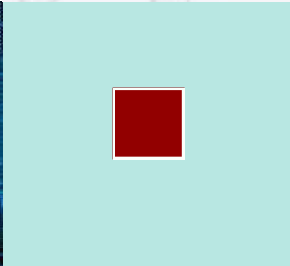
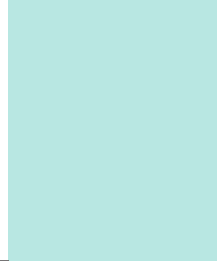
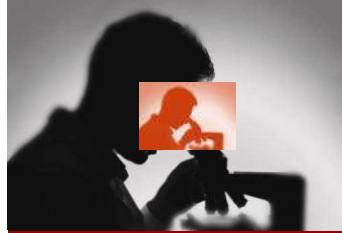
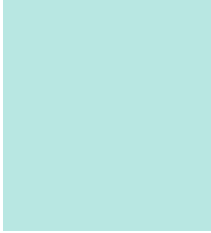


# Northwest Suburban College

High Quality, Job Oriented, and Reasonable Tuition

[www.nwsc.edu](http://www.nwsc.edu)



College  
Catalog  
2025/2026  
Rev. April '25



5999 S. New Wilke Rd.  
Building 500, Rolling  
Meadows, IL 60008  
[www.nwsc.edu](http://www.nwsc.edu)  
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Cover Design by NWSC Staff

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## President's Message

On behalf of the Corporate Board, Board of Regents, Administration, and Faculty, I welcome you to Northwest Suburban College.

The question being asked most often today is whether students are receiving an education that jump-starts their careers upon graduation. Are they gaining practical experience they can use in a rapidly changing world? At Northwest Suburban College, we are proud to say, this is a founding principle. All of our courses are intended to foster vocational competence and academic excellence for the future growth of our students into professional fields.

Another issue plaguing academia and students alike today is sky-rocketing student debt and the accompanying loan repayment default crisis. Again, at Northwest Suburban College we have developed an institution that recognizes the need for students to graduate without being saddled with large accumulated debt.

Our programs are employment-focused and aimed at enabling our students to make the most efficient use of their time and graduate much sooner.



Northwest Suburban College was established in 2008 as an independent, private, not-for-profit institution committed to providing quality, employment-oriented, and affordable education. With these goals in mind, NWSC strives to disseminate knowledge with passion and innovation, fostering each and every student's educational aspiration. In order to serve a variety of students who will, in turn, serve society at large, the College currently offers multiple certificate programs. Our graduates' achievements are made possible by NWSC's small college environment and low teacher-to-student ratio—enabling one-on-one attention and personalized education—as well as our broad affiliations with various externship and placement sites.

Ultimately, NWSC's success is due in large part to our dedicated faculty, staff, and of course, our aspiring students. Collaboratively, we create an environment that fosters a love for learning, lifelong friendships, and opportunities for networking. A strong sense of support and encouragement, fuels success for each and every student. I hope you will reap the benefits of a caring community that believes in the power of education.

Sincerely,

*M.T. AliNiazee, Ph.D.  
Founding President  
Northwest Suburban College*

## Who We Are?

### Brief Introduction

Northwest Suburban College (NWSC) is a not-for-profit undergraduate institution located in the northwest suburbs of Chicago land. NWSC currently offers certificate programs in Dental Assistant, Medical Assistant, and Pharmacy Technician.

<b>NWSC Certificate Programs (Certificates)</b>
Medical Assistant – 720 Clock Hours
Dental Assistant – 720 Clock Hours
Pharmacy Technician – 600 Clock Hours
<b>Training Courses (Non-Degree; only open to enrolled students)</b>
HIPAA
OSHA
CPR

This Catalog provides College policies and procedures for all programs. Please refer to the corresponding sections for specific information.

### Mission & Core Values

#### Statement of Mission

Northwest Suburban College's mission is to provide high-quality, and affordable education, promoting individual growth and achievement, leading to scholarly pursuit and gainful employment opportunities.

#### Statement of Vision

Northwest Suburban College's vision is to establish a world-class center of higher education that benefits humanity at large, with the underlying values of service, compassion, and excellence. We seek to establish a vibrant university that promotes knowledge in a multicultural, intellectually curious, and creative environment.

The College wishes to be recognized for the following:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of methodologies that create new standards in outcomes and achievements of academic excellence

- Understanding of and meeting the changing needs of our students, communities, and other constituents
- Creating excellence in student and constituent services

### Statement of Core Values

Northwest Suburban College is moving toward its mission by offering a wide range of programs to a diverse group of students and recruiting highly motivated, experienced, and dedicated faculty. Our success and satisfaction come from standards that we have established for all members of the College, including the promotion and emphasis of the following core values:

- **Intellectual Pursuit** – NWSC strives for the highest degree of intellectual pursuit in teaching, innovation, and scholarly research.
- **Freedom of Expression and Inquiry** – NWSC believes in the utmost level of freedom of expression and independence to explore different ideas and to chart new directions of inquiry.
- **Diversity and Multiculturalism**– NWSC believes that societies improve through multiculturalism and diversity of people, ideas, and cultures. It respects all faiths and beliefs and sees the beauty in their interactions. It emphasizes that the students understand and appreciate the goodness in all faiths.
- **Community Service** – Communities form the bedrock of societies. NWSC believes that community service must be a cornerstone of our educational philosophy.

### Statement of Objectives

Northwest Suburban College pursues the following objectives to support its mission statement:

- Offer academic excellence through structured curricula, extensive guidance, and small-size classes.
- Offer curricula-intensive preparation for entry-level positions in various fields and the groundwork for success in an ever-changing work world.
- Develop programs that enhance academic skills essential for employment and life-long learning.
- Provide career guidance to produce realistic goals and aid in understanding current job markets.
- Foster externships with clinics, hospitals, and other healthcare facilities to develop the training of our students and employment opportunities for our graduates.
- Make available a variety of support services necessary to the college experience.

### Statement of Institutional Learning Goals

The overall objectives of the College’s academic programs include the following:

- To encourage the achievement of marketable skills required for employment
- To facilitate the growth of knowledge, attitudes, and values, required for intellectual excellence
- To develop an appreciation of and interaction with the social experiences of various cultures



### Statement of Constituency

The College serves all those who are desirous and capable of undertaking higher education. The student populations that the College is committed to serving to include the following:

- Students who recognize quality education as a means to pursue progress in their lives
- Students from all economic backgrounds, including those with fewer financial resources who may need the assistance of grants, loans, and institutional aid
- Students from various ethnic and immigrant communities

### Statement of Public Service

The College is committed to public service as an integral part of its mission. Academic programs offered at the College emphasize and integrate principles of service. In addition, public service involves the application of College personnel's professional training and competence to issues and problems of significance to our constituencies and related to the objectives of the College's academic programs. In pursuing its stated goals and objectives, the College serves the public good by:

- Identifying and offering its services to underserved constituencies of learners
- Providing needed skills and credentials to its students
- Enhancing the academic areas by further developing educational content
- Promoting the development of new techniques and strategies in education
- Stimulating the economy through employment
- Direct support of programs to benefit the community in which the College operates

### Statement of Diversity

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse nature of people.

### Statement of Nondiscrimination

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The College complies with state and federal laws such as Title IX, Title VI, and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

## Background & History

Northwest Suburban College was founded in 2008 as a not-for-profit institution by Professor Mohammed

T. AliNiasee, which serves as a culmination of his persistent dream of establishing a world-class center of higher education dedicated to science and medicine.

The beginning was modest: In 2008, he purchased two buildings totaling 23,000 square feet located in the Stonehill Square Business Complex in the City of Rolling Meadows. In 2009, this facility (main campus) became the Northwest Suburban College campus, and in December of the same year, two students enrolled in the allied health science certificate programs. Fortunately, NWSC has come a long way during the past 15 years as it has now graduated over 650 students in the allied health and basic sciences undergraduate programs.

Due to the focused efforts of our President and the Board of Regents, we are laying the foundation for an excellent educational setting that embodies the notion that the cost of an education should not hinder one's growth. As such, we provide an environment that nurtures various learning styles and backgrounds, with an emphasis on underprivileged communities and deserving students.

Given below are highlights of NWSC's journey:

- **November 2008:** Northwest Suburban College of Certificate Programs was established as an independent, private, not-for-profit institution of higher education by Prof. Dr. Mohammad AliNiasee as a family's philanthropic undertaking.
- **December 2009:** NWSC was authorized to operate through the Illinois State Board of Education (ISBE)\* for the NWSC Allied Health Sciences' certificate programs.
- **February 2010:** NWSC becomes an approved testing site for the National Health Career Association (NHA) for NWSC's certificate programs.
- **October 2010:** The Illinois Board of Higher Education (IBHE) granted NWSC the authority to operate in the State of Illinois.
- **January 2011:** NWSC's School of Basic Sciences began offering undergraduate classes.
- **August 2011:** The Illinois Board of Higher Education granted NWSC authority to award degrees in biology at an associate level.
- **October 2013:** The Illinois Board of Higher Education granted NWSC authority to award bachelor's degrees in biology and chemistry.
- **August 2014:** First batch of undergraduate students, graduate from the School of Basic Sciences.
- **January 2017:** NWSC's Medical Assistant and Dental Assistant programs are approved by American Medical Technologists (AMT).
- **August 2018:** NWSC suspends its undergraduate program.
- **January 2019:** PBVS-IBHE approved NWSC application for Pharmacy Technician Certificate Program (600 Clock Hours).
- **2020+:** NWSC's Dental Assistant, Medical Assistant, and Pharmacy Technician programs continue to be approved by the PBVS division of IBHE. NWSC has remained focused on the safety of students, faculty & staff throughout the Covid-19 pandemic by instituting a Hybrid Learning (HL) modality of instruction which effectively combines online didactic teaching with onsite lab work and exams. NWSC now also has PBVS approval for this HL instruction for the Medical Assistant, Dental Assistant & Pharmacy Technician programs.

