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To be eligible to enroll in the Bachelor of Science in Electronics Engineering Technology, applicants must have satisfied the prerequisite of 90 credit hours in Electronics Engineering Technology in either transfer or proficiency credit equal to the course(s) outlined in the catalog for an Associate of Science in Electronics Engineering Technology.
COURSE DESCRIPTIONS FOR COURSES IN: ELECTRONICS ENGINEERING TECHNOLOGY

ET101 Basic Electronics Technology
Topics include: Introduction to electricity, passive electrical components, semiconductors, basic electrical/electronic circuits.

ETL101 Basic Electronics Technology Laboratory
Practical lab experience in applying theory learned in ET101. Topics include: Soldering, using test equipment including: digital and analog millimeters, oscilloscope, and signal generator. Breadboarding of basic electrical and electronic circuits, introduction of troubleshooting, concepts and practice using items mentioned above.

ET201 Communications Electronics Technology
Topics include: Active analog and digital components, amplifiers, basic integrated circuits, practical analog and digital circuitry, Introduction to communication principles including AM/FM radio receivers and transmitters

ETL201 Communications Electronics Technology Laboratory
Practical lab experience in applying theory learned in ET201. Objectives include: Breadboarding and analysis of amplifiers (gain, frequency response, etc.) including integrated circuits, construction of AM/FM radio kit with troubleshooting exercises. Additionally, students will use multimeters, oscilloscopes, and radio frequency generators to enhance component level troubleshooting.

ET202 Computer Fundamentals and Applications
This is an introductory course in computers and information processing as used throughout the country. Its purpose is to provide an introduction to the fundamentals of computers and information processing for general applications. Students are able to understand what a computer is, how it operates and when a computer should be applied to the solution of personal, business and scientific problems. Additionally, this course introduces the student to digital electronics, logic gates, number conversion and basic introductory programming.

ETL202 Computer Applications Laboratory
This laboratory course allows students to become familiar with computer applications. Introductory topics include: Word processing, database fundamentals, keyboarding enhancement, spreadsheet, graphics, desktop publishing, presentation software and Windows, PC construction and repair, troubleshooting, loading of system software, and basic network structure.
ET301 Digital Electronics Technology
Topics include: Digital devices, which are used to create digital control circuits, computer system organization including microprocessors, memory operation, imbedded processors, input/output interfacing, and microcontrollers.

ETL301 Digital Electronics Technology Laboratory
Practical lab experience in applying theory learned in ET300. Topics include: Breadboarding and testing a variety of digital circuits to develop a practical knowledge of devices covered, interfacing input/output devices to the microprocessor and microcontrollers, as well as logical troubleshooting procedures.

ET302 Industrial Electronics Technology
Topics include: Process control systems, industrial robots, CNC lathe and mill operation, AC/DC motors, motor speed control, industrial control system integration, and cabinet wiring.

ETL302 Industrial Electronics Technology Laboratory
Design and construction of practical process control circuitry, integrating industrial control devices into an operational system. Basic CNC lathe/mill programming and PLC programming and using the PLC as a troubleshooting device, point to point programming of industrial robots.

ET401 Advanced Electronics Technology
Topics include: Advanced PLC programming, graphics, project management, AM/FM, SSB, basic transmission lines, basic antennas, advanced robotic programming with peripheral device interfacing. The term has a culminating project involving designing, building, and documenting an assigned process.

ETL401 Advanced Electronics Technology Laboratory
Practical lab experience in applying in theory learned in ET401. Topics include: Advanced PLC programming, graphics, complex PLC Lathe programming and mill programming, and advanced robotic programming with peripheral device interfacing. Also students will design, build and present an assigned project using concepts learned in the term and throughout the program.

APPLIED MATHEMATICS

MA101 Applied Mathematics for Basic Electronics Technology
This course carefully integrates the concepts and ideas of the lab and theory together. The principles of the circuits are combined with numbers to complete the full picture of the electronic circuit and its varied applications.

MA201 Applied Mathematics for Communications Electronics Technology
This course builds upon all math taught in prior terms. Using this knowledge, the student analyzes different aspects of circuits to determine the operating properties of circuits. The different circuits discussed closely parallel those from theory and lab classes.
MA301 Applied Mathematics for Digital Electronics Technology
The numbering codes used by digital computer circuits including hexadecimal, octal, binary and BCD will be covered in this course. Emphasis is placed on operations and conversions between these codes.

MA302 Applied Mathematics for Industrial Electronics Technology
This course will cover the necessary calculations to support and illustrate concepts presented in theory and lab. Math as applied to motor speed, thyristor operation, calculation of values as produced by transducers, and sensors will be covered.

GENERAL EDUCATION

ENG101 Public Speaking
This course aims to reduce students’ anxiety with public speaking, enhance organizational and delivery skills, create effective outlines, utilize visual aids properly and professionally, and improve the students’ ability to evaluate themselves and the performance of their classmates.

ENG120 English Composition
This course allows the student to study and apply rhetorical principles of writing in developing effective sentences, paragraphs, and essays. Students will learn strategies for both fictional and non-fictional writing.

MA100 College Math
This course introduces concepts of beginning algebra including the solving of basic algebraic equations that involve integers, fractions, decimals and percent’s. It also introduces the concepts of polynomials and the graphing of two variable equations. Emphasis is on the fundamentals of beginning algebra.

HUM101 Professional Development
This course is designed to enhance the skills of our students in the areas of: verbal communication, nonverbal communication, barriers to effective communication, oral communication, and diversity (cultural, social and ethnic). This course will also introduce students to key elements of leadership and personal management.

SS101 Psychology
This course provides an overview of the scientific study of human behavior and the instills the ability to better understand yourself and others. Topics include history, methodology, perception, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics.
ENG301 Interpersonal Communication

This course includes topics over process and functions of communication, relationship development/management, communication strategies, interpersonal language skills, listening and response skills, and conflict management.

Prerequisite: Public Speaking

HUM302 Ethics

This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. These concepts will be explored through modern topics.

SS300 Human Relations

This course studies interpersonal development as it relates to social and behavioral sciences. A focus is made on creativity, innovation and change in professional environments.

HUM301 Culture and Society

This course will take a sociological look at the ways in which social arrangements guide individual behavior and the common human concerns in various cultural contexts.

SCI301 Environmental Science

This course provides the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them.
Diploma - Heating, Ventilation & Air Conditioning/Refrigeration Program Outline

EDUCATIONAL OBJECTIVE:

This program is designed for individuals of a variety of backgrounds regardless of previous training in Heating, Ventilation, and Air Conditioning or Refrigeration. The objective of the program is to provide the student with an understanding of HVAC/R systems, their operation, and diagnosis to acquire entry-level skills or advancement within the heating and refrigeration industry. The graduate may have opportunities in many facets of the industry including but not limited to Heating/Cooling Technician, Refrigeration Technician, Industrial Maintenance Technician or Parts and Service Staff.

CURRICULUM:
Duration of Program: 50 Weeks
Hours per Day: 5
Days per Week: 4
Total Clock Hours: 1155
Total Credit Hours: 30

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**NOTE:** There will be outside classwork required for the HVAC/R Program, as detailed. Outside classwork hours listed are the amount for the average student and some students may take more or less time than what is listed.

**COURSE DESCRIPTIONS FOR COURSES IN: HVAC/R**

**HV100 Core & Basic HVAC/R Skills 6 Credit Hours**

In this course students will be introduced to the HVAC/R profession and learn Basic Safety. They will be introduced to construction math, trade math, hand tools, power tools and construction drawings. Students will be introduced to cooling and heating, basic electricity and refrigerants and oils. Material handling is also covered and copper and plastic piping practices. This course also touches on basic employability skills and communication skills.

**HV110 Advanced Heating 6 Credit Hours**

In this course, students will learn to make basic temperature, air pressure, and velocity measurements in an air distribution system. Students learn how to properly install and service air quality equipment. They will learn how to properly vent different types of furnaces and chimneys, vents and flues. Students also learn the proper instruments and tools used to troubleshoot gas and oil furnaces. Students are introduced to Hydronic and steam systems and will demonstrate how to operate selected hot-water, and steam systems.

**HV120 Advanced Cooling& Refrigeration 6 Credit Hours**

In this course, students practice soldering and brazing. They learn basic service procedures and equipment to troubleshoot repair and/or maintain correct operation of the mechanical refrigeration system including leak detection, evaluation and dehydration, recovery and charging. Students demonstrate the procedures used to remove and install a compressor. Students will be able to explain the function of metering devices and troubleshoot cooling systems and components. Students will also demonstrate heat pump installation and service procedures and troubleshoot heat pumps. Students learn the mechanical operation of refrigeration apparatus in the retail refrigeration industry.

**HV130 Advanced Associated Skills 6 Credit Hours**
In this course, student will learn alternating and direct current related to the HVAC trade. The student will be trained to use wiring diagrams to troubleshoot electrical and electronic circuits. The installation, maintenance and troubleshooting of air quality equipment will be taught.

**CD100 Career Development 1 Credit Hour**

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework, the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career.

**CD110 Tools for Success for the Construction Industry 1 Credit Hour**

This class is designed specifically for students who have chosen a career in the construction trades. Students will cover various topics including fundamental and advanced skills necessary for success in the HVAC/R industry. Being a competently-skilled technician is important but in today’s competitive workplace, skills that deal in handling human relations, or so-called “soft skills”, have become equally important to obtaining employment in the field.

Topics covered include:

- Building team relationships
- Teamwork
- Effective Communication skills
- Written and Verbal skills
- Resolving Conflict
- Stress Management
- Critical Thinking and Problem Solving
- Giving and Receiving Criticism
- Sexual Harassment
- Drug and Alcohol Abuse on the Job

**HV220 Externship 4 Credit Hours**

Upon successful completion of prerequisite course work the students participate in a 180 hour practicum at an approved facility. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry level HVAC/R skills. HVAC/R externs work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff.

Externs are evaluated by supervisory personnel at the site after completion of 180 hours. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.
School of Allied Health
School of Allied Health Courses and Programs

DEFINITIONS OF IDENTIFICATION LETTERS

A PREFIX OF:

- **AH** indicates an Allied Health course which is required for both Medical Assisting Technology Students and Medical/Insurance Coding Specialist Programs
- **MT** indicates a Medical Assisting Technology course
- **PD** indicates a course in Professional Development
- **MC** indicates a Medical/Insurance Coding Specialist course

EXPLANATION OF COURSE LISTINGS

The listing of each program describes the course number and name, the number of credits for the course, the number of hours of lecture, and laboratory time. Following the description is a list of the prerequisites, if any, for the subject. In order to take a course, a student must have prior credit in all prerequisites.

Changes in Courses

In order to maintain occupational and educational standards, Hamilton Technical College reserves the right to change the contents or sequence of courses in the program at any time.

TRAINING PROGRAMS

The following pages outline the educational programs available at Hamilton Tech in the School of Allied Health.
Diploma Program - Medical Assisting Technology Program Outline

Educational Objectives:
The educational objective of this program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students study the structure and function of the major body systems in conjunction with medical terminology. They learn diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices and the processing of medical insurance forms and claims. The graduate should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician with these exams. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship.

The medical assisting profession has become indispensable to the health care field, as physicians are more reliant on medical assistants for their front and back office skills. Their services are used in medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, medical supply businesses, home health agencies, insurance providers, pharmaceutical companies and other areas.

Due to changing regulations and expectations in the Medical Assisting field, graduates are encouraged to take a nationally recognized exam.

Duration of the Program: 40 weeks
Hours per Day: 5
Days per Week: 4 (5 to 6 on externship)
Total Credit Hours: 32.5 Credit Hours

CURRICULUM

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<th>Course Code</th>
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1st TERM
2nd TERM

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TOTALS 510 190 180 175 32.5

NOTE: There will be outside classwork required for the Medical Assisting Technology Program, as detailed. Outside Classwork Hours listed are the amount the average student takes to complete assignments and study. Some students may take more or less time than what is listed.

MEDICAL ASSISTING TECHNOLOGY CORE CURRICULUM

AH100 Pharmacology
Introduces pharmacology terminology, symbols, abbreviations, spelling, pronunciation of medications, drug names and references, and drug classifications. Includes the commonly used medications found in the medical office as well as the usage, action, dosage, adverse reactions, contradictions and route of administration.

AH110 Anatomy and Physiology I
This course together with AH150 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function
of selected organ systems and systems of the human body. The focus of this course is on the organization of the human body, the chemistry of human life, various bodily tissues, the integumentary system, the musculoskeletal system, the nervous system (including sensory organs) and the endocrine system.

**AH120 Medical Law and Ethics**
This class will provide a comprehensive look at legal and ethical issues faced by the healthcare professional on a day-to-day, real life basis.