- **August 2022:** NWSC is institutionally accredited by ABHES (Accrediting Bureau for Health Education Schools)

## Organizational Information

### Institutional Structure

The College is incorporated as Taskin Educational Organization which is a non-profit corporation organized under the laws of the State of Illinois, and granted 501(c) (3) tax-exempt status as a charitable organization. The Corporate Board (CB) of Taskin Educational Organization is the final guarantor of the College’s fidelity to its educational mission and vision. The CB is responsible for the College’s endowment and non-profit status and devotes its efforts to securing financial backing for the support and growth of the College.

The governing body of Northwest Suburban College is the Board of Regents (BOR). The BOR makes all final determinations about college policy; approves the budget; and hires, reviews, and may dismiss the College President.

The Budgeting and Strategic Planning Committee (BSPC) is the planning group of the College. It includes members of the Boards, members of the Administration and Faculty, and members of the public. The BSPC works with the Administration and Boards to develop short- and long-term strategic plans for the College.

The College Administration determines the programs and operations that the College will pursue as the means of achieving its mission, objectives, and plans. The Administration and College Faculty work together to implement these programs and operations.

Together, the CB, BOR, BSPC, administration, and faculty embody the long-range vision of the institution and how it can successfully achieve a greater good.



## Corporate Board

The Corporate Board is entrusted with the ultimate authority of Taskin Educational Organization (TEO), a not-for-profit Illinois corporation, DBA Northwest Suburban College. The Corporate Board meets at least once a year and oversees the academic and financial progress of the institution, development of initiatives for the long-term growth of the institution, and makes certain the founders' vision is promoted.

The Corporate Board constitutes three to eight members. The Board currently includes:

Title	Name
President	Dr. Tajuddin Ahmed
Vice President	Dr. Mateen AliNiazee
Treasurer	Dr. Khalid Sami
Secretary	Mr. Mubeen M. AliNiazee
Member	Mrs. Nahid A. AliNiazee

## Board of Regents

The Board of Regents is an independent, self-nominating, and confirming group responsible for college governance and operations. The Board of Regents acts to clarify the mission, approve short- and long-term programs, and monitor and evaluate the performance of the institution. The Board of Regents acts as a fiduciary group that enforces—under the direction of the Chairman—major policies; long-term plans; educational programs; annual budgets; and ensures that adequate human, financial, and physical resources are available to the College. The Board of Regents also works to enhance public image and community involvement, endowment, fundraising, evaluation of the College President, and other areas related to participation in the College's growth and development.

The membership of the Board ranges from seven to seventeen members. The Board currently includes:

Title	Name	Title	Name
Chairman	Dr. Khalid A. Sami	Member	Dr. Imad Shaikh
V Chairperson	Mrs. Fatima Mirza	Member	Mr. Qutub Farooqui
Member	Dr. Ahmadullah Siddiqui	Member	Mr. Talat Rashid
Member	Dr. Mashkoor Choudhry	Member	Mr..Kader Sakkaria
Member	Dr. Mateen AliNiazee	Member	Mr. Thabraize Ahmed
Member	Mr. Rafeek Kottai	Member	Dr. M. Misbahuddin

## Administrators

NWSC employees include administrators, staff, and faculty. Administration includes college employees responsible for the maintenance and supervision of the institution. The current list of administrators includes:

Title	Name	Contact Information
President & Chief Executive Officer	Dr. M. T. AliNiasee	president@nwsc.edu
Chief Operating Officer & Provost	Dr. Jay Shahed MD, MBA	jshahed@nwsc.edu
Chief Academic Consultant	Dr. Alonzo DeCarlo	adecarlo@nwsc.edu
Vice President of Finance & Budgeting	Edgar Montalvo, MBA	emontalvo@nwsc.edu
Dean of Administration and Operations	Dr. Isaac Gold	igold@nwsc.edu
Director of Admissions and Marketing	Cynthia Stong	cstong@nwsc.edu
International Student Advisor, PDSO	Dr. Isaac Gold	igold@nwsc.edu
Programs Manager (NWSC Certificate Programs)	Dr. Gayathree Raman	graman@nwsc.edu
FAFSA	Dr. Isaac Gold	igold@nwsc.edu
Librarian	Mary Byrne	mbyrne@nwsc.edu
Administrative and Admissions Associate	Katelyn Ward	kward@nwsc.edu
Assistant Manager of Marketing	Alysia Givens	<a href="mailto:agivens@nwsc.edu">agivens@nwsc.edu</a>
HR & Accounts Associate	Anusha Qadeer	aqadeer@nwsc.edu

## Faculty and Program Supervisors

NWSC has qualified faculty, including part-time instructors for its MA, DA & PHT.

Name & Title	Brief Biography
Gayathree Raman, Programs Manager, PhD	Dr. Raman has a Master's in Medical Laboratory Technology and a Ph.D. in Molecular Biology. She has more than 5 years of experience at NWSC serving under various administrative roles and assisting Programs Directors/ Managers, Faculty, and Externship Coordinators with regard to externships, advising, student affairs, accreditation, career placement services, and institutional and financial aid.
Khaja Khaleel Ahmad, MD, Lead Instructor, Medical Assistant Program	Dr. Khaja is a Registered Medical Assistant (RMA) and Lead Instructor for many years for the NWSC Medical Assistant program. He is passionate about teaching in the medical field, drawing upon his prior medical degree and residency in internal medicine and neurology. Dr. Ahmad has previously served as a lecturer at St. Francis Hospital, Chicago Medical School, Illinois School of Health Careers, Olympia/Everest College, and Malcolm X College.

<p>Bitu Keshavarzy, RDA, Lead Instructor &amp; Externship Coordinator, Dental Assistant Program</p>	<p>Ms. Keshavarzy attended First Institute in 2014, graduated Dental Assisting Program in 2015. She has 7 years of experience in the dental field from assisting to management, and now teaching students to get ready for the dental world!</p>
<p>Delilah Figueroa, (CCMA), Lead Instructor &amp; Externship Coordinator, Medical Assistant Program</p>	<p>Ms. Figueroa is a Certified Clinical Medical Assistant, Certified Phlebotomy Technician, and Certified CPR Instructor. As Lead Instructor for the Medical Assistant program, she brings over 15 years of cumulative experience in medical assisting, Externship coordination, curriculum management, and accreditation support. Delilah is deeply committed to enriching the lives of students and helping them overcome barriers that impact their learning. Her optimum goal is student success.</p>
<p>Omar Abead, Pharm D. Pharmacy Technician Program Director, Instructor &amp; Externship Coordinator.</p>	<p>Mr. Abead is a trained clinical pharmacist with prior experience as a Pharmacy Technician both in clinical and retail settings (Walgreens and CVS). During his employment as a Pharmacy Technician, he has provided hands-on training to many newly hired Pharmacy Technicians and discovered that he enjoys teaching. During pandemic times, he has extensively worked in COVID vaccine clinics.</p>
<p>Sena M. Kinkle, CMA, Medical Assisting Program Director and Externship Coordinator.</p>	<p>Sena has been working in the healthcare ambulatory setting for the past 16 years. She is a highly skilled medical assistant in the clinical and office setting. Her skills include patient care, phlebotomy, EKG, minor surgery, medical record-keeping, and knowledge of CPT ICD-10 Codes, and HIPAA. She has worked in multiple healthcare settings across the state. She educated patients on presurgical protocols such as medication regimens, fasting, and instructions. She enjoys teaching and serving students.</p>
<p>Dr. Greeshma Ashok, CDA, Dental Assistant Program Director.</p>	<p>Dr. Greeshma Ashok is a Certified Dental Assistant through the Dental Assisting National Board and a dentist from India with a has acquired her Bachelor's in Dental Surgery and 3 years of occupational experience as a Dental Assistant in the U.S. She has worked as the Lead Instructor and Externship Coordinator for our Dental Assistant Program from 2020-2022 and she has more than 3 years of classroom teaching experience She has also significant experience teaching distance education/ blended courses and is familiar with the usage of our Learning Management System Populi.</p>

## Functions

### Academic Affairs

This function is responsible for the development, delivery, and quality assurance of the academic programs of the College. The Division is led by the Provost and Chief Academic Officer. The Programs Manager and the Program Directors (NWSC Certificate Programs), under the supervision of the provost, are responsible for implementing all academic policies and programs concerning faculty and students.

### Student Affairs

Managed by the Programs Manager, Student Affairs is responsible for the provision of ancillary services to support the academic programs of the College. Student Affairs responds to requests from Academic Affairs to develop services and initiatives responsive to the needs of the instructional programs and instructional support.

### Finance and Budgeting

This function is responsible for the management of the College's financial, physical, and technological assets and the preparation of the institution's financial statement. The Vice President of Finance & Budgeting is responsible for implementing all finance-related policies and prepares and oversees the budget under the oversight of the President's Office, along with input from the various divisions of the College for planning purposes.

### Admissions & Recruitment

[admissions@nwsc.edu](mailto:admissions@nwsc.edu)

Monday-Friday: 9:00 a.m.-5:30 p.m.

Saturday: By Appointment

The Admissions/Recruitment function interfaces with prospective students by providing accurate information and support for academic programs; campus tours; and applications for admission, readmission, and enrollment verification. The is assisted by the Admissions Department.

### Accounts

[accounts@nwsc.edu](mailto:accounts@nwsc.edu)

Monday-Friday: 9:00 a.m.-5:00 p.m.

The Accounts division handles tuition payment arrangements, refunds, questions regarding billing information, payroll, accounts payables, accounts receivable, and tax information. This division is led by the Vice President of Finance & Budgeting and supported by the Accounts Assistant.

### Career Placement & Student Advisory Services

[careerservices@nwsc.ed](mailto:careerservices@nwsc.ed)

u M-F: By appointment

This function supports students with advising and job placement support. It offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, support with resumes, cover letters and interviewing strategies, and information on job/career fairs. This division is led by the Programs Directors.

## Compliance

[admin@nwsc.edu](mailto:admin@nwsc.edu)

Monday-Friday: By appointment

Led by the Executive Vice President, this function ensures that the College stays up-to-date on all regulatory and accreditor requirements, and coordinates student complaints, grievances, and disciplinary procedures.

## Facilities

[safety@nwsc.edu](mailto:safety@nwsc.edu)

Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:30 p.m.

Saturday – Sunday: Varies; Contact the NWSC Operator for timings

Operations, maintenance, and security of college facilities are supervised by the Department of Operations and Facilities.

## Institutional Aid

[finaid@nwsc.edu](mailto:finaid@nwsc.edu)

Monday – Thursday: 9:00 a.m.-2:00 p.m. or by appointment

Institutional Aid provides information about institutional grant requirements, answers questions related to grants and student eligibility, describes and audits the requirements for academic programs, and compiles institutional grant application documents provided by students. Managed by the Institutional Aid Administrator, this function assists students in researching and acquiring potential aid to pay for college costs and applying for institutional grants and external resources for additional grants, scholarships, or loans.

Students will receive IA based on the following scoring system:

- 1: Income between 0-\$10,000, 40% off of the base tuition,
- 2: Income between \$10,001-\$20,000, 35% off of the base tuition,
- 3: Income between \$20,001-\$30,000, 30% off of the base tuition,
- 4: Income between \$30,001-\$40,000, 25% off of the base tuition,
- 5: Income between \$40,001-\$50,000, 20% off of the base tuition,
- 6: Income between \$50,001-\$60,000, 15% off of the base tuition,
- 7: Income between \$60,001-\$70,000, 10% off of the base tuition,
- 8: Income between \$70,001-\$80,000, 5% off of the base tuition,
- 9: Income above \$80,001 is not qualified.

- If the student is claimed as a dependent by the parent or guardian, then the grant amount is determined based on the parent's or guardian's income.
- Students who withdraw or are dismissed from the program, will lose their eligibility for the institutional aid grant and will be required to pay for the clock hours they attended.
- One can find detailed information on IA in Appendix A: Institutional Aid Parameters and TFC Installment Financing Plans

## Human Resources

Monday-Friday: 9:00 a.m.-5:30 p.m.

Supervised by the Provost and COO, this function ensures that the College has all necessary records for



employees and independent contractors (both faculty and staff), and operates in compliance with HR guidelines and legal requirements.

### Information Services

Monday-Friday: 9:00 a.m.-5:30 p.m.

This function ensures the proper functioning of college computer hardware and software, email, databases, and internet services, and maintenance of the College website. It is supervised by the Chief Operating Officer.

### Student Learning Resources & Library

[library@nwsc.edu](mailto:library@nwsc.edu)

Resource Room, Monday-Friday: 9:00 a.m.-5:30 p.m.

Online, Monday-Sunday: 24 hours

NWSC students are supported by an experienced Librarian and a well-equipped on-campus Learning Resources Room & Library with a variety of textbooks, journals, magazines, and internet-accessible computers. The bulk of the College's information resources are provided through access to online databases selected in coordination with ongoing academic programs.

### Records & Registration

[registrar@nwsc.edu](mailto:registrar@nwsc.edu)

Monday-Friday: By appointment

The Admission Department oversees the academic records and registration system of the College. The Admissions Office creates policies and procedures for academic records, ensures the timely creation and updating of the student records system, provides reports based on this information to other divisions, and responds to student records requests.

Students interested in a copy of their unofficial or official transcript are required to complete the NWSC Transcript Request Form. Except for the initial transcript and diploma after graduation, a fee of \$25.00 is charged for each additional copy of the transcript.

## Academic Programs

Under the NWSC Certificate Programs, the College provides technical education and certificate programs in fields related to Allied health sciences. The school is led by the Programs Directors and currently offers certificate programs in Medical Assistant, Dental Assistant, and Pharmacy Technician training.

### Training Courses

The College also periodically offers health-related training courses such as OSHA, HIPAA & CPR (Only open to enrolled students).

## Approvals and Authorizations

### Approvals and Accreditation Disclosures

NWSC is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education\* (IBHE: PBVS) for its allied health programs. The College is also an approved testing site for the National Health Career Association (NHA) for each of its applicable allied programs.

Northwest Suburban College (NWSC) is institutionally accredited by ABHES (Accrediting Bureau for Health Education Schools; 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852  
[P. \(301\) 291-7550](tel:3012917550) E-Mail: [info@abhes.org](mailto:info@abhes.org).)

[\*IBHE-PBVS; 1 N. Old State Capitol Plaza Suite 333; Springfield, Illinois 62701-1377 - Ph. 217.557.7359]

## Modality of Instruction

NWSC's certificate programs for Medical Assistant (MA), Dental Assistant (DA) & Pharmacy Technician (PHT) continue to be approved by the PBVS division of IBHE for on-site instruction. Over the course of the Covid-19 pandemic, NWSC catered to a strong demand from students and staff by offering a Hybrid/Blended Learning (HL) mode of instruction aimed at making the learning process productive and practical while retaining focus on safety and health of students/staff, especially as the uncertainty of pandemic restrictions continued. NWSC has since received new PBVS approvals for the added modality of HL instruction for its MA, DA & PHT certificate programs, with didactic teaching split between on-site and online classes while relying on on-site learning for laboratory & exam segments.

The curricula for the respective MA, DA & PHT programs remain the same for both the on-site and HL modalities of instruction. The HL modality is backed by thorough in-person HL orientation of both faculty and students, with special emphasis on splitting didactic learning between well-defined on-site and online slots and all lab work being done on-site. Instructors undergo 'Faculty HL Orientation' to be well-equipped and trained on online learning methodology with appropriate linkage to Learning Management System functions, remote-teaching functionality (Go-To-Meeting, Zoom, Google Meet, etc.), tools for classroom engagement, and structured Online Teaching Goals. Students undergo

'Students HL Orientation' to confirm required online technology (laptops/smartphones & WiFi connectivity) and its proper use for effective online learning and fill out Questionnaires and Surveys to assess the effectiveness and productivity of the online environment; based on student responses and faculty assessments, essential adjustments are made for optimal learning.

## Studying at NWSC

### Facilities

Our suburban Chicago campus is home to a thriving, diverse, and multicultural community. The Main campus is located at 5999 S. New Wilke Road, with ample parking. Located in the heart of Rolling Meadows, Illinois, Northwest Suburban College (NWSC) lies in proximity to Schaumburg, Hoffman Estates, Palatine, Arlington Heights, and Mount Prospect. With easy access to commuters from I-90, I-290, Route 53, and CTA and Pace bus services, NWSC is also accessible to students from the city of Chicago.

NWSC operates out of two buildings comprised of 23,000 square feet. Our facility (main campus) includes 8 classrooms, 5 laboratories, 1 library, 15 administrative offices, and 10 other rooms. The total seating capacity for the classrooms is 250, including 25 seats for the laboratories, 15 in a typical classroom, 16 for the library and resource rooms, 20 for the administrative rooms, and 30 in other areas.



The classrooms are conducive to student learning and well-equipped to *Front Desk* facilitate teaching. The laboratories house medical supplies, microscopes, centrifuges, autoclaves, and other necessary supplies for clinical practice.

The cozy library has a growing collection of books, journals, magazines, videos, and compact disks. The student computer lab is equipped with internet access, program-specific software, and printers.

NWSC is within walking distance from affordable housing areas and a short drive from biking and nature trails at the Ned Brown Forest Preserve and Busse Woods. The suburban metropolitan campus provides the benefits of a myriad of social opportunities. From local and organic cafes to popular hotspots and elegant dining experiences, the area's offerings cover global taste palettes. Moreover, the northwest suburbs offer a plethora of cultural experiences and sports venues, including theatres, symphonies, museums, and amusement parks.

### Building Hours

Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:00 p.m. Saturday – Sunday: Varies; Contact the NWSC Operator for timings

NWSC is locked and alarmed outside of building hours. Please contact the NWSC Main Campus Monitor at [safety@nwsc.edu](mailto:safety@nwsc.edu) for after-hour access.

### Campus Monitor

847.290.6425, ex. 99

[safety@nwsc.edu](mailto:safety@nwsc.edu)

Monday – Thursday: Sundown-10:00 p.m.

Campus safety personnel, including the Campus Monitor, ensure a safe environment for all members of the institution. The Main Campus Monitor does not have law enforcement authority and does not carry firearms. For law enforcement actions, NWSC relies upon the Rolling Meadows Police Department.

### Resource Room

The Resource Room is open to students during building hours (Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:00 p.m.). This center provides a learning environment designed to improve academic writing skills, utilize technology tools, and print resources, and consult with writing tutors in revising and editing drafts and referencing scholarly work.



*Resource Room*

### Computer Laboratories

NWSC's computer lab provides internet access and printing capabilities. The computer lab is available in Building 500 and is open during building hours: Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:00 p.m.

### Study Rooms

Individual and group study rooms are available for student and faculty use.

### Student & Faculty Lounge

NWSC's Student and Faculty Lounge is available for use by all members of the NWSC community and is equipped with vending machines and appliances, including refrigerators, microwaves, and stoves.

### Library



Library & Learning Resource Center Services:

The Learning Resource Center/Library is accessible to all students, faculty, and staff during daytime

and evening hours. The library is located in Main Campus Building 5 and includes a computer lab where students can work on assignments as well as access the library's digital collections. Alternatively, students can remotely access the library's digital catalog and research materials at all times via the school website and Populi. The digital collection includes the online catalog of the Northwest Suburban College's library collection, as well as several open-access databases. The library's book and media collection houses over 1,000 items that specifically support the curriculum of the medical and dental assistant and pharmacy technician programs. In addition, the library contains general and medical research sources, as well as books and media in other areas of medicine such as surgery and pathology.