By providing critical thinking exercises, real-life scenarios, discussion, references for further investigation, and up-to-date terminology, this class will allow the healthcare professional to better handle the legal and ethical decisions that arise while managing their professions.

**AH130 Medical Terminology I**
Using a clear and concise word-building approach will guide the student step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow the student to break down medical words for understanding instead of using memorization.

**AH140 Medical Business and Computer Practices**
This course provides an introduction to the electronic health records as well as administration of the medical office; reception (answering the telephone, scheduling appointments and referrals), patient records and insurance, HIPAA compliance in the medical office, and basic keyboarding.

**AH150 Anatomy and Physiology II**
This course together with AH110 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the cardiovascular, lymphatic/immune, respiratory, urinary, digestive, human microbiome and reproductive systems, as well as pregnancy and human development.

**AH160 Medical Terminology II**
Using a clear and concise word-building approach will guide you, the student, step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow you to break down medical words for understanding instead of using memorization.

**AH170 Human Diseases**
This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on indicative symptomatology, patient assessment, and case management - including diagnostics, treatments, prognosis, the client teaching required and implementing those teachings in a way that validates the patient’s understanding of their illness and treatment plan. Course content includes major conditions
organized by body system and works in conjunction with AH150 to deepen students' understanding of how healthy anatomy and physiology can be disrupted by a variety of diseases and disorders. ICD-10-CM coding systems are briefly discussed and codes are listed in the textbook for each disease, which reinforces the importance of coding for reimbursement and research.

MT101 Clinical Procedures
This course introduces the student medical assistant to both theory and practical applications of the Medical Assistant profession, business communications, written communications, front office responsibilities, vital signs, height/weight, Snellen vision screening, interviewing the patient, positioning the patient for examinations, electrocardiography, capillary punctures, infection control; autoclaving instruments. Students will also participate in a mock interview and a clinical job shadow in a medical office.

MT120 Computer Applications in Healthcare
This course introduces the student medical assistant to the different types of correspondence used in the medical office and identifies when each is used, and components of a business letter, person letter, chart note, and history and physical. The students will learn to compose these documents using electronic technology. Students will learn to recognize elements of fundamental writing skills, including spelling, sentence structure, punctuation, and capitalization.

MT201 Advanced Clinical Procedures for Medical Assisting
This course builds on the techniques and skills the student medical assistant has previously learned. Advancing the student to learn specimen collection and processing, Phlebotomy, Diagnostic testing, preparing for and assisting with minor surgeries performed in the clinical office, perform urinalysis, and occult stool sample, administration of medications (injections) as well as Professional-Level CPR.

PD100 Professional Development
Professional Development is a course designed to enhance the skills of allied health students in the areas of: verbal communication, nonverbal communication, barriers to effective communication, oral communication, self-boundaries, adaptive and non-adaptive coping mechanisms, subjective and objective information, and diversity (cultural, social and ethnic). This course will also introduce students to key elements of leadership and personal management.

MT220 Externship
An extension of the classroom through 180 hours of hands on experience in a doctor’s office, clinic, or other healthcare setting. This externship is unpaid for the entirety of the 180 hours. Prerequisite: Successful completion of all previous course in the Core Curriculum, including cognitive, psychomotor, and affective domains.
Diploma Program - Medical / Insurance Coding Specialist Program Outline

**Educational Objectives:**
The Medical/Insurance Coding Specialist is trained to work in physician practices, hospitals, and clinics. This program provides a generalized orientation to the healthcare field, plus specific training in International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding, reimbursement and collection procedures, including various software applications. Students will also acquire knowledge of anatomy/physiology, disease process, professional communication skills, computer and keyboarding skills, diagnostic coding, and basic office skills. Upon completion of the program students should be prepared to work in entry-level positions in a physician’s office, clinic, hospital or other medical setting.

Duration of the Program: 40 weeks
Hours per Day: 5
Days per Week: 4 (5 to 6 on externship)
Total Credit Hours: 32.0 Credit Hours

**MEDICAL / INSURANCE CODING SPECIALIST PROGRAM**

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<td>60</td>
<td></td>
<td>15</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Hours</td>
<td>Contact Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>---------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH160</td>
<td>Medical Terminology II</td>
<td>45</td>
<td>11.25</td>
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<td></td>
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</tr>
<tr>
<td>AH170</td>
<td>Human Diseases</td>
<td>20 15</td>
<td>8.75</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC101</td>
<td>Medical Insurance and Reimbursement</td>
<td>25 20</td>
<td>11.25</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC120</td>
<td>Medical Insurance Coding Principles</td>
<td>75 45</td>
<td>30</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC130</td>
<td>Computers for Medical Billing/Coding</td>
<td>35</td>
<td>8.75</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC201</td>
<td>Advanced Medical Insurance Coding Principles</td>
<td>25 40</td>
<td>16.25</td>
<td>2.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD100</td>
<td>Professional Development</td>
<td>35</td>
<td>8.75</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC220</td>
<td>Externship</td>
<td>180</td>
<td>180</td>
<td>175 4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>530 170</td>
<td>180</td>
<td>175 32.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** There will be outside classwork required for the Medical Insurance Coding Specialist Program, as detailed. Outside Classwork Hours listed are the amount the average student takes to complete assignments and study. Some students may take more or less time than what is listed.

**AH100 Pharmacology**

Introduces pharmacology terminology, symbols, abbreviations, spelling, pronunciation of medications, drug names and references, and drug classifications. Includes the commonly used medications found in the medical office as well as the usage, action, dosage, adverse reactions, contradictions and route of administration.

**AH110 Anatomy and Physiology I**

This course together with AH150 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the organization of the human body, the chemistry of human life, various bodily tissues, the integumentary system, the musculoskeletal system, the nervous system (including sensory organs) and the endocrine system.
AH120 Medical Law and Ethics
This class will provide a comprehensive look at legal and ethical issues faced by the healthcare professional on a day-to-day, real life basis.

By providing critical thinking exercises, real-life scenarios, discussion, references for further investigation, and up-to-date terminology, this class will allow the healthcare professional to better handle the legal and ethical decisions that arise while managing their professions.

AH130 Medical Terminology I
Using a clear and concise word-building approach will guide the student step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow the student to break down medical words for understanding instead of using memorization.

AH140 Medical Business and Computer Practices
This course provides an introduction to the electronic health records as well as administration of the medical office; reception (answering the telephone, scheduling appointments and referrals), patient records and insurance, HIPAA compliance in the medical office, and basic keyboarding.

AH150 Anatomy and Physiology II
This course together with AH110 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the cardiovascular, lymphatic/immune, respiratory, urinary, digestive, human microbiome and reproductive systems, as well as pregnancy and human development.

AH160 Medical Terminology II
Using a clear and concise word-building approach will guide you, the student, step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow you to break down medical words for understanding instead of using memorization.

AH170 Human Diseases
This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on indicative symptomatology, patient assessment, and case management - including diagnostics, treatments, prognosis, the client teaching required and implementing those teachings in a way that validates the patient’s understanding of their illness and treatment plan. Course content includes major conditions organized by body system and works in conjunction with AH150 to deepen students’ understanding of how healthy anatomy and physiology can be disrupted by a variety of diseases and disorders. ICD-10-CM coding systems is briefly discussed and codes are listed in the textbook for each disease, which reinforces the importance of coding for reimbursement and research.
MC101 Medical Insurance and Reimbursement
Enables the student to learn and understand the entire revenue cycle. Enables the student to understand the role they play in the revenue cycle process and how to correctly manage this role.

MC120 Medical Insurance Coding Principles
Student will learn the fundamentals of coding and how to use the coding resources. Students will be able to apply the coding guidelines for ICD-10-CM, CPT and HCPCS coding.

MC130 Computers for Medical Billing/Coding
Introduction to spreadsheets, word processing, and the practice management software within the electronic health record. Creation of insurance claims and posting of insurance & patient payments, such as copays, deductibles, and balance after insurance payments. Posting of adjustments, documentation of progress notes, and completion of medical forms.

MC201 Advanced Medical Insurance Coding Principles
This class builds on the fundamentals that were learned in MC120. Students will develop their coding application skills by practicing with advanced coding cases.

PD100 Professional Development
Professional Development is a course designed to enhance the skills of allied health students in the areas of: verbal communication, nonverbal communication, barriers to effective communication, oral communication, self-boundaries, adaptive and non-adaptive coping mechanisms, subjective and objective information, and diversity (cultural, social and ethnic). This course will also introduce students to key elements of leadership and personal management. Prerequisite: All coursework in Term 3.

MC220 Externship
An extension of the classroom through 180 hours of hands on experience in a doctor’s office, clinic, other healthcare or other setting. This provides the student an opportunity to apply the skills they have learned in class and gain experience in a professional environment.
Academic Policies & Procedures
Method of Curriculum Updating – Program Advisory Committee

A Program Advisory Committee is maintained by Hamilton Tech. The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the college with an external review of its programs. Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (i.e., non-college employees) who can provide a meaningful review of the college’s programs and supporting resources and materials.

a. Hamilton Technical College has a Program Advisory Committee for the School of Technology and the School of Allied Health. The Committee includes representatives from the employment community and others as appropriate.

b. The Program Advisory Committee meets at least two times annually on campus. Written and detailed minutes of each meeting are maintained and include a description of all members in attendance, the date, time, and location of the meeting; and a comprehensive and clear description of the review of and commentary made by the college representatives and the Program Advisory Committee members.

c. The Program Advisory Committee reviews and comments annually on Hamilton Technical College’s programs and comments as to the appropriateness and adequacy of the program objectives, program length, curriculum content, learning resources, and the adequacy of facilities and equipment. Additionally, the Program Advisory Committee reviews and comments annually, on student graduation and employment.

Grading Policy

Official reports (student evaluation) of student grades are issued at the completion of each term.

Grades for each subject are assigned as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in CGPA</th>
<th>Letter Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Exemplary</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>80-89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>B</td>
<td>3.00 – 3.99</td>
</tr>
<tr>
<td>70-79</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>C</td>
<td>2.00 – 2.99</td>
</tr>
<tr>
<td>*60-69</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>D</td>
<td>1.00 – 1.99</td>
</tr>
<tr>
<td>0-59</td>
<td>Failing</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
The quality points earned in each course are computed by multiplying the number of credit hours for the course by the final grade achieved. The Grade Point Average (GPA) is computed by adding the quality points earned in all courses during the term and dividing this sum by the total number of credit hours for the term. The Cumulative Grade Point Average (CGPA) is the total quality points divided by the total credit hours for all terms to date. Both GPA’s are based only on grade points earned in the present program of training.

*Medical Assisting Students must earn a 70% (C) or higher to be included in credits earned. Courses completed with a grade lower than a 70% (C) will be included in credits attempted.

**Grading Policy for Medical Assisting Program**

Grading in the Medical Assisting Program requires successful completion of all psychomotor and affective domain objectives as stated in this catalog and course syllabi.

Medical Assisting students must also satisfactorily complete and pass each skill evaluation with a grade of 70% (C) or higher. Failure to complete or pass ONE OR MORE required skill evaluation will result in a competency score of zero (0) for the “Competencies” portion of the course final grade average. Students are required to earn a minimum of 70% to pass Core Courses in their program. Students earning below 70% (C) will be required to retake the course.

Grading policy requirement for successful completion of all psychomotor and affective domain objectives are as stated on the syllabi.

**Performance Requirement**

Students in the Medical Assisting Program are required to earn a minimum of 70% (C) to pass Core courses. Students earning below 70% (C) will be required to retake the course.

**Skill Level Requirements**

The student must satisfactorily complete and pass each psychomotor and affective skill evaluation with a grade of 70% (C) or better to achieve the
**competency score.** Failure to complete or pass ONE OR MORE skill evaluation will result in a competency score of zero (0) for the ‘Competencies’ portion of the final grade average.

Students will practice all clinical skills and apply principles to entry-level competency. A terminal performance objective is a skill that the medical assistant will be required to perform during clinical class time to demonstrate competency. The instructor is responsible for establishing the time needed to compete a skill for the entry-level medical assistant. Procedural instructions are provided in the textbook.

**Evaluation Methods**

Students will be evaluated by the following:

- Examinations/Quizzes
- Homework

**Competencies (Must complete and pass all competencies)**

Participation

*See course syllabi for specific grading policy for each course.*

**Awarding of Grades**

**Withdrawals:**

If a student begins a term and a withdrawal (or dismissal) occurs prior to completing that term, the student will receive a “W”. Courses withdrawn (or dismissed) are not included in determination of the GPA.

A “W” will not be calculated in the CGPA but will count as credit hours attempted for evaluating satisfactory academic progress.