The library website contains links to several scholarly open-access sites which students use for research. These links are to databases in the scientific, medical, and related fields. Examples include [PubMed Central](#) and [MedlinePlus](#), both comprehensive sites sponsored by the National Institutes of Health and the National Library of Medicine. The Northwest Suburban College Library is a member of ILLINET, the statewide network that provides interlibrary loan and reciprocal borrowing privileges to our students, faculty, and staff. This service allows our students, faculty, and staff to obtain both books as well as journal articles that we do not physically hold in our collection. The library is a participating member in several networks and associations, including RAILS (Reaching Across Illinois Libraries System), the National Network of Libraries of Medicine (NNLM), the American Library Association, the Illinois Library Association, and the Health Science Librarians of Illinois.

Per NWSC standards, the Librarian at Northwest Suburban College has a Master's Degree in Library and Information Science from an American Library Association-accredited institution, and work experience at a variety of libraries, including school, public, and academic institutions. Providing information literacy instruction in a variety of ways, the librarian works with individual students with specific information needs and collaborates with instructors in providing the necessary resources for students to complete class assignments. Library orientations are provided for all new students, as well as for faculty and staff. During new student orientation, students learn about the library resources available to them, as well as how to contact the librarian should they have questions or need assistance. Classroom visits from the librarian are offered when students need assignment-level support using library resources. The librarian is available to all students via in-person reference visits, as well as via email. When the librarian is not on campus, a knowledgeable staff member is available to assist students with library materials.

The librarian collaborates with faculty and the Program Director regarding departmental needs in developing the library collection. The librarian maintains a current inventory of library materials and resources. Future purchases are determined based on student use of current resources as well as faculty and Program Director input. Consideration is also given to the accessibility of materials to students and faculty. The Librarian maintains close relationships with both faculty and the Program Director in order to ensure the library supports the learning objectives of all programs.

NWSC has moved in the direction of emphasizing digital resources. Online library data banks to enhance student access to outside sources have been established. The College librarian provides constant advice and follow-up student support to improve learning. The Librarian also schedules synchronous sessions to directly help students with their research whenever needed. The Librarian may be contacted, 10 a.m. to 5 pm M-F, either by email at [Library@nwsc.edu](mailto:Library@nwsc.edu) or by calling 847-290-6425

In addition, NWSC encourages students to use the valuable resources of local public libraries, including Rolling Meadows Public Library and Schaumburg Township District Library. For a list of additional libraries for NWSC student use, contact the Librarian. For public library hours of operation, contact the library.

Rolling Meadows Public Library  
3110 Martin Lane  
Rolling Meadows, IL 60008  
847.259.6050, rmlib.org

Schaumburg Township Public Library  
130 South Roselle Road  
Schaumburg, IL 60193  
847.985.4000, stdl.org

## **Crime and Safety**

Northwest Suburban College publishes an annual security report to inform its community of security policy and procedures and crime statistics, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **Crime Reports**

The annual security report is entitled the Security and Fire Safety Report and meets all reporting requirements as are or may be defined for an Annual Security Report by statute, including identification of its timely warning policy. The College publishes the report online and makes hardcopies available to students and prospective students on request. Online access to the Fire and Safety Report is provided at <http://nwsc.edu/campus-safety/>.

### **Timely Warning**

The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report.

Northwest Suburban College will make every attempt to alert the campus community to crimes for any Clery Act crime as soon as pertinent information is available to prevent similar crimes. Email notices will be sent to the campus community and include available details of the crime that triggered the warning, including the type of crime, location and time of the incident, and suggested precautions.

The College also maintains and publishes an Emergency Response Guide, which describes the procedures associated with the timely warning policy, including directions for students, faculty, and staff in case of a crime or other dangerous situation on campus.

Online access to the Emergency Response Guide is provided at <http://nwsc.edu/campus-safety/>. Hard copies of the emergency response guide are available in the reception area of Building 5. In addition, flyers with potential emergency responses are posted on each campus building's bulletin board.

## **Student Services**

### **Student Advising & Career Placement Services:**

Led by the Programs Manager, this function uses advisors, including faculty, who are available on an appointment basis to guide and advise students. Areas include academic advising, student advising, counseling, and career development. Student assistance is available to help with career exploration, write resumes, and learn interview skills. Counseling may focus on issues affecting students' studies and adjustments to college life.

Advisors make proactive efforts to engage with their assigned students, but students facing difficulty should contact and schedule the first advising session.

The Programs Manager serves as student advisor to all certificate program students. At the student's request, the Advisor may assist in the following:

- Assist with registration and course/module withdrawals.
- Update student information.
- Assist in discerning students' educational goals.
- Monitor students' progress and discuss concerns, including interventions.
- Make recommendations for academic plans.
- Match students' needs with available resources, and make appropriate referrals.
- Help with students' questions about program requirements and school policies.
- Explain accurate information regarding requirements, policies, and procedures.
- Encourage students to take responsibility for their own academic and career goals.

### **Tutoring**

Based on student request and faculty availability, free tutoring is available for all courses/modules. A study room is reserved for this purpose.

Faculty Advisors may also help students by recommending other students as peer tutors.

### **Career Placement Services**

Students and alumni are encouraged to utilize the Career Placement Services led by the program directors. This function offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs.

### **Job Placement and Employment**

Please note that while the College will make every responsible effort to assist students in finding a job, the College or its representatives do not guarantee job placement for students or graduates.

### **Disability Resources**

For students with documented physical and intellectual disabilities, College personnel, including instructors and advisors, provide a variety of resources. Students who anticipate needing

accommodations in any course/module are asked to make arrangements with the instructor during the first week of the course/module. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including active reading and note-taking strategies, study skills and learning strategies, test preparation and test-taking strategies, computer resources (e.g., Microsoft OneNote), and goal setting.

### Classroom Accommodations

Note-taking accommodations may include the instructor providing the student with a copy of his or her lecture notes or the instructor recruiting peer note-takers from the class. Students for whom note-taking service has been determined to be a reasonable accommodation may have the volunteer email or photocopy notes to them.

### Exam Accommodations

Accommodations for exams may be made in cooperation with the instructor. Based on the extent of the student's disability, testing accommodations may include the use of appropriate time extensions, a distraction-reduced environment, or assistive technology.

### Student Activities

#### Student Organizations

Students are encouraged to participate in organizations. For more information on developing a new organization, contact the Programs Manager.

#### College Events

Northwest Suburban College develops and announces events for the College Community throughout the year. Updated lists of activities are available on the NWSC website and social media sites. One such event is described here.

#### Constitution Day: September 17<sup>th</sup>

The United States Constitution was signed by 39 of the 55 Delegates to the Constitutional Convention on September 17, 1787. The law establishing the holiday was created in 2004 and mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. When Constitution Day falls on a weekend or on another holiday, schools and other institutions unofficially observe the holiday on an adjacent weekday.

NWSC's goal for Constitution Day is to act as the catalyst for discussion about the U.S. Constitution on and off campus. As a result, each year, the College will present a variety of activities related to the constitution and our nation's political governances. Examples of activities may include the following:

- Free Speech Boards: The campus community will be encouraged to respond to questions relating to the Constitution in the context of current events.
- PowerPoint: A presentation on aspects of the constitution, including the First Amendment, will continuously loop in the NWSC Faculty & Student Lounge.
- Contests: Students will respond to a prompt, and their essays will be judged by a panel. Prizes may include gift cards.



- Voter Registration: On Constitution Day, the NWSC Campus will conduct a demonstration of the online voter registration process, and students will be encouraged to register using accessible computers.

For students interested in registering early on, please visit <https://ova.elections.il.gov/>.

## Financial Policies

### Tuition & Fees

#### NWSC Certificate Programs Tuition & Fees

Before registering for classes, the student must complete the enrollment process with the Admissions Department and establish payment arrangements with the Accounts Department.

Program	Start Date	Duration	Base Tuition	Fees	Total Cost
Dental Assistant	Enrollment every month	24 didactic wks.; 32 wks. total 720 Clock Hours	\$ 11,034	<b>Initial Fees:</b> Enrollment Fees* \$50.00 Lab Supplies \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$150.00 Graduation Fees \$50.00	\$ 11,584
Medical Assistant	Enrollment every month	24 didactic wks.; 32 wks. total 720 Clock Hours	\$ 11,034	<b>Initial Fees:</b> Enrollment Fee* \$ 50.00 Lab Supplies \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$150.00 Graduation Fees \$50.00	\$ 11,584
Pharmacy Technician	Enrollment every month	20 didactic wks.; 32 wks. total  600 Clock	\$ 7,950	<b>Initial Fees:</b> Enrollment Fee* \$ 50.00 Lab Supplies \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$150.00 Graduation Fee \$ 50.00	\$ 8,500

The enrollment fees must be paid at the time of signing the Enrollment Agreement Form. Students can purchase the recommended textbooks through college or have the option of buying on their own. If buying through college then textbook fees will be charged to the student account. CPR, OSHA, and HIPAA courses are only open to enrolled students.

#### International Students Tuition Policy:

All Tuition policies apply to international students except:

- An addition of a \$150.00 I-20 issuance fee.
- International students are required to pay an initial non-refundable fee of \$4,000.00 towards tuition & fees after obtaining their visa and before traveling to the United States.
- Installment plans are available upon approval by the admissions committee.

## **Students Accounts**

Students are required to make all payments or develop payment plans before the start date of the course/module. Only students showing good standing will be eligible to attend the next module; those students whose account is not up-to-date may not be eligible to attend the next module until arrears have been paid. Other holds may be placed for this reason, as detailed in the Enrollment Agreement provided to each student during the enrollment process.

### **Tuition Payment Procedure**

Students who pay in installments (versus a one-time payment), will have payment plans set up and will be required to create a student account with Tuition Financial Corporation (TFC). TFC is a third party that manages NWSC's student payments. Students must sign with TFC for a payment plan within a week of signing the enrollment agreement. Although all students are required to create accounts with TFC, students have the option to make their payments at the Accounts Division at NWSC or directly to TFC. TFC accepts payments by credit card, debit card, electronic check, Western Union, or MoneyGram. The Accounts Division at NWSC accepts payments by cash, money order, credit card, and debit card. For payments made via debit/credit card, processing fees will be applied.