**Incomplete Grades:**

All course requirements must be completed by the last day of the term. However, if a student has mitigating circumstances that prevent the student from completing the course requirements by the end of the term, a grade of Incomplete “I” may be given resulting in 0.00 quality points.

For the purposes of measuring satisfactory academic progress, incompletes will be included in the calculation of the CGPA at the end of the term in which the “I” grade was given. If the student completes the required coursework, assignments, and tests (in the case of an externship – the required hours at the extern site) by the respective deadline of two weeks and receives a new grade for the course which had the “I” grade, academic progress will be re-
evaluated at the time the new grade is issued to determine if academic progress is now being maintained. If an “I” grade has not been resolved within two weeks (14 calendar days) after the current term ends, the “I” grade will be changed to an “F” grade.

Proficiency Credit
If a student is enrolled in a degree program and feels the material in a course is already mastered, either through courses taken at another college or through self-study, that student may request a proficiency examination for the course from the Campus Director (or Designee), provided the student was not previously enrolled in the course. The proficiency test must be taken before the first scheduled day of the course.

To earn proficiency credit, a “C” (2.0) or higher must be earned on the proficiency examination. If proficiency credit is earned, the student will be given full credit for the course and will be awarded a grade of “P”. Courses for which proficiency credit is granted are not included in calculation of the GPA, but are included in credits attempted toward maximum timeframe.

Transfer Credit
Hamilton Technical College will accept up to 75% of transfer credits towards a program from an accredited, postsecondary institution. These transfer credits may be accepted only upon evaluation from an official transcript. This evaluation must be completed prior to attending the first day of the course. A student can only transfer credits from courses in which a grade of “C” (2.0) or higher has been earned. It must also be determined that the prior coursework fulfills the specific program requirements. Typically a course considered for transfer into Hamilton Technical College must also be at the same course number or higher (ex. 100 to a 100 level course or 300 to a 300 level course)

Those courses which have been accepted as transfer credit from an accredited, postsecondary institution will receive a grade of “T” on the student’s academic record as noted in the grading policy. Courses for which transfer credit is granted are not included in calculation of the GPA, but are included in credits attempted toward maximum timeframe.

See the Admissions Section for the procedure on Transfer of Credits.

Leave of Absence Policy
A leave of absence may be granted, including but not limited to the following conditions beyond the student’s control:

- The leave is based upon a medical condition and a physician provides a written recommendation for a leave of absence. The physician must also provide a written release allowing the student to return to college;

- The leave is for military reasons and if possible should be documented by supplying a copy of the orders;
• The leave is for jury duty and should be documented by supplying a summons and a note of completion of duty at end of jury obligation;

A Leave of Absence involves no additional charges by the college to the student

Leaves of Absence may be granted with the following stipulations:

1. A leave of absence must be requested in advance (unless unforeseen circumstances prevent the student from doing so) by the student in writing, indicating the reason/s for the leave, the start date and end date of the leave.

2. The written request is submitted by the student to the Campus Director. The request will be approved or denied by the Campus Director or Designee.

3. Generally, only one leave of absence may be granted to a student in any 12-month period, and the leave may not exceed 180 days. However, the regulations allow additional leaves within the 12-month period under certain unforeseen circumstances, as long as the total number of leave days does not exceed 180. Both the 180-day period and the 12-month period begin with the first day of the initial leave.

If a student has been granted a leave of absence, he/she is not considered withdrawn for purposes of reporting a withdrawal date to the lender. The in-college deferment continues.

**Multiple Attempts:**
Satisfactory Academic Progress is supported by the structure of college curricula, and limitations are placed on multiple repeats of a course. A student may not enroll in a course more than twice except under extenuating circumstances and only with special written permission from the Academic Dean.

When requesting a third and final attempt, the Academic Dean will determine if the student will be able to complete the program with the required CGPA and within maximum timeframe. The Academic Dean will require a written appeal to be submitted and if granted, the student will develop an academic plan for the third attempt.

Once a course is taken with permission for a third attempt, no further attempts will be allowed.

A student who is unable to successfully complete or fails the course on the third attempt, will be academically dismissed.

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

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

Completers are not eligible to receive Federal Financial Aid.

Satisfactory Academic Progress

Federal law requires all post-secondary colleges to publish their Standards of Academic Progress Policy and ensure that the policy applies to both recipients and non-recipients of federal financial assistance. Through the implementation of this policy the college monitors the academic progress of all students towards the completion of their program. This process is enforced with all other institutional policies and procedures. Satisfactory Academic Progress (SAP) standards apply to all students who attend the Hamilton Technical College.

Three standards are used to measure Satisfactory Academic Progress. There are quantitative and qualitative standards used to measure progress as outlined below:

- **Cumulative Grade Point Average (CGPA):**
  Cumulative Grade Point Average (CGPA) is determined by dividing total quality points by total hours completed. It will be calculated at each evaluation point and includes all work completed in the program. Quality points are explained in the grading policy section of the Academic Catalog.

  Successful completion of a course requires a grade of 1.0 (D) or above (except for students in the Medical Assisting Technology program where a 2.0 or higher 70% is required for successful completion of a course see Grading Policy for Medical Assisting Program). “F” or “I” grades are not considered successful completion. “F” and “I” grades carry zero quality points but will be included in the calculation of the CGPA. A grade of “W” is not considered a successful completion of a course and does not get calculated in the CGPA. A grade of “T” or “P” will not be included in the calculation of CGPA. Although repeated courses will count towards credit hours attempted, the higher of the two grades earned will be used in the CGPA calculation.

- **Pace of Completion**
  The pace of completion is calculated by dividing the number of credits completed by the number of credits attempted in a program. To retain financial aid eligibility a student must maintain pace of completion as shown in the program specific charts below.

  - All hours attempted, including repeated courses, will apply towards Pace of Completion including courses completed with an “F,” “I,” “T,” “P,” or “W.”
  - Grades of “A,” “B,” “C,” and “D” are considered attempted and earned (except in the Medical Assisting Technology Program where only grades of of “A,” “B,” “C,” are considered attempted and earned).
Maximum Time Frame (MTF):
All students must complete their program in a period not to exceed 150% of the published length of the program as measured in credit hours. For example, a student may attempt a maximum of 180 credit hours if the program length is 120 credit hours \((120 \times 1.5 = 180)\). In order to graduate, a student must complete 100% of the required courses within the maximum time frame.

- All hours attempted, including repeated courses, will apply towards the maximum time frame to complete the program including courses completed with an “F”, “I”, “T,” or “W”.
- Grades of A, B, C, D are considered attempted and earned (except in the Medical Assisting Technology Program where only grades of of “A,” “B,” “C,” are considered attempted and earned).

Evaluation Points:
Satisfactory Academic Progress is monitored after the completion of each scheduled term (known as evaluation points). To be meeting satisfactory academic progress and complete the program within the maximum time frame, a student must have completed/earned the specified credit hours and maintained the CGPA standard at each evaluation point as outlined in the charts below:

**Medical Assisting Diploma Program Semester Credit Hours (32.5 Credit Hour Program MTF 48.75 credit hours)**

<table>
<thead>
<tr>
<th>Term Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8.5</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>9-16.5</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>17-24.5</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>25-32.5</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>33 – 48.75</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Medical/ Insurance Coding Specialist Program Semester Credit Hours (32 Credit Hour Program MTF 48 credit hours)**

<table>
<thead>
<tr>
<th>Term Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8.5</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>9-16.5</td>
<td>1.5</td>
<td>50%</td>
</tr>
</tbody>
</table>
Associate of Science Degree Program Semester Credit Hours (90 Credit Hour Program MTF 135 credit hours)

<table>
<thead>
<tr>
<th>Term Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31-45</td>
<td>1.75</td>
<td>50%</td>
</tr>
<tr>
<td>46-60</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>61-75</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>76-90</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>91-105</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>106-120</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>121-135</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

Bachelor of Science Degree Program Semester Credit Hours (30 Additional Credit Hour Program MTF 45 credit hours)

<table>
<thead>
<tr>
<th>Term Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>16-30</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>31-45</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

To be eligible to enroll in the Bachelor of Science in Electronics Engineering Technology, applicants must have satisfied the prerequisite of 90 credit hours in Electronics Engineering Technology in either transfer or proficiency credit equal to the course(s) outlined in the catalog for an Associate of Science in Electronics Engineering Technology.
# Heating Ventilation, Air Conditioning, and Refrigeration  
(30 Credit Hour Program  
MTF 45 credit hours)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6</td>
<td>1.0</td>
<td>25%</td>
</tr>
<tr>
<td>7-12</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>13-18</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>25 – 45</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Academic Probation:**
Students failing to earn the minimum rate of progress or minimum CGPA at an evaluation point will be placed on academic probation. The student will be informed in writing of being placed on academic probation. Academic probation will continue for the next term of training.

* A student placed on Academic Probation will be issued a Financial Aid Warning. Students who have been issued a Financial Aid Warning will remain eligible for financial aid for one term.

At the next evaluation point, a calculation will occur to determine if satisfactory academic progress has been made. Depending on the outcome of that calculation, the student may either be reinstated to good academic standing and therefore maintain financial aid eligibility or be academically dismissed (See Academic Dismissal).

**Academic Dismissal:**
If a student who is on Academic Probation fails to make SAP by the end of the term, he or she will be dismissed. This action may be appealed if the college determines that the student will be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length).

If at any time the college determines that the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program. A student who has been academically dismissed may reapply and enroll in a different program. Only those courses that apply to the new program will be calculated in the Maximum Time Frame and the CGPA.
Appeal of Academic Dismissal/ Extended Academic Probation:

Students who are academically dismissed for not meeting Satisfactory Academic Progress after an Academic Probation term may appeal for an Extended Academic Probation on the basis of his or her injury or illness, death of a relative, or other special circumstances (see special circumstances in the Student Financial Services section of this catalog). The appeal must explain why he or she failed to make Satisfactory Academic Progress and what has changed that will allow the student to make Satisfactory Academic Progress at next evaluation.

*If the college determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent term under Extended Academic Probation, the student will be placed on Financial Aid Probation and an Academic Plan will be required. Eligibility for financial aid will be reinstated for one additional term.*

If a student is granted an Extended Academic Probation, financial aid eligibility is reinstated for one term. If the student does not meet SAP by the end of that term, then he or she is dismissed from the college. Appeals after an extended academic probation are not permitted.

In order to be placed on extended academic probation, the student must have earned credit hours and quality points necessary to continue progress towards completing their academic program within the maximum timeframe.

When a student is on Extended Academic Probation and has agreed to an academic plan as outlined above, he or she can be returned to good academic standing by meeting the minimum rate of progress and minimum CGPA at agreed upon date (end of the evaluation period).

**Academic Plan**

An Academic Plan will be developed for a student appealing Academic Dismissal which, if followed, will allow the student to be able to meet SAP standards by an agreed upon date (end of the evaluation period). This plan is developed with the Academic Dean, in consultation with the Financial Aid Director.

**How Repeated Coursework Effects CGPA and Rate of Progress**

If a student is required to repeat a course, the first attempt is included in Credits Attempted. The first attempt will remain on his/her Academic Transcript and the second attempt will also be on the Academic Transcript. The higher of the two grades will be used in calculation of the Cumulative Grade Point Average. If the course is failed a second time, he/she will be withdrawn from the program and he/she would have to appeal in accordance with the Appeal Process outlined in the Satisfactory Academic Progress Policy to request a third and final attempt.

Third attempts are not typically granted and only in accordance with Satisfactory Academic Progress.
Schedule Change
A student may be allowed to change schedules within the same academic program during his or her time in attendance subject to academic policy and course availability. When the student is approved to change their shift from AM to PM or vice versa from the Academic Dean or Designee the student remains in the same academic program; therefore, all credits attempted and grades earned will be used to evaluate academic progress and remain part of the academic record.

Withdrawal/Cancellation of Training
A student wishing to withdraw or cancel (prior to the Add/Withdraw Period) must notify Hamilton Technical College, Ltd., in in one of the following manners:
- In writing to Hamilton Technical College, Ltd., 1011 East 53rd Street, Davenport, Iowa 52807,
- Calling the college office,
- Meeting in person with the college office.
- Sending an email to the college office (lboyd@hamiltontechcollege.edu)

Re-Admission after Withdrawal or Cancellation
A student wishing to return after withdrawal or cancellation may apply for re-admission by following the regular admission procedures. If the college determines that the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program.

Dismissal of Student’s Training by College
Grounds for dismissal of student include: Failing grades, tuition or fee payment delinquencies, or failure to comply with college rules, as described in the Academic Catalog. A student who does not attend classes for a period of fourteen (14) consecutive calendar days is withdrawn except in extraordinary cases such as Military training and jury duty. These exceptions must be communicated to the college before 14 calendar days or the dismissal will result.

Re-Admission after Dismissal
The required steps to appeal a dismissal for other than Satisfactory Academic Progress:
1. Submit a letter requesting a re-admission prior to desired start
   a. Letter can be submitted via email, fax, or US mail to the attention of the Campus Director
      i. Letter should explain the reasons why the dismissal occurred and why the student feels this attempt will result in completion of program.
      ii. Letter must explain what will be done differently if given another attempt
iii. If terminated for attendance, the student must explain how he/she intends to make it to class regularly
iv. If terminated for conduct, the student must explain how the incident occurred and how he/she will ensure this will not happen again.

b. Letter will be reviewed by the Appeals Panel which may include: Campus Director, Academic Dean, Career Services Director, and past Instructor(s)
c. A letter or email will be written to notify the student if the Panel will grant an appeal hearing
d. If an appeal hearing is granted, then the student must notify the Campus Director to schedule the appeal hearing.
e. At the appeal hearing, the student may make a presentation of no longer than 15 minutes, after which he/she will be asked questions from the Appeals Panel. Members of the Appeals Panel may consist of the following individuals: Campus Director, Academic Dean, Career Services Instructor and former Instructor(s).
f. The student will receive a letter or email informing him/her of the decision of the panel:
   i. If *not granted a readmission*, he/she may appeal the decision after 8 weeks from the receipt of the denial.
   ii. *If granted a restart*, he/she will need to schedule an appointment with the Campus Director or Designee to fill out reentry paperwork. At this meeting, any conditions of restart established by the panel will be discussed and documented with the student, which may include but are not limited to: required mentoring appointments, attendance restrictions, etc.
   iii. The decision regarding readmission will be based upon factors such as grades, attendance, account balance, conduct, and commitment to complete the program. If readmitted, the student will sign a new Enrollment Agreement, and will be charged tuition consistent with the existing published rate per credit hour.

**Multiple Course Repeats**
Satisfactory Academic Progress is supported by the structure of college curricula, and limitations are placed on multiple repeats of a course. A student may not enroll in a course more than twice except under extenuating circumstances and with special written permission from the Academic Dean or Designee. Once a course is taken with permission for a third attempt, no further attempts will be offered if not completed successfully. Students are not allowed to attempt more than 1.5 times, or 150% of the number of credits in a program of study.

**Resumption of Study**
If a student resumes study after dismissal or voluntary withdrawal, he/she needs to be aware that curriculum changes may have occurred. A review with the Academic Dean or Designee will
be required to determine the modifications necessary to allow a student to complete the graduation requirements.

CLASSWORK POLICIES

Homework:
Students are assigned homework in each course. Grades on assignments submitted after the announced due date will be reduced by one-half (.5) grade point for every day of delinquency. Assignments delinquent more than two days will receive a grade of zero (0).

Outside Classwork Preparation
It is to be expected that there will be outside classwork. Outside classwork can vary depending upon the course. Students could expect to spend up to two hours of outside classwork and study for every hour of class time. This may consist of reading assignments, writing assignments, practice and practical application of class work, project preparation and other work to keep current with the class and the expectations of the curriculum.

Progress Evaluations (PE’s or Quizzes)
PEs may be announced or unannounced. In some cases, the instructor may allow students to use notes on these evaluations. Notes that are acceptable must be in the individual’s own handwriting or word processed. Notes do not include the textbook or a photocopy of another’s notes (Additional rules related to Progress Evaluations may be found in your course syllabus).

- Students are not allowed to leave the test area without the permission of the testing proctor.
- No questions will be answered during PE; however, if a test question is illegible on a copy of the PE, the instructor may read the question to the student.
- No grades will be released on the day of a PE.
- If a student is absent on the day a PE is given, a zero will be earned for the evaluation and the PE may not be made up.
- If a student arrives tardy, while the PE is being given, he/she may begin the PE, but he/she will only have the remainder of the allotted time to complete.
• During a PE, only approved notes and writing utensils may be out on the desk (and approved calculators if applicable). Cell phones must be turned off and put in back pack or left in vehicle. It will be considered cheating to have a cell phone out during a PE, and the policy related to cheating will be executed.

**Major Exams:**

Major exams are scheduled and announced to the class in advance. Students are expected to take the major exam on the scheduled date and time. If a student must miss the day of a major exam, he/she must make arrangements with the instructor to take the exam prior to returning to class the next day. Arrangements will be made at the instructor’s availability. Students may not sit in class prior to taking the make-up examination. Sitting in class prior to making up the examination will result in a zero being entered for the exam.

- Students are not allowed to leave the test area without the permission of the testing proctor.
- No questions will be answered during the exam; however, if an exam question is illegible on the copy of the exam, the instructor may read the question to the student.
- No grades will be released on the day of an exam.
- Material from previous courses may appear on tests and exams.
- Exams must be finished within the allotted time for that class.
- If a student arrives tardy, while the exam is being given, he/she may begin the major exam, but he/she will only have the remainder of the allotted time to complete.
- During an exam, only approved notes and writing utensils may be out on the desk (and approved calculators if applicable). Cell phones must be turned off and put in back pack or left in vehicle. It will be considered cheating to have a cell phone out during a Major Exam, and the policy related to cheating will be executed.

**Make up Exams**

When taking a make-up exam, students may be given an alternate examination covering the same material from the one given to those on test day.

**Allied Health Makeup Work Policy**

All make-up assignments and work missed due to an absence should be completed immediately. Students, who have make-up work in a term, must have it completed before continuing to the next term. If a student has make-up work in the classroom portion of 4th term (prior to externship start), he/she must have it completed before the externship begins.
Appointments for make-up work must be made with the instructor outside class time (afternoons and Fridays may be available).

While making up work, students will not be able to receive grades from coursework, nor participate in job shadowing or community service until all assignments are made up. If a student is not allowed to attend community service and/or job shadowing because of make-up work, he/she must find his/her own job shadow site and/or community service site and have it approved by the instructor, by the end of the term.

**Hamilton Technical College Student Assigned Email and Google Classroom**

Google Classroom, .edu email accounts and all associated apps supplied to students are for academic purposes. The college feels these “tools” help enhance the learning environment through sharing of information and disseminating information in an efficient manner. Please use these tools with integrity and professionalism. The following includes the expectations for professional conduct and the corrective discipline if these are violated. If you have questions concerning the use of this or other educational technology, please speak with your instructor.

Students are expected to respect their .edu email accounts and access to any educational software (such as Google Classroom). Please adhere to the following guidelines:

When using college email addresses or Google Classroom, please do not:

- Breach the security of another user’s account
- Disrupt the learning environment in any online platform or discussion board
- Use the college email account, educational software, or social media to communicate harassing or abusive images or messages
- Access or exchange obscene, pornographic, or otherwise inappropriate material
- Use the college email account or educational software for illegal activities, personal commercial gain, or political activities such as campaigning for candidates or lobbying public officials

Violations of these guidelines will result in disciplinary action up to and including dismissal.

All .edu accounts are property of Hamilton Technical College and this privilege may be revoked at the discretion of the Campus Director.

Information shared on .edu accounts and educational software can be investigated by administration if violations of the Academic Catalog take place.

**Specialized Equipment**

Some very sensitive and expensive equipment will be utilized through the program. Common sense dictates that reasonable care must be taken when using this equipment. Any problems associated with any training equipment should be brought to the instructor’s attention immediately.
Laboratory Partners
Students are assigned to work in “pairs” or “small groups” at a laboratory workstation in certain portions of some classes. Students are expected to make every effort to work effectively with the assigned lab partner as part of the training. Students will be required to interact with co-workers and customers in the workplace, and the laboratory is a good place to develop the ability to work with a variety of people.

Academic Assessment and Advising
A student that does not comprehend the material is encouraged to schedule an appointment with a mentor from the MAP (Mentoring Application and Preparation) Program by contacting the Student Services Advisor. The sooner a student seeks assistance, the more impact it can make on the grade.

At midterm, the Academic Dean will review all grades. If a student is earning a grade in any course below a 2.0, he/she will be asked to meet with the Academic Dean to discuss how he/she can improve his/her grade. At this point students will be encouraged to seek help from the MAP Program.

Graduation Requirements
In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum timeframe in accordance with the Satisfactory Academic Progress policy, and must have completed the exit interview process. Students must also be current on all financial obligations in order to receive final transcripts.

- GRADUATES OF THE ELECTRONICS ENGINEERING TECHNOLOGY ASSOCIATE LEVEL PROGRAM WILL RECEIVE AN ASSOCIATE OF SCIENCE DEGREE.
- GRADUATES OF THE ELECTRONICS ENGINEERING TECHNOLOGY BACHELOR LEVEL PROGRAM WILL RECEIVE A BACHELOR OF SCIENCE DEGREE.
- GRADUATES OF THE HEATING, VENTILATION, AIR-CONDITIONING AND REFRIGERATION PROGRAM WILL RECEIVE A DIPLOMA.
- GRADUATES OF THE MEDICAL ASSISTING TECHNOLOGY PROGRAM WILL RECEIVE A DIPLOMA.
  - Graduates of the Medical Assisting Program must earn a 2.0 grade point average and successfully complete all core competencies with a 70% (C) or better.
GRADUATES OF THE MEDICAL/INSURANCE CODING SPECIALIST PROGRAM WILL RECEIVE A DIPLOMA

In addition to successfully completing all courses listed for each program within 150% of program length students must complete with a cumulative grade point average of not less than 2.0 and meet all requirements of Satisfactory Academic Progress. Students will not be eligible for graduation if the best-recorded grade for any subject is F (below 1.0). Students cannot omit any course listed in the curriculum except by proficiency examination or transfer credit.

Additionally, all tuition and fees (including a $25 grad fee) must be paid in full prior to graduation. If there is an outstanding balance, students will not be allowed receive a transcript until such time tuition commitments are satisfied.

Academic Achievement/Recognition

Recognition at Term
Hamilton Technical College Faculty and Staff are here to support students and help them be successful on their path to a new career.

When a student earns a Grade Point Average of:

- 3.5 or higher he/she will be recognized on the President’s List each term.
- 3.0-3.49 he/she will be recognized on the Dean’s List each term.

This achievement can demonstrate a student’s academic excellence to future employers. Employers value academics since this showcases the skills and knowledge gained in the student’s field of study. These letters should be saved and included in each student’s portfolio.

Graduation Academic Recognition
Students graduating with a 3.5 CGPA or higher will receive a gold tassel and their name will be marked in the program with an asterisk (*) to denote “honors.”

The student in each program’s graduating class with the highest CGPA will be recognized at the graduation ceremony:

- The highest CGPA in the School of Allied Health is awarded with a certificate and honor cord.
- The graduate with the highest CGPA in the School of Technology with an Associate of Science and Bachelor of Science is awarded with induction into Alpha Beta Kappa (see below).

Graduation Attendance Recognition
Employers prefer students have excellent class attendance because they believe that if a student shows up for class, they will show up for work. To reinforce the importance of strong attendance...
attendance, we will formally recognize students for achieving perfect attendance or excellent attendance (only one absence, tardy or leave early throughout the program).

Formal graduation ceremonies are held. The choice to enroll, attend and complete training at Hamilton Tech is a big accomplishment, and families are encouraged to attend graduation and cheer as students receive their hard-earned diploma or degree.

**Alpha Beta Kappa National Honor Society**

Hamilton Tech maintains the Alpha Chapter of the Alpha Beta Kappa Honor Society for degree programs. A student who graduates with the highest grade point average in an individual graduating class will be inducted into the Alpha Beta Kappa Honor Society with initiation and lifetime membership paid by the college. As evidence of this achievement, the student will also receive an honorary pin, certificate of membership, and honor cord.

**Attendance Awards**

At the end of each term students with perfect attendance are recognized by receiving a certificate.

**Course Evaluations**

Each term Hamilton Tech distributes “Course Evaluation” to receive valuable input from students on the college’s operation. Students are urged to complete these sheets so Hamilton Technical College may improve its efforts to continue to be an effective institution of higher learning.

**Children on Campus**

Children may not attend class or be permitted to remain in the Library/Learning Resource Center or any other area on campus while their parent attends class.

**Request for Academic Transcripts**

Academic transcripts may be obtained from the Academic Records Coordinator at Hamilton Tech. Graduates and Past/Present Students can obtain a copy free of charge.