### **Installment Financing Plan**

Students can finance their tuition and miscellaneous fees under 6, 9, and 12-month Installment Financing Plans (IFP) administered by Tuition Financing Corporation (TFC). Students signing up under the NWSC-TFC IFP will be responsible for a monthly charge which includes:

- A zero-interest, principal-only monthly payment based on the total financed tuition spread over the chosen IFP period
- A monthly charge of \$10 for the duration of the IFP to cover TFC's administrative fee
- Credit Card Processing Fees for any student payments made via credit card.
- Deferral Payment Option: If the student doesn't have any income, he/she is given the option of making the payment after completing the program and finding a job.
- Modification to tuition plans can be applied at any time at the discretion of the committee.

## **Payment Discount & Refund**

### **One-Time Full Tuition Payment Discount**

Any student who makes a one-time full-tuition payment prior to the start date of the program will receive a three percent (3%) discount on the program tuition fee.

### **Institutional Refund Policy**

- It is the policy of Northwest Suburban College (NWSC) to issue refunds of tuition and fees in a prompt manner. To be eligible for any refunds pursuant to voluntary withdrawal, students are expected to give a written notification of their intention to withdraw from a program.

- If no notification of withdrawal is received, and/or a student is terminated by the administration due to a violation of the College’s attendance policy, and/or a violation of the NWSC student’s code of ethics, the student shall be considered withdrawn. The last date of attendance shall be the date of withdrawal.
- Refunds will be made within 45 days of the last date of attendance if written notification of withdrawal has been provided to the College by the student; otherwise, refunds will be made within 45 days from the date that the institution terminates the student or determines that the student has withdrawn.
- In all instances, refunds will be based on and computed from the last day of attendance.
- In the event of withdrawals (voluntary or involuntary), students will not be entitled to any funds from the institutional grants they received from the College as these funds are meant only to pay for the student’s tuition fees.

**Full Refunds**

- If a student cancels enrollment within three business days or before the first day of the class, whichever comes first, the student is entitled to the full refund of all monies paid after returning all books and materials that the student may have received from the College. If books and materials are brought from the College and are not returned or used, the textbook fee of two hundred and fifty dollars (\$250.00) shall be deducted from the total refund.

A full refund of the initial enrollment fee and all tuition paid will be also given to any student if:

- The College ultimately does not accept the student (for provisional acceptance pending official records).
- The College discontinues the program in which the student is enrolled without providing adequate teach-out opportunities (defined as continuing to offer necessary courses for the period defined in the enrollment agreement or securing the guaranteed transfer of college clock hours to an equivalent accessible institution).
- The College failed to provide the student a copy of his or her enrollment agreement

**Partial Refunds**

- If a student withdraws after the beginning of classes, the enrollment fee of \$50.00 is non-refundable.
- OSHA, HIPAA, and CPR (only open to enrolled students) training fees are refundable only if the student pays any of the fees directly at the time of taking these exams and submits a written proof of the payment to the College’s accounts office.
- Students who withdraw after signing with TFC must pay the initial fee of \$60.00 that is charged by TFC. If such withdrawal occurs between the dates the student signs with TFC and three months after the date of enrollment.
- The following Tuition **refund** policy applies **only if tuition is paid in full** by the students:

% Of clock hours attended ( rounded off)	% Of refund
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
Over 50%	0%

Questions about refunds of tuition and other charges (institutional or applicable third party such as WIA) should be referred to the account’s office. Examples of refund calculations are available upon

request.

### Tuition Payment Calculation for withdrawn students

- Students on a payment plan with the College or TFC, upon withdrawal will be required to **pay the tuition owed based on the number of clock hours attended**. See the table below:

% Of clock hours attended by the student ( rounded off)	Tuition owed by the student
10%	10% of base tuition
20%	20% of base tuition
30%	30% of base tuition
40%	40% of base tuition
50%	50% of base tuition
Over 50%	100% of tuition

### Institutional Grants

Northwest Suburban College believes in and strives to provide affordable education for each one of its students who is qualified and willing to work hard to make a difference in their lives through education. Most students at NWSC rely on institutional aid. NWSC offers need-based institutional grants for truly deserving students who are eager to pursue a career in the field of allied health sciences and demonstrate a need for financial assistance.

Please contact our Institutional Aid Office for further information on student eligibility, availability of need-based grants, and for an institutional grant application.

#### Presidential Award:

NWSC is strongly committed to supporting the financial needs of deserving students via fair, objective, and non-discriminatory Institutional Aid options. The Presidential Award are one avenue of supplemental financial aid open to students based on documented i) dire financial need or ii) exceptional academic merit. Subject to available funds, NWSC offers a limited number of President's Grants each year.

Interested students may apply for this award independent of any other institutional aid available from NWSC by submitting an Institutional Aid Form requesting a Presidential Award along with documentation of financial hardship (proof of income, unemployment, child support dues, medical bills, loans, etc.) or transcripts evidencing academic merit. These applications are decided under the independent discretion of the President's Office.

### Course Materials

As detailed in the Enrollment Agreement, students enrolled are provided with course materials including textbooks, uniforms, and applicable medical supplies. It is the student's responsibility to obtain course materials before the start date. Questions regarding course materials are to be directed to the Program director.

Student policies are described or restated here for clarity and emphasis. The current policy manual (including all associated procedures and forms) is available at <http://nwsc.edu/policies/>.

## Code of Conduct

The purpose of the Northwest Suburban College Code of Conduct is to provide equitable rules and procedures to promote a safe and orderly educational environment. The College holds and abides by the highest standards of integrity and scholarship. All members of the NWSC community, including students, faculty, and staff must conduct themselves in a manner compatible with NWSC's role as an academic institution.

Misconduct is defined as any activity contrary to the general and educational interests of the College and its members. Allegations of misconduct will be reviewed against this standard.

College jurisdiction applies to all conduct while on college premises and other sites at which instruction or College-related activities are being conducted. The College may also review criminal or otherwise egregious conduct as a violation of the Code of Conduct, regardless of where it was committed.

Presumed misconduct includes violation of college policies that create responsibilities or expectations for students and acts contrary to the Code of Conduct, which has been established to clarify those behaviors that implicitly contradict the general and educational interests of the College. Specific types of misconduct include, but are not limited to, the following:

### Misrepresentation

- Providing false information to any College official.
- Forgery, alteration, or misuse of any College documents and resources.

### Academic Dishonesty

- Cheating is the misuse of material including, but not limited to, using unauthorized assistance, recycling work without acknowledgment, illicit collaboration, or fabrication of information.
- A form of cheating is plagiarism, which is using someone else's work, in part or in whole, intentionally or unintentionally, and implying that the other person's work is yours. Examples of plagiarism include but are not limited to, submitting works that you have not created yourself, copying answers or text from another person and submitting it as your own, quoting or paraphrasing someone else's idea without crediting the original author, and fabricating references or incorrectly using references.
- All work turned in by a student is to be of his or her own creation or properly cited as the work of others. It is the student's responsibility to know and understand the rules regarding avoiding plagiarizing and proper citations.
- The degree of and circumstances around an incident of plagiarism will be considered and the appropriate consequence(s) determined. Consequences may range from a zero for the assignment up to and including expulsion, depending on the severity of the case. Each subsequent infraction may be treated more severely than previous ones.

### Speech and Related Behavior

- Any verbal, written, electronic, or physical behavior that creates or is likely to provoke a violent reaction, whether or not it does so.
- Disruption or obstruction of teaching, research, administration, or any other college activities.

## Violence and Harassment

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault, sexual misconduct, and/or any other conduct that threatens or endangers the health or safety of any person.
- Use, possession, or distribution of controlled and illegal substances and weapons.
- Use, possession, or distribution of narcotic or other controlled substances.
- Use, possession, or distribution of alcoholic beverages on campus or by underage students.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.

## Theft and Damage to Property

- Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
- Unauthorized entry or use of college facilities.
- Violation of College policies, rules, or regulations and/or collusion in violation of college policies, rules, or regulations.

## Code of Conduct – Proceedings

Northwest Suburban College works to ensure that any violation of college policy is reviewed and resolved in a manner that guarantees the College applies standards of fairness and due process in its decision-making. The College has established a uniform process for the review of violations of college policy. The process applies to the review of policy violations by students, as defined in the Code of Conduct.

### Code of Conduct Violation Reporting Procedure

Any faculty member or other employee of the College who becomes aware of a student's probable violation of the Code of Conduct must report that information to the Programs Manager. All other members of the College community are likewise encouraged to report. The identity of the person reporting a violation will be kept confidential, but that person may be contacted by the College as part of the investigation of a complaint. A faculty member or other employee reporting a violation may be required to answer questions or provide a statement that will identify them by name, and other members of the College community reporting a violation may be requested to do so.

### Initial Assessment

Any allegation of a policy violation must be immediately reported to the College Compliance Division. The Compliance Division will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of the evidence, such as electronic and written material, if any exists. The Compliance Division will prepare a summary of its investigative findings, an assessment of the policy requirements in question, and an interpretation of the implications to the policy of the allegations.

### Review Procedure

Review of grievances against employees or faculty will be presided on by the College Provost (or if

against the provost, by the President, if against the President then, the Chair of the Board of Regents). A review of violations of the Student Code of Conduct will be presided over by the Programs Manager.

The presiding officer will meet with the respondent of the violation or grievance, giving that person an opportunity to acquiesce to or contest the allegations, and providing him/her with the opportunity to request a review by a committee. If a committee review is requested, or determined to be in the interest of the College or the process, the presiding officer shall, with the advice of the Compliance Division, appoint an appropriate committee (examined to ensure his/her impartiality). The committee should include at least one faculty member and at least one current student.

Either independently or with an appointed committee, the presiding officer will conduct a conference with the respondent, and any complaining parties or witnesses. The presiding officer or committee will then make a determination regarding the alleged violation and any applicable sanctions in private deliberation. Committee decisions shall be by majority vote.