In accordance with the Federal Education Rights and Privacy Act (FERPA), Hamilton Technical College cannot release transcripts without a completed transcript request form signed by the student. This form can be obtained from the Academic Records or downloaded online at [http://hamiltontechcollege.edu/transcript-diploma-request/](http://hamiltontechcollege.edu/transcript-diploma-request/). All requests must be made through the U.S. Mail, a delivery service, in person, or faxed, and include the student or graduate’s signature. E-mailed requests must be printed, filled out and signed. Then it should be scanned into a .pdf and emailed to the Academic Records.
The transcript request form can be obtained from the Administrative Assistant or Academic Records at Hamilton Tech or on Hamilton Tech’s transcript request page at:
http://hamiltontechcollege.edu/transcript-diploma-request/

Students should remember, if forwarding official copies of transcripts to another institution, the copy will no longer be considered “official” if the envelope arrives at that institution opened. Students should arrange to have all official copies forwarded directly to other institutions.

**Examination of Student Records – Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Hamilton Technical College receives a request for access. A student should submit to the Campus Director or Designee, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the college to amend a record should submit the request in writing to the Academic Dean or Designee, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by the [College] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official
committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of Hamilton Technical College who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Hamilton Technical College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hamilton Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to college officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other college officials, including teachers, within Hamilton Technical College whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or
evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the college has designated as “directory information” under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
Student Responsibility
Student Responsibility

**Students are expected:**

1. To adhere to rules and regulations established by Hamilton Technical College.
2. To respect the rights and individuality of other students, college staff, administrators, and faculty.
3. To be punctual and present every class day.
4. To maintain the best possible level of academic achievement.
5. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
6. To dress and groom in a manner that meets the standards of health, cleanliness, safety and employer expectation.
7. To refrain from gross disobedience, misconduct, or behavior that disrupts the educational process.
8. To respect the authority of college staff, administrators and faculty in maintaining discipline at the college and all sponsored activities.

**Attendance Policy**

Class attendance is an important and vital part of the student’s education; therefore, students are required to attend all class sessions. As an institution that prepares people for careers, we expect students to notify their instructors of any absence prior to the beginning of the class day. (for more information about No Call/No Show Policy see below) Hamilton Technical College does not have “approved or unapproved absences.” Attendance records are a valuable tool used by various college departments when working with prospective employers of students. Poor attendance or regular tardiness may seriously affect a graduate’s prospect to gain employment. Students must strive for perfect attendance and punctuality on a daily basis. A lack of student attendance, at any level, is a basis for student academic advising. Instructors will advise students at the beginning of each course about the importance of regular attendance for success in the course, that attendance is required to receive credit for the course and the policy regarding absences.

All work missed by reason of absence (failure to attend class) or tardiness (lateness for class), or leave-earlies (leaving before the scheduled end of class), regardless of the cause, must be made up in accordance with classwork policies.

In the event a student is aware of an upcoming absence, the student is expected to get assignments from instructors in advance so the necessary work will be completed before leaving or immediately upon return.
Attendance Requirements for Students in the School of Technology

Students in the School of Technology who have missed 10 percent of the total class hours in a term (30 hours of instruction) will be given an Attendance Warning in writing by the Academic Dean or Designee.

Students who are absent 20 percent of the total class hours in a term (60 hours of instruction) may be terminated from the program.

Students absent for 14 consecutive calendar days may be terminated except when absences are communicated to the college. These exceptions must be communicated before the 14th calendar day of absence or dismissal will occur.

A student wishing to appeal their dismissal due to an attendance violation must follow the appeal process outlined in this catalog.

Attendance Requirements for Students in the School of Allied Health

Attendance is taken at the beginning of each course each day. Students are expected to be in their work area at the beginning of the course to be considered in attendance. If a student is tardy the time is noted in the gradebook. If a student leaves class early, the time of departure is noted also in the gradebook. Absences, Tardies, and Leave-Earlies are entered into the student’s electronic records which will track the percent of attendance.

Students in the School of Allied Health who miss 10 percent of the total class hours in a term (20 hours in terms 1, 2, and 3 or 10 hours in term 4 prior to beginning of externship) will be advised in writing that they are at risk of being withdrawn from the ten-week academic term in which they are enrolled.

Students in the School of Allied Health who miss 20 percent of the total class hours in a term (40 hours in terms 1, 2, and 3 or 20 hours in term 4 prior to externship) may be withdrawn from academic term. Students wishing to appeal must follow the appeal process outlined in this catalog.

During Term 3, externship arrangements begin to be made. Due to the stringent attendance requirements of the healthcare field, if a student in an Allied Health Program misses 15 percent of the class hours cumulatively of the first two terms (60 hours), he/she will be required to find his/her own externship site and have it approved prior to the beginning of the externship. If a site is not secured in this situation prior to the beginning of the externship, the student may be dismissed from the program. If dismissed from the program, the student would need to follow the appeal process outlined in the Re-Admission after Dismissal policy in this catalog.
Allied Health No Call/No Show Policy

Students in the School of Allied Health are required to notify their instructors of any Absence, Tardy or Leave Early prior to the beginning of the class day. Failure to report absences is unacceptable in the medical profession; therefore, in the event a student does not notify their instructors by the beginning of the class day, the following will result:

- 1st offense: Verbal Warning
- 2nd offense: Written Warning
- 3rd offense: 3 day Suspension

Externship Attendance Requirements

Students must complete a 180-hour externship in diploma programs. Attendance is monitored and signed off by each site supervisor. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students are encouraged to schedule medical, dental or other personal appointments after class hours. If a student finds out that he/she will be unavoidably absent, he/she should notify the externship site and the college.

Students absent for 14 consecutive calendar days may be terminated except when absences are communicated to the college. These exceptions must be communicated before the 14th calendar day of absence or dismissal will occur.

Dress Code – All Students

Employers, prospective employers, industry representatives, parents, family, and local, state and federal officials regularly visit Hamilton Tech. Each visitor will depart with an impression of the college and students based on their observations while a guest at the college. In support of making a good impression on these visitors, a dress code has been adopted by the college.

Dress Code – School of Technology

Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: tank tops, tube tops, halters, short shorts, yoga pants and leggings, low-riding shorts or pants, pajamas and shirts with abusive or offensive language.

Dress Code – School of Allied Health (Medical Assisting and Medical/Insurance Coding Specialist)

Students in the Medical Assisting and the Medical/Insurance Coding Specialist Programs must follow a dress code that adheres to the standards set in the healthcare field. Professional attitude, appearance, and hygiene are expected. Torn and provocative clothes are not permitted. The following items of clothing are also unacceptable: tank tops, tube tops, halters, short shorts, yoga pants and leggings, low-riding shorts or pants, pajamas and shirts with abusive or offensive language. Students must cover visible tattoos during class and while on externship. For safety reasons, students must not wear flip-flops. Additionally, male students in
the School of Allied Health may not wear earrings and females may only wear one set of earrings. No other visible body piercings are allowed. Headgear such as scarves, wraps, and hats are not permitted (unless for religious reasons). Students in Terms 3 and 4 must wear scrubs in the Medical Assisting program or business casual in the Medical/Insurance Coding program. If a student needs more clarification on what is expected in the School of Allied Health, then he/she should consult with the program director.

Violations will result in:

- 1st offense: Verbal Warning
- 2nd offense: Written Warning
- 3rd offense: 3 day Suspension

Conduct Policy

Definition of Disobedience or Misconduct
Disobedience or misconduct may be grounds for disciplinary action up to and including suspension or dismissal. Such conduct may occur in the college buildings or on college grounds. Such conduct may also occur outside the college provided there is a direct relationship between the conduct and the college’s educational function.

Disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead college authorities to suspect that a student has substantially disrupted or interfered with college operation or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior or activity, or any other activity or behavior, which may be determined by the administration:

1. Insubordination to any college personnel, which includes failure to follow directions.
2. Possession of, use of, or distribution of any unauthorized substance, including but not limited to narcotics or alcoholic beverages, and the possession of, use of, or distribution of any dangerous weapon; smoking while on college property in restricted areas.
3. Intimidating or attempting to intimidate college personnel/students.
4. Fighting with or assaulting college personnel/students.
5. Sleeping in class
6. Disruptions (Halls, Class, Vending Areas; examples: horseplay, excessive talking or noise, rowdy behavior, failure to dispose of refuse, etc.)
7. Intentionally damaging or destroying college property, or property of college personnel/students.
8. Verbally abusing or using profanity or obscenity to college personnel/students.
9. Sexual Harassment or Sexual Misconduct
10. Substance Abuse
11. Endangering the physical or psychological well-being of the college population by acts such as:
   a. Releasing college fire alarm or tampering with fire extinguishers.
   b. Tampering with laboratory equipment, projects, and/or training aids.
   c. Repeated incidents of misbehavior, including repeated refusal to comply with college rules.
   d. Other acts which directly or indirectly jeopardize the health, safety, or welfare of college personnel/students.
   e. Serious acts of defiance against personnel/students in actions or words.
   f. Fighting/Assault on College Property or at a College-Sponsored Event
   g. Other behavior or conduct, which is of such gross nature as to constitute a violation of the intent of these rules though not explicitly stated.

Disciplinary Action
If a student violates college rules or standards of conduct, he/she will be referred to the Academic Dean or Designee. An investigation of the facts surrounding the situation will be made.

The student will be advised of the facts disclosed by the investigation and will be given an opportunity to question evidence and present witnesses and supporting documents on the student’s behalf. In the event the investigation results in dismissal, the student may appeal using the procedure outlined in the Re-admission after Dismissal policy in this catalog.

Discipline Policy Guidelines
The list of discipline guidelines that follow will be adhered to. However, there could be instances of disciplinary situations, which are not covered in this catalog. In this case the Campus Director or Designee will determine fair and just disciplinary action.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Insubordination (Failure to follow a staff member’s rules or being in an unauthorized area)</td>
<td>First Offense: Written Warning</td>
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<td></td>
<td>Second Offense: 3-Day Suspension</td>
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<td>Third Offense: 5-Day Suspension</td>
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<td>Fourth Offense: Dismissal</td>
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<tr>
<td>Gross Insubordination (Talking back to a staff member after failure to follow a direction)</td>
<td>First Offense: 3-Day Suspension</td>
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<td>Second Offense: 5-Day Suspension</td>
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<td></td>
<td>Third Offense: Dismissal</td>
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<tr>
<td>Use of abusive, obscene, or profane language</td>
<td>First Offense: Written Warning</td>
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<tr>
<td></td>
<td>Second Offense: Conference</td>
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<tr>
<td></td>
<td>Third Offense: 3-Day Suspension</td>
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<td>Fourth Offense: 5-Day Suspension</td>
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<td>Fifth Offense: Dismissal</td>
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<tr>
<td>Violation</td>
<td>First Offense</td>
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<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
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<tr>
<td>Fighting/Assault on School Property or at a School-Sponsored Event</td>
<td>First Offense:</td>
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<tr>
<td>Disruptions (Halls, Class, Vending Areas; examples: horseplay, excessive talking or noise, rowdy behavior, failure to dispose of refuse, etc.)</td>
<td>First Offense:</td>
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<tr>
<td>Intentional Damage to School Property, including: improper use of lab computers by: installing programs, viruses, or changing settings on computers. (payment is required for damage and/or cleaning service; examples: defacing, damaging or abusing walls, floors, furniture, equipment, etc.)</td>
<td>First Offense:</td>
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<tr>
<td>Vandalism/Theft/Possession of Stolen Property (Hamilton Technical College is not responsible for lost or stolen items)</td>
<td>First Offense:</td>
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<tr>
<td>Smoking in Restricted Areas</td>
<td>First Offense:</td>
</tr>
<tr>
<td>Substance Abuse (click for policy)</td>
<td>First Offense:</td>
</tr>
<tr>
<td>Cheating</td>
<td>First Offense:</td>
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<tr>
<td>Dress Code</td>
<td>First Offense:</td>
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<tr>
<td>Sleeping in Class</td>
<td>First Offense:</td>
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</tbody>
</table>
| Food and/or Drink in Restricted Areas | First Offense: | Written Warning
| Second Offense | *Conference
| Third Offense: | 3-Day Suspension
| Fourth Offense: | 5-Day Suspension
| Fifth Offense: | Dismissal

| Sexual Harassment (click for policy) | First Offense: | Depending upon the severity of the infraction, a student at minimum may be suspended for 5 days or immediately expelled for violating the Sexual Harassment Policy. If suspended, and there is a second occurrence, dismissal will result.
| Second Offense: | |

| Sexual Misconduct (Click for policy) | First Offense: | Other interim actions, when necessary to protect student welfare, such as interim suspension of 5 days, or immediate dismissal for violating the Sexual Misconduct Policy may occur.
| |

**Smoking**

Hamilton Tech complies with the Iowa Smoke Free Air Act. - House File 2212. Smoking (including e-cigarettes) is permitted only in designated areas outside the building and at least 15 feet from any entryway. Violations of the Smoking Policy may result in disciplinary action.