The presiding officer or committee shall then prepare a written explanation of its finding and the reasons thereof, which shall be delivered to the respondent within ten days of the hearing.

Within ten days of the conference, the Programs Manager will submit in writing the decision of the committee to the President. The grievant may seek review of an adverse decision through the College President. The decision of the College President is final and is documented on the Grievance Form.

### **Appeals**

A decision reached or a sanction imposed by the presiding officer or review committee may be appealed by the respondent to the President within ten days of receipt of the decision. Failure to respond within ten days of the receipt of the decision will result in the implementation of the recommended sanction(s).

Appeals must be submitted in writing to the provost clearly explaining the basis for the appeal. The decision of the provost will be final.

### **Code of Conduct – Sanctions**

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. The Programs Manager is responsible for handling all matters related to the Code of Conduct. At any time, the recommended consequence for an infraction may be increased or decreased due to the existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the program manager.

- Warning: Notice that the student violated the Code and that any repetition may result in more severe sanctions.
- Discretionary Sanctions: Work assignments, service to the College or community, or related discretionary assignments.
- Suspension: Separation of the student from the College for a definite period of time, after which the student may be eligible to return.
- Expulsion: Permanent separation of the student from the College.

### **NWSC Grievance Policy for Student Complaints:**

NWSC is committed to the both welfare of its students and continuous quality improvement and recognizes

that a complaint from a student has to be addressed seriously and expeditiously, and might also represent an opportunity for improvement. This policy covers the process for filing and resolving student complaints. It is covered in Student Orientation and is available to students through the NWSC catalog and on the College website.

Grievances are defined as complaints or allegations by students of the violation by college faculty or employees of college policies that implicate their interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies), and are handled through a formal adjudicative process.

A student who has been unable to resolve an issue directly with a faculty or staff member should contact the program manager and obtain the **NWSC Grievance Form** to file a formal complaint. The form should be completed and submitted to the program manager within ten working days of the incident. The complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, rules, regulations, policy, or practice that was violated; a summary of the attempts at resolution; and a suggested remedy. The Programs Manager is responsible for satisfactorily addressing the complaint and documenting the response, upon necessary consultation with and approval of the provost. If the complaint involves the Programs Manager or Provost, it is submitted to the President's Office for resolution. If anyone from the President's Office is involved in the complaint, it is referred to a Grievance Committee formed by the Chair of the NWSC Board of Regents.

[Note: This Grievance Policy and associated Grievance Form are posted on the NWSC website.]

### External Complaints

Complaints against this school may be registered with:

1. ABHES (Accrediting Bureau for Health Education Schools; 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 P. [\(301\) 291-7550](tel:3012917550) E-Mail: [info@abhes.org](mailto:info@abhes.org).)
2. Private Business and Vocational Schools Division, IBHE 1N 1d State Capitol Plaza, Suite 333, Springfield IL, 62701-1377 Tel: 217.557.7359 <http://complaints.ibhe.org/>

### Prohibiting Harassment and Sexual Misconduct

Northwest Suburban College believes we are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to one may be offensive to others. Any harassment or false accusations of harassment of or by employees or students is not acceptable. The College prohibits harassment based on sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law.

### Harassment

Harassment is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating, or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational, or research context is considered a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to



satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose. Harassment includes, but is not limited to, the following behaviors:

- Unsolicited remarks, gestures, or physical contact;
- Display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious, or other groups protected by law;
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment also encompasses unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or
- Such conduct directed against an individual persists despite its rejection.

### Sexual Misconduct

One of the College's goals is to maintain an environment that is healthy and safe. Acts of sexual misconduct and assault will not be tolerated. Sexual misconduct includes sexual assault and abuse (criminal acts that the U.S. Department of Education defines as sexual harassment), non-consensual sexual activity, and sexual harassment. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment or sexual misconduct.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Northwest Suburban College's policies and procedures for student conduct. At the discretion of the College, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the College.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, NWSC may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, NWSC's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the College's student conduct proceedings.

The College considers sexual violence and sexual harassment, whether verbal, physical, or visual, to be a form of sexual discrimination, prohibited by Title IX of the Education Amendments of 1972. A person who has been a victim of sexual assault may report the crime to the Northwest Suburban College student advisor, the Programs Manager, or an outside community agency. NWSC staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial, and counseling assistance. Upon request, assistance will be provided in changing academic schedules.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a college or community resource for support. Victims are entitled to confidential services either on or off-campus, whether or not charges are pressed.

## Resources

On-Campus Resources	Contact Information
NWSC Student Advising	847.290.6425
NWSC Programs Manager	847.290.6425, ex. 109
Off-Campus Resources	Contact Information
Northwest Center Against Sexual Assault (CASA)	24-Hour Confidential Hotline: 888.802.8890 Phone: 847.806.6526 URL: <a href="http://www.nwcasa.org/">http://www.nwcasa.org/</a> Address: 415 West Golf Road, Suite 47 Arlington Heights, IL 60005
Life Span	24-Hour Crisis Line: 847.532.9540 URL: <a href="http://life-span.org/">http://life-span.org/</a>

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses: the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

### Illinois Domestic Violence Act: Rights of Victims

The following excerpt is from the Illinois Domestic Violence Act webpage by the Illinois Attorney General. For more information, visit <http://www.illinoisattorneygeneral.gov/women/idva.html>.

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwellings;
- people who have or allegedly have a child in common or a blood relationship through a child in common; and
- people who are dating, engaged, or used to date, including same-sex couples; people with disabilities, and their personal assistants.

Domestic violence consists of physical assault, sexual abuse, and stalking. Violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. Resources both on campus and in the community are:

On-Campus Resources	Contact Information
NWSC Student Advising	847.290.6425
NWSC Programs Manager	847.290.6425, ex. 109
Off-Campus Resources	Contact Information
State of Illinois Domestic Violence Help Line	24-Hour Confidential Hotline: 877.863.6338 URL: <a href="http://www.dhs.state.il.us/page.aspx?item=31886">http://www.dhs.state.il.us/page.aspx?item=31886</a>

### Harassment Reporting Procedure

Harassment of any sort is a serious breach of NWSC policy. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment, report the alleged conduct immediately to the Programs Manager or another senior College official. NWSC prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of harassment. The College will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with policies and applicable federal, state, and local laws.

- Complaints of sexual harassment by a college executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee’s immediate supervisor, or the Programs Manager, or any other senior College official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the Programs Manager. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

### Drug-Free Campus

Northwest Suburban College of Certificate Programs is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. The regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual’s file.

Students should be aware that those found guilty of a violation of the Drug-Free Campus Policy may lose financial assistance provided by the College.

For detailed information on the Drug-Free Campus Policy, including definitions, effects of health, and federal and state and federal sanctions, refer to the NWSC Annual Security & Fire Safety Report.

## POLICY ON ILLEGAL DRUGS & ALCOHOL

### SECTION 1: POLICY

Northwest Suburban College of Certificate Programs is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. The regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of enrollment/employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of the violation of the Drug-Free Campus Policy may lose financial assistance or institutional aid provided by the College. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal financial aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid.

### SECTION 2: DEFINITIONS

Below is a table of common drugs; their effects on health; as well as local, state, and federal sanctions for substance abuse.

Drugs	Effects on Health	State and Federal Sanctions
<b>Cannabis:</b> Marijuana Hashish Hashish Oil	Drugs within the cannabis family may impair memory and comprehension, causing confusion and anxiety, and in extreme cases, paranoia, panic attacks, and psychiatric issues. Cannabis may remain in the body for weeks.	Illinois: The Cannabis Control Act and the Controlled Substances Act prohibit the possession and delivery of illicit drugs. Penalties vary with the amount of drug confiscated; the type of drug found; a number of previous offenses; and the individual's intention to manufacture, sell, or use the drug.
<b>Hallucinogens:</b> MDMA	Hallucinogens may cause distortions in perception and cognition, including	

GHB Rohypnol LSD PCP	illusions and hallucinations as well as the poor perception of time and distance. Intense emotional reactions may trigger panic attacks or psychosis.	A first-time conviction can result in a one-to three-year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of greater felonies involving manufacture or delivery to a minor. Vehicles can be seized by the government and ownership rights forfeited.
<b>Depressants:</b> Barbiturates Benzodiazepines Methaqualone Glutethimide	Depressants cause slurred speech and disorientation. Effects may also include clammy skin, weak and rapid pulse, and shallow breathing.	Federal: First offenses can result in one year in prison and a fine of up to \$100,000. Life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury.
<b>Stimulants</b> Cocaine Amphetamines Methamphetamine Methylphenidate	Highly dependent both physically and psychologically, stimulants such as cocaine or Ritalin may cause excitation, irregular heartbeat, chronic sleeplessness, agitation, and hallucinations.	Possession of more than five grams can lead to a penalty of 10-16 years in prison.
<b>Narcotics</b> Opium Morphine Codeine Heroin Methadone	Highly dependent both physically and psychologically, narcotics may produce feelings of drowsiness, respiratory depression, nausea, confusion, anxiety, mood swings, and respiratory depression. Overdose may lead to convulsions, coma, or death.	
<b>Drugs</b>	<b>Effects on Health</b>	<b>State and Federal Sanctions</b>
<b>Tobacco</b>	Cigarette smoke tar is a significant cause of cancer and other respiratory issues. Long-term effects of smoking tobacco may include emphysema, chronic bronchitis, heart disease, and lung cancer.	Illinois Possession of tobacco by a minor can lead to fines up to \$100, 30 hours of community service, or a court-mandated smoker's education program.
<b>Alcohol:</b> Malt Beverage Wine Liquor Mixed Beverage	Both psychologically and physically addictive, alcohol impairs judgment and coordination. Excessive use may increase the risk of heart disease, cancer, accident, hypertension, damage to an unborn fetus, and impotence levels. Moderate to large amounts of alcohol severely impair your ability to remember information, and very large amounts may cause respiratory and cardiac failure.	Illinois: It is against the law to deliver or sell alcohol to anyone under the age of 21 or any intoxicated person. Violations can result in fines of up to \$1000 and one year in jail. It is illegal for a person under 21 to use false identification in an attempt to purchase/consume alcohol. Operation of a vehicle (both car or bicycle) by a driver with a blood alcohol concentration of .08 or greater may result in severe penalties, including a \$1000 fine, incarceration for up to one year, and revocation or suspension of the driver's license.