**Telephone Calls**

**Incoming Calls** - Persons wishing to leave messages for students will be accommodated.

**Emergency Calls** - If the college receives an emergency phone call for a student, we will attempt to locate the student to take the phone call, or we will take the message and deliver it to the student if he/she is in class. If a student needs to use a phone, the Student Services Office has one available for use.

**Electronic Devices Policy**

Students may use their electronic devices (cell/smart phones, smart watches, etc) only on breaks, before, and after class. If an electronic device is used or is distracting (rings during class), a student will be given a warning and further disruptions may receive additional discipline.

- 1st offense: Verbal Warning
- 2nd offense: Written Warning
- 3rd offense: 3 day Suspension

**Cheating**

Cheating on coursework is unacceptable and cheating on any coursework will result in:
First Offense: 5-Day Suspension
Second Offense: Dismissal

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 website of the U.S. Copyright Office at www.copyright.gov.

Present during Violation of Policies
If a student is present, but not participating, when a rule and/or regulation is being violated, that student should remove him/herself and report the violation or that student may be considered in violation also.

Vending, Food and Drink
The vending machines located in certain areas of the college buildings are there as a service. Damage or abuse of these vending devices will be considered to be an infraction of college policy. Consuming food or drink in a restricted area is prohibited. If a student has any problems with the vending machines or they are malfunctioning, please inform the Front Desk Administrative Assistant.

Classroom and Laboratory Cleanliness
The buildings are cleaned on a daily basis. Students are asked to help keep the college as clean as possible by using trash receptacles, smoking stands, etc.
Student Services
Peer Tutoring (MAP Program)

All Hamilton Tech students are encouraged to take advantage of the MAP (Mentoring, Application, and Preparation) Program if they are in fear of failing, wanting to raise their GPA, improve test readiness or develop skills in organizing, prioritizing, time management and study habits. For assistance in any of these areas, please contact the Student Services Advisor at 563-386-3570 ext. 1015 or visit to arrange services. Students may also go online to: http://hamiltontechcollege.edu/mentoring-request/ to fill out a request for mentoring.

Students interested in becoming a MAP Tutor, must have a GPA of 3.5 or higher in the course he/she wishes to mentor, and obtain the recommendation of the student’s instructor from that course. Additionally, mentor candidates should possess a good attendance record, leadership qualities and a desire to help others.

Student Services Advising

If a student is having problems that may be impeding his/her progress and needs someone to talk to, the Student Services Advisor is available to assist as an advocate, helping discover resources and connecting students with referrals. Students are encouraged to make full use of the services available for any of the following areas: housing assistance, childcare, transportation, part-time job assistance, life skills, budget, and personal financial planning skills.

Housing Assistance

Hamilton Tech does not offer on-campus housing. However, the Student Services Advisor has resources available. Individual leasing terms are established between the apartment complex and the tenant. Students should inform managers and landlords that they are students, as various places offer student discounts.

Child Care

Hamilton Tech does not offer childcare on campus, yet there are various providers available in the community. The Student Services Advisor has a list of resources available.

Hamilton Tech does not recommend nor endorse any provider over another.

Transportation

Transportation to and from college is the student’s responsibility. However, it is possible to connect students with ride-sharing or the Quad City public transit system. The following are links to the Bi-State Transit Systems:

In Illinois: http://www.gogreenmetro.com/

In Iowa (Davenport):
Parking
Parking is provided at no additional charge under the following conditions. Students must park only in designated parking areas.

Parking is made available on a first-come-first-serve basis. Hamilton Tech cannot accept responsibility for damage or loss to vehicles while parked in college parking lots.

Part-time Job Assistance
Hamilton Tech may assist students with job leads for part-time employment while in college. Listings of current part-time employment opportunities are posted around the college or may be obtained from the Career Services Office.

Student Identification Cards
Students are issued a student identification card within the first two weeks of class. Students should carry their card at all times while on campus and must be surrendered upon request.

This card is intended to identify students to faculty, staff and administration as well as outside parties. If an ID is lost or stolen, please see the front desk receptionist to obtain a replacement.

Class Breaks
Students receive a ten-minute break at the end of each class hour.

Field Trips
Occasionally, a class trip to a business or industry is scheduled for certain classes to supplement the structured curriculum in the course. Students are expected to participate in the field trip and dress for the trip in a manner approved by the instructor. Students who choose not to participate in a trip of this nature are required to attend the regularly scheduled class(es) and will be assigned work to be completed and returned to the instructor to be considered in attendance for the class day.

College Schedule
Term schedules are published in the college catalog in the Addendum at the end of this Catalog. Please try to schedule vacations around the college schedule if possible. Moreover, inform the instructor and the Campus Director or Designee of any vacation plans.
Jeanne Clery Disclosure of Campus Security - Crime Awareness Policy

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education - both public and private. It is enforced by the US Department of Education.

The “Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall room on April 5, 1986. Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990”.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to add more reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

To read the full disclosure, please visit:

To Report a Crime

All persons are strongly encouraged to report crime to either the police or Hamilton Technical College in a timely and accurate manner. Contact Davenport Police at (563) 326-7979 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lot or loitering around vehicles or inside building should be reported to Hamilton Technical College personnel.

Confidential Reporting Procedures

Hamilton Technical College is unable to promise confidentiality to those who report crimes to anyone except counselors or, under certain circumstances, to a physician or nurse or a hospital.

Reports that are confidential by law will not be reported for inclusion in the annual crime statistics report.

Crime Reporting (Limited Voluntary Confidential)

Hamilton Technical College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Davenport Police Department as soon as possible (Hamilton Technical College does not maintain campus police). Because police reports are public records,
the Davenport Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to any Hamilton Technical College personnel.

If you see a crime or suspicious activity occurring on campus and you would like to anonymously report it, please fill out the Silent Witness Form, in the Student Services office or Campus Director’s Office. Please fill in as much information as possible.

**General Procedures for Reporting a Crime or Emergency**

Crimes and emergencies that take place on Hamilton Technical College property, including the parking lot, should also be reported to any Hamilton Technical College personnel. Front desk staff will take crime and emergency reports. Hamilton Technical College personnel do not have enforcement authority in cases of crimes.

Crimes should be reported to Hamilton Technical College to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Hamilton Technical College does not have a MOU (memorandum of understanding) with any law enforcement agency.

**Drug and Alcohol Abuse Prevention Program (DAAPP)**

**Substance Abuse Program**

Hamilton Tech has established a program with a goal of reducing and/or eliminating drug and/or alcohol abuses. The staff and faculty are committed to providing support to those who need assistance in becoming aware of the hazards associated with substance abuse. Without violating federal and/or state laws, Hamilton Tech will make a legitimate effort to provide necessary programs and services consistent with a goal of educating students on how to deal with substance abuse. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse. Please see the Campus Director or Designee for referrals to substance abuse resources.

**Substance Abuse Policy**

In accordance with The Drug-Free Schools and Communities Act Amendments of 1989, Hamilton Tech is committed to creating a drug free environment that promotes the intellectual, social, emotional, ethical, and physical well-being of its campus members. The commitment includes maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the campus community. The staff and faculty are committed to providing support and directing students to resources associated with substance abuse. If a student has, or knows of students who have
problems in this area he/she is urged to contact the Campus Director. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse.

Alcohol and Drug Resources and Services
Hamilton Technical College does not provide on campus substance abuse counseling; however, there are several sources of such treatment and counseling available in the community. If necessary, students, faculty and staff in need of counseling or treatment may contact the following resources in the Quad City and surrounding areas. (Hamilton Tech does not suggest nor endorse any program over another.)

**Alcoholics Anonymous 24 hour service:** (309)764-1016.  
The Illowa Intergroup, 1706 Brady Street, Midtown Plaza Suite 201, Davenport, IA 52803  
Office hours: 9:00 to 5:30 Monday- Friday

**Quad Cities Area of Narcotics Anonymous**  
Helpline: (800) 897-6242  
P.O. Box 37, Davenport, Iowa 52805  
info@qcana.org

**Treatment Services**

**Center for Alcohol & Drug Services, (CADS)**  
Davenport, IA- (563)326-1150 or (563)326-4116  
Rock Island, IL-(309)788-4571  
[http://cads-ia.com](http://cads-ia.com)
Riverside Alcohol & Drug Treatment Center  
Rock Island, IL-(309)779-2800  
http://www.unitypoint.org/quadcities/services-riverside-inpatient-center.aspx

River Bend Christian Counseling – Moline (309) 757-0300  
Tri-County Alcohol and Drug Services, LLC - East Moline (309) 752-9740  
Alcohol and Drug Education Clinic, Inc – Rock Island (309) 794-1097  
Family Counseling and Psychology Center, P.C., DUI Services - Rock Island (309) 788-6374  
Alcohol and Drug Educational Services – Rock Island (309) 786-2992  
New Life Outpatient Center-Davenport (563) 355-0055  
Margaret Stutsman Lodge-East Moline (309)792-2840  
Good Shepherd Foundation – Geneseo (309) 944-6205 or (309) 944-3258  
Bridgeway, Inc – Kewanee (309) 852-5541  
The Abbey-Bettendorf (563)355-4707

The above is meant as a list of possible resources for alcohol or drug counseling and treatment.  
It is not an endorsement of any method or provider of drug or alcohol treatment, and Hamilton Technical College does not guarantee the effectiveness or availability of the above providers.  
Resource information (booklets, pamphlets, brochures, etc.) regarding health and safety concerns from substance use/abuse, and information regarding community services, are
available in the Student Services Office. There are many people and services available for someone who needs support, information, or treatment.

**Sanctions for Violation of Local, State, and Federal Laws**

Local statutes adhere to State guidelines regarding sanctions for violations.

**Alcohol Use**

Iowa State law considers the illegal possession and use of alcohol a simple misdemeanor. Please see the following link for full detail: [http://www.legis.state.ia.us/IACODE/1997/123/47A.html](http://www.legis.state.ia.us/IACODE/1997/123/47A.html)

Federal laws likewise prohibit the underage use of alcohol. Please see the following link for full detail: [https://www.samhsa.gov/](https://www.samhsa.gov/)

**Drug (Controlled Substance) Use**

Iowa State law considers the manufacture, delivery, or possession of illegal drugs to be a class "B" felony, punishable by confinement of up to fifty years and fines up to $1 million. Please see the following link for a full detail: [http://www.legis.state.ia.us/IACODE/1995/124/401.html](http://www.legis.state.ia.us/IACODE/1995/124/401.html)

Federal law (specifically the Controlled Substances Act passed in 1970) likewise prohibits the manufacture, distribution and possession of controlled substances. Please see the following link for full detail on the limitations and sanctions for violation of this act: [https://www.samhsa.gov/](https://www.samhsa.gov/)

**Discipline for Violation of Substance Abuse Policy**

1. Direct involvement or participation in the selling of any controlled substance or paraphernalia associated with controlled substances on or about school property or at school sponsored events will result in the following:
   a. Dismissed from school.
   b. A report will be filed with the police.

2. Anyone involved with or participating in consuming, using, or giving alcoholic beverages or controlled substances or paraphernalia associated with controlled substance, or are under the influence of same or possession of same, on or about school property or school sponsored activities, will be:
   a. Dismissed from school
   b. Advised to enter a substance abuse program
   c. Informed they are not going to be considered for readmission unless evidence of participation in an approved substance abuse program is supplied to the school as part of the appeal process.

*Conviction of a drug-related offense may render a student ineligible for federal financial aid for at least one year. Depending on the nature and severity of the conviction, a student may lose federal financial aid eligibility for an indefinite period.*
Health Risks Associated with Substance Abuse

Alcohol Use
The use of alcohol serves as a depressant that affects the central nervous system of the body. Effects of alcohol use include, but are not limited to, slowed motor skills, loss of judgment, blurred vision, physical sickness, blackouts, and in extreme cases death. Impact on student success includes poor attendance, poor test performance, failure to complete assignments, and course failure.

Drug Use
The use of drugs, (controlled substances) has a multitude of mind altering, debilitating, and in some cases catastrophic effects for the user. Effects include, but are not limited to, slowed motor skills, loss of appetite, lack of motivation, irritability, inability to concentrate, violent outbursts and in some instances death. Impact on student success includes poor attendance, inability to concentrate or focus, poor academic performance, and course failure.

Parental Notification Guidelines for Alcohol and Controlled Substance Violations
These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances about a student’s (students under the age of 21) use or possession of alcohol or a controlled substance. This change supports the practice of Hamilton Technical College of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when Hamilton Technical College believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action.

Generally, Hamilton Technical College contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- A situation in which a student has received medical attention
- The occurrence of an arrest and consequent criminal charges
- A major disruption to Hamilton Technical College's educational mission
- Substantial harm caused to other students, or
- Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to
develop a partnership between Hamilton Technical College and the parents for the good of the student.

Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

Questions or concerns regarding these guidelines should be directed to Campus Director.

**Sexual Misconduct Policy/ Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (SaVE Act)**

Hamilton Technical College is committed to providing a learning and a working environment that is free from sexual misconduct. Hamilton Tech complies with the Title IX, VAWA/Campus SaVE Act. It is the policy of the College that sexual misconduct in any form will not be tolerated and is committed to upholding a safe, non-threatening and respectful environment. Any violation of this policy may result in discipline up to and including termination from the college.

**Definitions**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, coercion, or manipulation. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, sexual abuse or assault, sexual harassment, sexual exploitation, and sexual intimidation.

Sexual Abuse or sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another.

Sexual Harassment is defined as persistent, repetitive, or egregious behaviors directed at a specific individual or group of individuals, whether made physically, orally, in writing, or through electronic media. Sexual Harassment includes, but is not limited to, the following: physical contact or violence, direct or implied threats of a sexual nature or for a sexual purpose, persistent propositions to develop a romantic or sexual relationship, unwelcomed sexually explicit gestures, statements, questions, jokes, anecdotes, or displays of graphic sexual material—including remarks about a person’s clothing or body, sexual activity or previous sexual experience, stalking, unwelcomed touching, and bullying/cyber-bullying for a sexual purpose.
Sexual Exploitation involves taking sexual advantage of another person. However, the behavior(s) displayed might not fit into other sexual misconduct offenses. Examples include, but are not limited to the following: Distribution or publication of sexual or intimate information about another person without consent, electronic recording, photographing, or transmitting sexual or intimate statements, sounds, or images without knowledge and consent of all parties, or indecent exposure.

Sexual intimidation is defined as an implied or actual threat to commit a sex act against another person, or behaviors used to coerce a person in a sex act. Examples include, but are not limited to: stalking and voyeurism.

Consent is giving permission to engage in activity. Consent is clear, knowing and voluntary. Previous history does not imply consent for future activity. Consent to one activity does not imply consent to another. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to influence of alcohol and/or drugs. In order to give consent one must be of legal age and not incapacitated mentally or physically. Silence should not be interpreted as consent.

Confidentiality
Hamilton Tech College is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The college will work to protect the identities and privacy of the students who seek help or who report sexual misconduct. Yet, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

Reporting
The college strongly encourages students to report concerns immediately. In addition to violating college policy, sexual misconduct might also constitute criminal activity. Students are encouraged to inform the police and/or seek medical attention. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by authorities. Students can inform and discuss the matter with law enforcement and hospital personnel without making a formal criminal complaint or a formal college complaint. For emergencies, contact 9-1-1 or the Davenport Police Department at (563) 326-7979. Assistance can be obtained 24 hours a day, 7 days a week from the Regional Iowa Crisis Line: 800-228-1625 and the 24 hour toll free number: 866-921-3354.

Quad City Area Hospitals:

Genius Medical Center
2303 Eastern Avenue, Davenport, IA
1227 East Rusholme Street, Davenport, IA
Unity Point Health
4500 Utica Ridge Road, Bettendorf, IA
2701 17th Street, Rock Island, IL
500 John Deere Road, Moline, IL
1518 Mulberry Avenue, Muscatine, IA

Quad Cities Rape Sexual Assault Agency
Family Resources Rape Victim Advocacy Program (confidential, certified victim advocacy services)
563-326-9191, Iowa
309-797-1777, Illinois
http://www.famres.org/safepath.html

Family Resources walk in Facilities:
2800 Eastern Avenue, Davenport, IA
1521 47th Avenue, Moline, IL

Surrounding Area locations:
119 Sycamore Street, Muscatine, IA
Call 866-921-3354 for facilities in Clinton and Maquoketa, IA

Title IX Coordinators
The following administrators serve as Hamilton Tech’s Title IX Coordinators. They serve as resources for incidents on and off campus.

- Lauren VanNatta, Student Services Office, Upstairs next to Career Services Office 563-594-5807, ext.1007 lvannatta@hamiltontechcollege.edu
- Lisa Boyd, Campus Director, Financial Aid Hallway 563-386-3570 Ext. 1003 lboyd@hamiltontechcollege.edu

College Response
A student who believes she or he has been the victim of sexual misconduct, as well as a student who has been accused of sexual misconduct may seek interim actions while an investigation is being conducted:

- Assistance in securing a transfer of class schedules
- Assistance in arranging leaves of absence or withdrawals
- The college has the right to obtain a no-contact order between any parties that are involved in Sexual Misconduct. This is to maintain the safety and security of the student body including the complainant, and the accused (including any witnesses involved in the investigation procedure)
Other interim actions, when necessary to protect student welfare, such as interim suspension of 5 days, or immediate termination for violating the Sexual Misconduct Policy may occur.

Title IX Coordinators may take immediate interim actions to protect the safety of the college community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation.

During a college sponsored event, e.g., field trips, social or educational functions, student recruitment activities, and externships, students are strongly encouraged to report incidents and seek out help, or share information about sexual misconduct as soon as possible to one of the Title IX coordinators, the police and/or personnel at a hospital emergency room.

Retaliation

Hamilton Tech College prohibits retaliatory action against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats, or harassment. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation can be communicated to the Title IX Coordinators, the Campus Director or designee.

Persons who feel they have been discriminated against on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, age, marital status, civil union status, physical or mental disability, or military status may file such complaint or grievance with the Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570.

Sexual Harassment

Hamilton Tech is committed to the policy that all members of the institution’s community, employees, students, visitors, and program participants, have the right to be free from harassment, which can be a form of discrimination if it is unwelcome and severe or pervasive enough to substantially interfere with a person's work or education. Unlawful sexual harassment is a form of discrimination and will not be tolerated. If one has been found to have committed sexual harassment, they will be disciplined up to and including termination from the college. Hamilton Tech is committed to preventing or stopping harassment whenever it may occur at the college or at college sponsored events on or off campus, e.g., field trips, social or educational functions, student recruitment activities, and externships. Hamilton Tech complies with the Title IX, VAWA/Campus SaVE Act.

Sexual Harassment is defined as persistent, repetitive, or egregious behaviors directed at a specific individual or group of individuals, whether made physically, orally, in writing, or
through electronic media - that if not submitted or consented to, could result in consequences for the individual(s) targeted. Sexual Harassment includes, but is not limited to, the following: physical contact or violence, direct or implied threats of a sexual nature or for a sexual purpose, persistent propositions to develop a romantic or sexual relationship, unwelcomed sexually explicit gestures, statements, questions, jokes, anecdotes, or displays of graphic sexual material - including remarks about a person’s clothing or body, sexual activity or previous sexual experience, stalking, unwelcomed touching, and bullying/cyber-bullying for a sexual purpose.

Confidentiality

Hamilton Technical College is committed to creating an environment that encourages any of the institution’s community to come forward if they have experienced any form of sexual harassment. The college will work to protect the identities and privacy of the persons who seek help or who report harassment. Legal obligations may require the college to take action if harassment or discrimination is occurring. It is important that persons who are concerned about confidentiality always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

Reporting

Such behaviors can create a hostile, intimidating and demeaning environment that can interfere with or deny participation in everyday activities in one’s life. All employees, students, visitors and program participants must be allowed to work and study in an environment free from unsolicited and unwelcomed sexual overtures and advances. With issues regarding harassment, it is important to identify and remedy a situation as soon as possible. Complainants are urged to promptly share grievances or concerns in order for the college to investigate.

Designated and trained individuals, called Title IX Coordinators can assist a person in deciding if and how they want to proceed and what’s entailed in carrying out that decision. The following administrators serve as Hamilton Tech’s Title IX Coordinator. She is a resource for incidents on and off campus.

- Lauren VanNatta, Student Services Office, Upstairs next to Career Services Office 563-594-5807, ext.1007 lvannatta@hamiltontechcollege.edu
- Lisa Boyd, Campus Director, Financial Aid Hallway 563-386-3570 Ext. 1003 lboyd@hamiltontechcollege.edu

Retaliation

Hamilton Tech College prohibits retaliatory action against any person making a complaint of sexual harassment or against any person cooperating in the investigation of any charge of sexual misconduct. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation can be communicated to the Title IX Coordinators, the Campus Director
or the designee. Persons who feel they have been discriminated against on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, age, marital status, civil union status, physical or mental disability, or military status may file such complaint or grievance with the Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570.

Child Abuse Reporting

Child means any person under the age of 18 years.

Employees of Hamilton Tech who are aware of (or suspects) physical or sexual child abuse are required to contact the Davenport Police Department at (563) 326-7979 to file a report.

When making a report of child abuse, the reporter should provide the following information to the best of his or her knowledge:

- Time of the report
- Circumstances leading up to the report
- The names and home address of the child and the child’s parents or other persons believed to be responsible for the child’s care.
- The child’s present whereabouts.
- The child’s age.
- The nature and extent of the child’s injuries, including any evidence of previous injuries.
- The name, age, and condition of other children in the same household.
- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect to the child.
- The identity of the person or persons responsible for the abuse or neglect to the child.
- Your name and address.

Services for Students with Disabilities.

Hamilton Technical College provides otherwise qualified students, faculty and staff members who have a disability with access to existing programs and reasonable accommodations, as defined by federal statute. Two primary pieces of legislation were enacted to protect the rights of individuals with disabilities. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified individual with a disability may be discriminated against or denied access to the benefits or services of any program or activity receiving federal financial assistance. The
Americans with Disabilities Act (ADA), which became effective January 26, 1992, further extended coverage to include any private or public college or college.

Hamilton Technical College complies with these laws by providing reasonable accommodations to qualified individuals with disabilities. A “reasonable accommodation” includes any auxiliary aids and services that do not fundamentally alter the nature of a program or course and do not create an undue burden upon the college. An “individual with a disability” is someone who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment. An “otherwise qualified individual with a disability” is a person who, with or without reasonable accommodations, can meet the essential program or course requirements.

The Campus Director or Designee is responsible for ensuring that otherwise qualified students, faculty and staff with disabilities have access to reasonable accommodations and have an equal opportunity to succeed. The Campus Director or Designee is accountable for maintaining the integrity of the college by complying with Section 504 and the ADA, determining eligibility for services and maintaining adequate documentation.

Students with disabilities who believe that they may need accommodations in a course are encouraged to contact the Campus Director or Designee at 563-386-3570 as soon as possible to determine documentation that will be needed and to better ensure that such accommodations are implemented in a timely fashion.

Timely Warnings
Hamilton Technical College works closely with the Davenport Police Department to review current criminal activity and information. Hamilton Technical College will provide students, faculty and staff timely notification of crimes that present a threat and to heighten safety awareness.

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director or designee constitutes an ongoing or continuing threat, the Campus Director or Designee will issue a “timely warning” notification. The warning will be issued by whatever means is appropriate. Such means may include conspicuous posting of information, announcement to the student body, email, or by postal mailing.

Whenever the City of Davenport issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, Hamilton Technical College will assist in publicizing the crime on campus.
Campus Emergency Response/Immediate Warning/Evacuation

Broad Emergencies
The Campus Director or designee will notify the students, faculty and staff upon the confirmation of a significant emergency or dangerous situation (i.e. gas leak, tornado, contagious viruses, etc.) involving an immediate threat to their health or safety unless said notification will, in the professional judgment of the Campus Director or Designee, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This will be made by announcement throughout the entire building.

The Campus Director will determine which information is appropriate at various points in time and/or additional segments of the campus may be notified as the situation warrants. Hamilton Technical College will also alert the Davenport Police or Fire Department if the situation warrants such action.

Emergency Evacuation Routes are posted in each classroom.

Hamilton Technical College will also test the emergency response and evacuation procedures on at least an annual basis. Hamilton Technical College is working with the Davenport Fire and Police Departments to update, test and evaluate the emergency plan. Notification will be given to all students, staff and faculty once the updated plan is finalized.

Specific Emergencies
Tornado Watch means that weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced. Tornado Warning is usually marked by a siren and means a tornado has been sighted in the county. Prepare to take cover immediately.

Flying debris and broken glass are the cause of most serious injuries and deaths from a tornado. If there is a tornado warning and sirens go off and you are in the building, seek protective shelter away from windows. Close all windows and doors. Seek refuge in a small central room with no windows. DO NOT GO OUTSIDE. If you are in a vehicle, get out and seek shelter. All of these precautions should remain in effect until your area has been determined safe by the National Weather Service. Any request for medical aid should be directed to 9-1-1. DO NOT attempt to take unnecessary risks unless told to do so by Public Safety Officials.