### SECTION 3: RESOURCES

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

Services	Name & Numbers
Support Groups	Al-Anon/ Al-Ateen: .847.358.0338 Alcoholics Anonymous: 847.240.2380 Narcotics Anonymous: 708.848.4884
24-Hr Hotlines	SAMHSA: .800.662.4357 Sober Nation: 866.317.7050 Wellplace: 800.821.4357 Drug Rehab: 877.882.9275
Community Resources	Rolling Meadows Counseling Center: 847.991.5710 Therapeutic Interventions Inc.: 847.991.4800, ex. 27

#### Counseling Resources

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>. This online tool covers topics such as Alcohol & Substance Use; Anger; Anxiety; Attention-Deficit Disorder; Cultural Issues Depression & Suicide; Impulse Control; Relationships; Sexual Assault; Sleep, Stress; Study Skills; Test-Taking Skills; Time Management; & Wellness.

### POLICY ON NON-SEXUAL & HATE CRIMES

#### SECTION 1: POLICY

Northwest Suburban College takes violence and hate crimes very seriously. All members of the community are to be treated with respect and dignity and entitled to an environment free of threatening behavior and discrimination based on race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin.

Accordingly, and consistent with applicable legal standards, the College will not tolerate acts or threats of violence or abuse toward members of the College community or property. Excluding self-defense, threats or acts of violence will be taken seriously and, as warranted by the specific situation, addressed by administrative representatives of the College. All members of the College community are subject to the provisions of this policy, including administrators, faculty, staff, students, student employees, temporary or regular employees, part-time and full-time employees, students, and assistants, as well as vendors or visitors to the campus.

Any behavior that would constitute an act or threat of unlawful violence in the College environment is prohibited on all campus premises. Incidents or threats of violence should be promptly reported to campus officials. Such reports will be addressed/resolved or investigated as warranted by the situation.

Consequences—including corrective and disciplinary actions up to and including dismissal and law enforcement actions—for violent acts or threats will be administered in coordination with the administrative areas involved and in accordance with relevant state law, campus personnel policies, and procedures, or the NWSC Code of Conduct.

Actions, incidents, or behaviors constituting imminent risk or concern should be reported to the Campus Monitor immediately. In the event that the situation is serious, employees and students should not put themselves at risk but should call “911” and take steps to protect their own safety or the safety of others. Investigation and corrective measures concerning non-employment-related situations involving students will be undertaken in coordination with Student Affairs and applicable provisions of the Code of Conduct.

Supervisors or administrative personnel who are aware of incidents or threats of workplace violence are expected to take appropriate action to resolve the matter, if possible, depending on the severity of the incident. Employees/students who make good faith reports of concerns incidents or threats of violence will not be subject to retaliation for their actions. Any such retaliation, if confirmed, may result in disciplinary action.

The Provost, in collaboration with the Campus Monitor, may take steps to resolve situations as appropriate in relation to the nature of actions reported. Alternatively, and depending on the severity of the incident involving behavior or treatment of employees, the Dean and/or the person(s) reporting an alleged violation of this policy may refer their report to the President’s Office, who will conduct/coordinate an administrative investigation and assessment of reported incidents or behaviors. As part of this process, consultation with appropriate campus resources and relevant authorities may be made to determine the level of risk and an appropriate course of intervention. As necessitated, the person(s) involved may be placed on administrative leave with restrictions under appropriate supervisory authority, pending the determination of subsequent interventions and/or disciplinary procedures. Any final actions related to discipline will be implemented in accordance with applicable due process and appeal procedures.

Penalties for hate crimes are very serious and are more severe when the crime is committed on school property or on any “public way within 1,000 feet” of the property of a school. The Illinois Compiled Statutes Ch.720 ILCS 5/12-7.1 states that a person commits a hate crime when because of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another person or group of persons (even if there are other motivating factors), s/he commits any of the following crimes: assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, harassment by telephone or harassment through electronic communications. Physical violence and hate crimes are also violations of the College's Code of Conduct and are subject to legal actions as well as disciplinary action by the College.

## SECTION 2: DISCLOSURE

Northwest Suburban College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense, If the alleged victim is

deceased as a result of the crime or offense, NWSC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### SECTION 3: COUNSELING RESOURCES

Below is the reiterated link to professional online counseling services, including the Student Counseling Virtual Pamphlet: <http://www.dr-bob.org/vpc/>.

## POLICY ON SEXUAL/DOMESTIC/DATING VIOLENCE & STALKING

Northwest Suburban College does not tolerate interpersonal violence, which includes any form of sexual violence/assault, including prohibited sexual contact, domestic and dating violence, and stalking in any form. Any acts that fall within the definitions of sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking are prohibited at NWSC and are a violation of the Code of Conduct and potentially Illinois State and Federal Law (specifically including the PSV-HEA). This policy applies to all members of the NWSC community, and includes, but is not limited to, faculty, staff, students, visitors, volunteers, and vendors. It also applies to alleged acts of sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking that occur on campus.

Appropriate disciplinary or remedial actions may be taken against any persons or groups engaging in these acts, up to and including expulsion from the College, termination of employment, and termination of contracts/agreements with that person(s) or group(s). In addition, the institution may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal violence covered by this policy, including but not limited to visitors, volunteers, vendors, and other such guests of NWSC. To this end, NWSC expressly reserves its rights to revoke the privilege, right, and/or permission to anyone to be physically present on campus, participate in college activities, and use College facilities or resources to carry out the intent and purposes of this policy. The College may refer any alleged perpetrator of interpersonal violence for prosecution under Illinois State Law or any other applicable legal standards and statutory authority.

The standard for determining whether a violation of this policy exists shall be based upon the reasonable belief of the victim of an act of interpersonal violence, except where specific intent is expressly required to prove such violation.

### SECTION 1: DEFINITIONS

- **Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Sexual Assault with an Object:** The use of an object or instrument (anything other than the offender's genitalia) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another



person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.

- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Acquaintance Rape:** A sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or coworker. As a sex crime, acquaintance rape includes forced, manipulated, or coerced sexual contact
- **Non-Forcible:** Unlawful, non-forcible sexual intercourse
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent (17 in the State of Illinois)
- **Dating Violence:** Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:
  - Length of the relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship
- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Partner Violence:** Sexual or physiological harm or threat of harm by a current or former partner primarily motivated by the desire to obtain power and control in order to harm another.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. A person commits stalking when s/he knowingly engages in a course of conduct directed at a specific person, and s/he knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress. A person commits stalking when s/he knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person
- **Cyber Stalking:** When a person knowingly and without lawful justification on at least two separate occasions intimidates, torments, or terrorizes another person or that person's family member(s) through the use of electronic communication and transmits a threat of future bodily harm, sexual assault, confinement, or restraint; or knowingly solicits another person to commit stalking or cyber stalking, or creates and maintains an Internet website or webpage accessible to one or more third parties for a period of at least 24 hours containing harassing statements as outlined above toward another person or that person's family member(s). This includes repetitive, non-consensual communication of any kind including that which involves the use of electronic equipment or technology for the purposes of cyber stalking; examples include, but are not limited to e-mail,

voicemail messages, text messages, instant messages, global positioning systems (GPS), and cell phone software applications.

- **Abusive Behavior:** Physical violence of any nature against any person occurring on campus, other than for self-defense. This includes fighting; assault; battery; use of a knife, gun, or other weapons; physical abuse; restraining or transporting someone against his/her will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Persistent, severe, and/or pervasive threats of abuse, intimidation, coercion, bullying, and/or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm.
- **Coercion:** To compel or force one to act based on pressure, harassment, threats, or intimidation
- **Consent:** *Willingly and knowingly giving permission or agreement to a sexual act, without the threat of harm. Consent is an informed agreement to participate in an act, communicated verbally or through physical participation, that is not achieved through manipulation, intimidation, or coercion of any kind. A person cannot give consent if they are unable to understand the nature of the activity or unable to give clear and knowing consent, by reason of the individual's age, or being unconscious, asleep, or incapacitated due to the influence of alcohol or drugs, or otherwise. The manner of dress of the victim at the time of the offense does not constitute consent. Individuals under the age of 18 (i.e., minors) are incapable of giving consent under any circumstances. Nothing in this provision constitutes a waiver or in any way impairs the application of state law related to the ability of a person to consent.*

## **REMINDER of NWSC's commitment to diversity and non-discrimination**

### **Statement on Diversity:**

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse backgrounds and natures of people.

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The College is committed to compliance with state and federal laws such as Title IX, Title VI, and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

## **SECTION 2: POLICY ON PREVENTION, REPORTING & RESPONDING TO SEX/VIOLENCE OFFENSES**

Northwest Suburban College educates the student community about sexual violence/assault, domestic & dating violence, and stalking through student orientations and meetings. In addition, literature on such offenses is available through the campus and the Dean's office.

If you are a victim of any form of sexual violence or assault at this institution, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment. The NWSC Campus Monitor strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Monitor or Dean. Filing a police report with a college official will neither obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- facilitate access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

College disciplinary proceedings are detailed in the NWSC College Catalog. Additional procedural standards for violations of the policy on interpersonal violence are listed below.