Fire Alarms – When students are notified of a fire, leave the building in a quick, calm, safe and efficient manner. Take all your personal belongings with you that are within reach. Move away from the building but do not block the roads; the fire trucks will be responding. Do not attempt
to return to the building until the Fire Marshall or a Hamilton Technical College designee has announced “ALL CLEAR.”

Security and Access Policy
Hamilton Technical College facilities (Hamilton Technical College does not maintain any campus residences) are open from 7:30 a.m. to 10:50 p.m. Monday-Thursday, 9 a.m. to 4 p.m. on Friday, and by appointment only from 9 a.m. to 1 p.m. on Saturday. Outside these hours, the facilities are locked and may be opened only by authorized personnel. The parking lot is exclusively for students, faculty, staff, and visitors of Hamilton Technical College.

The cooperation and involvement of students, faculty, and staff in campus safety is an absolute necessity. All must assume responsibility for their own safety and the security of their property by following simple, common sense precautions. For instance, valuables should be marked with a personal identification number and should not be left unattended, especially in areas or at times when persons other than Hamilton Technical College students, faculty, and staff have access to facilities. Vehicles should be locked in the parking lot and valuables, including purses, should not be left in plain view. When leaving at night, students are encouraged to walk with a companion and, when possible, not park far from the entrance. Students, faculty, and staff should also take measures to encourage the security and safety of others by not engaging in any activities that might put others at risk.

Please report all exterior burned out lights to front desk staff.

Security Awareness Programs
During orientation, students are informed of ways to maintain personal safety. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the year, Hamilton Technical College provides community education programs which are available to students, faculty and staff as well as the community. Issues such as personal safety, sexual assault, awareness of rape, acquaintance rape prevention, forcible and non-forcible sex offenses, alcohol and drug abuse prevention, and related topics may be available. Information is disseminated to students, faculty and staff through various means.

When time is of the essence, information is released to the Hamilton Technical College community through security alerts posted prominently throughout the campus. A common theme of all awareness and crime prevention programs is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others.
Career Services
Career Services
Through training students and working with industry leaders, we have learned what it takes to help our graduates succeed. If students succeed, Hamilton Tech succeeds.

*Of course, no reputable college can guarantee employment. Career success ultimately depends on a student’s academic performance, attendance and self-motivation.*

EMPLOYMENT IS NOT GUARANTEED BY THE COLLEGE. Full-time placement assistance is available to students. However, nothing in this catalog shall be construed as a guarantee of employment.

For more information about our graduation rates, the median loan debt of students who have completed the program, and other important information, please visit our website at: http://hamiltontechcollege.edu/consumer-information-compliance/

School of Allied Health Background Checks
Employers may require a background check prior to job shadow, externship and/or employment. If a background check is required, it is the student’s responsibility to pay the required fee (approximately $35). Hamilton Tech will order the background check through InquireHire and the student will pay Hamilton Tech prior to graduation. (Arrangements for fees and tuition must be made by graduation, to receive a diploma or transcript.) If the student is denied an externship site due to the results of a background check, he/she will have to find his/her own externship site prior to externship start date and have it approved by the instructor. If an approved externship site is not secured by externship start date, the Academic Dean or Designee will withdraw the student from the term.

School of Technology Background Checks
Some employers require a background check prior to employment. If a student has issues in his/her background, this may affect their ability to obtain a position with some employers. Please have a discussion with the Career Services Director to see how it might affect employment possibilities.

On-Campus Interviews
Hamilton Tech may host “On-Campus Interviews” throughout the year. Eight to ten weeks prior to graduation, the college may mail announcements to suitable companies who may wish to interview students on campus.

Professionalism Code
Hamilton Tech’s reputation is built on the depth of its programs and the level of our students’ professionalism. Employers seek candidates who demonstrate excellent work ethic, good attendance, on-time arrival, and professional dress and grooming.
Career Development Workshops
Career Services assists students throughout their program to help achieve their goals. The Career Services Department provides the following workshops:

Resume Development
During training, students will write a resume to market themselves to employers in their career field.

Cover Letter Development
In addition to resumes, students will create an effective cover letter introducing themselves to employers. The cover letter should capture the attention of the employer and encourage them to read the submitted resume and consider the student for open positions.

Portfolios
Students are encouraged throughout their program to compile examples of their finest work. This portfolio is used on interviews to show employers individual professional and technical capabilities.

Interviewing Skills/ Mock Interviews
To help stand out at the interview, students will learn what hiring managers expect. Additionally, students will have the opportunity to practice their interviewing skills in front of an employer (or staff member) in a mock interview setting. This process provides students valuable feedback on presenting themselves as “the best candidate possible.”

Resume Distribution
Towards the end of the program, the Career Services department may distribute resumes to employers seeking candidates.

Online Career Search Tools
With so many employers posting careers online, students are taught which websites are best for their specific career field. Additionally, students are shown how to protect personal identity, and how to apply for careers online.

Career Postings
Career Services will notify students of career opportunities by posting job announcements on the College's bulletin boards located outside the Student Services
Office and in the main hallway in the Advanced Technology Center. After graduation, these opportunities will be e-mailed directly to graduates so long as they have provided a valid e-mail address and wish to receive the notices.

**Alumni Services**

Hamilton Technical College strives to maintain connections with our talented alumni and continue the tradition of celebrating their success.

When you join the HTC Alumni Association, you have the opportunity to:

- Reconnect and network with fellow Alumni
- Learn more about your industry
- Participate in annual advisory board meeting
- Share your success with the next generation

Click on the following link to be directed to an Alumni Association form:

[http://hamiltontechcollege.edu/alumni/](http://hamiltontechcollege.edu/alumni/)
Addendum
## Calendar 2019-20

<table>
<thead>
<tr>
<th>College Calendar 2018-2019 Start Dates</th>
<th>Program</th>
<th>Projected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/24/2019</td>
<td>Medical Assisting &amp; Medical/Insurance Coding Specialist</td>
<td>6/1/2020</td>
</tr>
<tr>
<td>08/19/2019</td>
<td>AS Electronics Eng. Tech</td>
<td>7/6/2021</td>
</tr>
<tr>
<td>08/19/2019</td>
<td>BS Electronics Eng. Tech</td>
<td>4/8/2020</td>
</tr>
<tr>
<td>10/8/2019</td>
<td>Medical Assisting &amp; Medical/Insurance Coding Specialist</td>
<td>8/13/2020</td>
</tr>
<tr>
<td>10/08/2019</td>
<td>HVAC/R</td>
<td>11/3/2020</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>AS Electronics Eng. Tech</td>
<td>10/26/2021</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>BS Electronics Eng. Tech</td>
<td>7/27/2020</td>
</tr>
<tr>
<td>01/06/2020</td>
<td>Medical Assisting &amp; Medical/Insurance Coding Specialist</td>
<td>11/3/2020</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>AS Electronics Eng. Tech</td>
<td>02/24/2022</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>BS Electronics Eng. Tech</td>
<td>11/16/2020</td>
</tr>
</tbody>
</table>

The graduation date listed is the date of completion of the degree or diploma. This date presumes all courses taken in order without withdrawal, dismissal, or course retakes. Graduation ceremonies are scheduled after the graduation date. To be eligible to enroll in the Bachelor of Science in Electronics Engineering Technology (30 additional credit hours), applicants must have satisfied the prerequisite of 90 credit hours in Electronics Engineering Technology in either transfer or proficiency credit equal to the course(s) outlined in the catalog for an Associate of Science in Electronics Engineering Technology.

In the School of Allied Health, the completion date may be later depending upon when a student’s externship hours are completed.

### School of Technology Break Schedule

**No Classes (HVAC-R and Electronics Engineering Technology)**

- May 23, 2019: School of Technology In-Service
- May 27, 2019: Memorial Day
- July 4, 2019: Independence Day
- August 29, 2019: School of Technology In-Service
- September 2, 2019: Labor Day
- October 14, 2019: Columbus Day
<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11, 2019</td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>November 28, 2019</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 20, 2019 – January 5, 2020</td>
<td>School of Technology Winter Break</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>Presidents’ Day</td>
</tr>
</tbody>
</table>

**School of Allied Health Break Schedule No Classes (Medical Assisting Technology and Medical/Insurance Coding Specialist)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 6, 2019</td>
<td>School of Allied Health In-Service</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day</td>
</tr>
<tr>
<td>August 22, 2019</td>
<td>School of Allied Health In-Service</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>November 28, 2019</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 20, 2019 – January 5, 2020</td>
<td>School of Allied Health Winter Break</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>Presidents’ Day</td>
</tr>
</tbody>
</table>

**Constitution Day Observance**

Hamilton Technical College proudly observes Constitution Day (September 17th) and holds an annual educational program for all staff and students. This program is held on campus on the actual day of observance or the following Monday if the day of observance occurs on a weekend.

**College Closing**

If the college must be closed due to severe weather conditions or other unavoidable circumstances, students should tune in to local radio and television stations for more information. For questions about the college being open or closed, or delayed start, call the main switchboard at (563) 386-3570 or check the College Closing link on the Hamilton Tech website at: [http://hamiltontechcollege.edu/school-cancellation/](http://hamiltontechcollege.edu/school-cancellation/)
SCHOOL OF ALLIED HEALTH TUITION AND FEES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLASS WEEKS</th>
<th>TOTAL TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting Technology (Diploma)</td>
<td>40</td>
<td>$14,500.00</td>
</tr>
<tr>
<td>Medical/ Insurance Coding Specialist (Diploma)</td>
<td>40</td>
<td>$14,500.00</td>
</tr>
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</table>

SCHOOL OF TECHNOLOGY TUITION AND FEES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLASS WEEKS</th>
<th>TOTAL TUITION</th>
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</thead>
<tbody>
<tr>
<td>Electronic Engineering Technology (ASEET Degree)</td>
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<tr>
<td>Electronic Engineering Technology (BSEET Degree)</td>
<td>30</td>
<td>$14,000.00</td>
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<tr>
<td>Heating Ventillation Air-Conditioning and Refrigeration (Diploma)</td>
<td>50</td>
<td>$15,200.00</td>
</tr>
</tbody>
</table>

To be eligible to enroll in the Bachelor of Science in Electronics Engineering Technology (30 additional credit hours), applicants must have satisfied the prerequisite of 90 credit hours in Electronics Engineering Technology in either transfer or proficiency credit equal to the course(s) outlined in the catalog for an Associate of Science in Electronics Engineering Technology.

Disclosure Information

<table>
<thead>
<tr>
<th>Program</th>
<th>SOC Code</th>
<th>Onet Link</th>
<th>Graduation Rate</th>
<th>Placement (Latest reported Cohort)</th>
<th>Median Loan Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Electronics Engineering Technology</td>
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<td><a href="https://www.onetonline.org/link/summary/17-3023.01">https://www.onetonline.org/link/summary/17-3023.01</a></td>
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<td>84%</td>
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<tr>
<td>AS Electronics Engineering Technology</td>
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<td>50%</td>
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<td>Medical Assisting Technology</td>
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<td>86%</td>
<td>$9400</td>
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<tr>
<td>Medical/Insurance Coding Specialist</td>
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<td>NA</td>
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</tr>
</tbody>
</table>

NOTE: Most recent Graduation and Employment data as of the last reporting to the ACCSC in October 2018. HVAC has not graduated its first class as of the date this Catalog was published.

For more detailed program-specific Graduation and Employment data from the October 2018 ACCSC Annual Report, click on the program:
Electronics Engineering Technology AS  
Electronics Engineering Technology BS  
Medical Assisting Technology Diploma  
Medical/Insurance Coding Specialist Diploma

For more Consumer Information including Gainful Employment visit:  
http://hamiltontechcollege.edu/consumer-information-compliance/

**Tuition**  
Tuition includes charges directly related to instruction

**Materials**

Textbooks and consumable laboratory supplies necessary to complete the course are supplied to the student at appropriate points in the term and remain the property of the student. The typical included cost of textbooks and consumable laboratory supplies is between $200 and $500 per term. All other supplemental reference materials, tools and equipment remain the property of the college. The student is expected to supply writing paper and utensils.

**Additionally, the following fees will be charged by the college:**

**Graduation** - Candidates for graduation will be charged a graduation fee of $25.00.

**Course Repeat** - A student repeating a class whether voluntary or compulsory will be charged standard rate per credit hour for the class being repeated.

**Library/ Learning Resource Center** - Students are held responsible for all materials taken out and may have to bear the cost of replacement if materials are lost or damaged.

**Laboratory** - An additional charge may be levied against a student for excessive waste, loss or damage.

**Abuse of Facility** - Charges may be assessed to a student responsible for abuse, damage or destruction of school facilities.

**Proficiency Testing** – A $50 testing fee (per exam) must be paid to sit for a proficiency exam. Only one attempt is allowed per course.