### **SECTION 3: REPORTING, SURVIVOR RIGHTS, AMNESTY & COMPLAINT RESOLUTION PROCESS**

**IMPORTANT:** Students are encouraged to report sexual, domestic, or dating violence of any kind using the NWSC Grievance Form/Procedure (via hard copy, electronically, confidentially, or anonymously) without fear of sanctions for conduct that may otherwise violate a student code. Students who face any such offenses are assured of essential rights, including a fair and balanced complaint resolution process under the oversight of the President's Office; potential accommodations warranted by the complaint; a trained confidential advisor for support on the survivor's rights, options for reporting and medical, legal, and other assistance; request for substitution if the individual designated to manage the complaint reasonably poses a conflict of interest; a chance for an advisor of their choice to attend complaint-resolution meetings; and chance to present evidence and witnesses on your behalf (if needed, outside the presence of the opposing person). Students can be assured that the college will provide written notification of the outcome of the complaint resolution process within seven days of reaching a decision, and provide the chance for timely appeal under certain circumstances.

#### **Reporting Procedures**

Should there be an immediate risk of imminent harm or disruption to the campus community, any community member is encouraged to call 911 immediately or to contact the Campus Monitor or Dean.

For purposes of reporting, or more information on victims' or alleged perpetrators' rights, the following procedures can be followed. Victims of sexual assault, prohibited sexual contact, stalking, dating, and domestic violence on campus or at any campus property outside of the main campus, or any College-sponsored event or activity have the option to and are encouraged to contact the Campus Monitor and the Dean. Additionally, victims have the right to access assistance and should be referred to resources available to help in crises.

- **If the alleged perpetrator is a faculty or staff member:** The College, through its respective administrative representatives, may impose sanctions for substantiated cases of sexual assault,

prohibited sexual contact, stalking, dating, and domestic violence in accordance with the applicable College employment procedures in the following instances:

- In cases involving a faculty member, laboratory assistant, or other instructional personnel as the alleged perpetrator, the Dean in consultation with the Provost and COO.
- In cases involving a staff person as the alleged perpetrator, the department's administrator in consultation with the provost for the unit.
- **If the alleged perpetrator is a student:** In cases involving a student as the alleged perpetrator, contact the Dean.
- **If the alleged perpetrator is a vendor, visitor, volunteer, or other non-faculty, staff, or student individual:** In cases involving the above-listed individuals, contact the Dean. Depending upon the relationships that this individual has with the College, there may need to be additional reporting to affected College partners and employees.

In addition, the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. A student found guilty of violating the policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault if such changes are reasonably available.

The process and reporting procedures listed here in no way prohibit the institution from employing other appropriate mechanisms to address sexual assault, prohibited sexual contact, stalking, and dating, and domestic violence.

## Disciplinary Sanctions

It is the policy of Northwest Suburban College to hold perpetrators of interpersonal violence, which includes sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate.

- **For students:** Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Code of Conduct. Alleged violations of this policy by students will be referred to the Program Director for appropriate review and processing of the alleged conduct or behavior under the Code of Conduct.
- **For faculty and staff:** Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including termination, will be imposed in accordance with applicable College policies and personnel procedures. Such policies and procedures include but are not limited to, the Non-Discrimination Policy, the Affirmative Action Policy, and Complaint Procedures for Employees and Students. In addition, violations of this policy may trigger the application of applicable State laws and procedures.
- **For everyone:** College disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, the institution reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, or vendor may also result in the termination of pre-existing or future business relationships.

## SECTION 4: RESOURCES

If you wish to report an incident or to discuss your options, please call the Campus Monitor at 847.290.6425 or the Dean and Provost/COO at 847.290.6425. Additional, external resources are

available throughout the area. The following resources offer 24-hour crisis intervention services, counseling, and advocacy:

- Northwest Center Against Sexual Assault (CASA): 888.802.8890 <http://www.nwcasa.org>
- Community Counseling Centers:  
773.769.0205 <http://www.c4chicago.org/>
- Illinois Coalition Against Sexual Assault: 217.753.4117  
<http://www.icasa.org/home.aspx?PageID=500&>

## SECTION 5: SEX OFFENDER REGISTRATION LIST

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Northwest Suburban College is providing a link to the Illinois State Police Sex Offenders Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided

under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general

and children in particular. **Unlawful use of the information for purposes of intimidating or harassing** another is prohibited and willful violation may be punishable.

The State of Illinois is responsible for maintaining this registry. Follow the link below to access the Illinois Sex Offender Registration website.

<https://www.isp.state.il.us/sor/>

### Counseling Resources

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

Services	Name & Numbers
Support Groups	Al-Anon/ Alateen: .847.358.0338 Alcoholics Anonymous: 847.240.2380 Narcotics Anonymous: 708.848.4884
24-Hr Hotlines	SAMHSA: .800.662.4357 Sober Nation: 866.317.7050 Wellplace: 800.821.4357 Drug Rehab: 877.882.9275
Community Resources	Rolling Meadows Counseling Center: 847.991.5710 Therapeutic Interventions Inc.: 847.991.4800, ex. 27

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>.

## **Dangerous Objects**

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, fireworks, explosives, hunting knives, or anything that could be misrepresented as a weapon are prohibited on college property. Disciplinary action for violation of the Dangerous Objects Policy may include suspension or expulsion and referral for possible legal action.

## **Dress Code**

A clean, neat appearance will help students develop appropriate dress habits for new careers. While NWSC appreciates the individuality of each student, students are asked to dress in proper attire for all educational activities, including but not limited to, lectures, labs, externships, and community service events. Students in the NWSC Certificate Programs are required to wear the provided uniforms to each course session. All students are required to follow lab dress codes, including coats, protective wear (i.e., goggles), and full-toed shoes. Information about lab precautions will be provided by the instructor. The following are examples of attire considered inappropriate for the College environment:

- Hats, caps, and hoodies during instruction
- Clothing with profanity/indecent messages
- Any display of underwear

NWSC respects the beliefs of each student. If dress code policies are in conflict with your religious beliefs, please speak to your advisor.

## **Privacy of Records**

NWSC complies with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Records written requests that identify the record(s) they wish to inspect. The NWSC 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 it should be addressed.
- The right to request the amendment of the student's education record that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate

educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the College; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with FAFSA inquiry about students who previously received financial aid through NWSC; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records unless the student gives written permission. The College reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.

- The Dean may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest Suburban 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 20202-4065

## **Copyright and Licenses**

NWSC adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

### **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](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). For legal alternatives to unauthorized downloading, visit [www.educause.edu](http://www.educause.edu), and search “Legal Sources of Online Content” for a list of options.

Federal Copyright Laws are included in the NWSC Code of Conduct. Hence, sanctions for violations of the Code are listed under the Code of Conduct section of this Catalog.

## Email

The email provided in the NWSC application is the official mechanism for communication for the College and students/faculty/staff. College community members are expected to read communications in a timely manner. Changes to email addresses should be immediately conveyed to instructors and advisors.

## Electronic Use

NWSC expects students, faculty, and staff to demonstrate responsibility, integrity, and confidentiality when utilizing resources, including electronic devices and networks. All activity on systems and networks, including the creation of documents, may be monitored by administrators. Unless permitted by the owner or law, personal software may not be used, installed, or copied on college electronic resources. NWSC reserves the right to revoke the privileges of any staff or student found to be using College equipment and computer network inappropriately. Legal action may follow if deemed necessary.

## Vaccinations

In accordance with the College Student Immunization Act, each enrolled student is required to submit documentation of having received immunizations prior to the start of the externship. Proof of immunity must include the following information:

- The month, day, and year of vaccine receipt for measles, mumps, and rubella. Whole-year dates (e.g., 1969) are acceptable only when it is clear that the student was at least one year of age when the vaccine was received.
- The month, day, and year of receiving the vaccine for diphtheria and tetanus. Proof of immunity may be provided in the following forms:
- A copy of the immunization record from the physician
- A copy of the student's Illinois high school health record which complies with the immunization requirements
- In lieu of proof of immunity, official evidence of birth on or before January 1, 1957
- **PHT students are required to submit their vaccination proof prior to the first day of classes.**

A student may be exempt from the vaccination policy if s/he provides a written and signed statement by a physician indicating the circumstances that conflict with the immunizations. Exemptions may also be provided if vaccinations conflict with religious beliefs. In such cases, the student must provide a written and signed statement detailing the specific belief that conflicts with vaccinations and receive approval



from the Dean.

Failure to provide proof of immunity will preclude the student from enrollment in subsequent courses/modules until the Admissions Rep. receives appropriate documentation or the student is granted an exemption by the Dean.

### **Policy for Covid 19 Vaccinations:**

Based on Illinois Governor Pritzker's Executive Order, IBHE requires Higher Education colleges to ensure that higher education personnel and students undergo weekly COVID-19 testing if they are not fully vaccinated by September 19, 2021, and until they are fully vaccinated. Hence, to be on campus starting Sept. 20, 2021, NWSC requires all students and staff to have a copy of their 'Proof of Full Covid Vaccination' cards on file with the Dean of Records by Sept. 20, 2021, or present documentation of a negative COVID-19 test each Monday starting Sept. 20. NWSC remains dedicated to the safety and well-being of its students and staff. To keep the campus safe for all, it enforces IBHE vaccination, mouth/nose masking, safe-distancing, and hand sanitizing guidelines.

## **Academic Policies**

### **Responsibilities of Students**

NWSC offers a number of resources to assist students in planning their educational programs. It is the student's responsibility to make final choices, assume responsibility for their decisions, and meet course prerequisites and graduation requirements.

### **Satisfactory Academic Progress**

Monitoring of satisfactory academic progress (SAP) is a team effort. At Northwest Suburban College, student progress is overseen by the student's instructors, the Lead faculty, and the Programs Director of the NWSC Certificate Programs. Students at risk of falling out of SAP compliance are identified immediately and given the help, they need by specifically identifying the weaknesses and providing continuous monitoring, tutoring, and/or other appropriate assistance.

All students are required to maintain satisfactory academic progress to be eligible to remain enrolled at the College and eligible for institutional aid. Satisfactory academic progress is recorded by the Programs Manager in the student's database and computed on a cumulative basis every four weeks/monthly, on the first day of the following module, at any given midpoint, and the end of the program.

Satisfactory academic progress is determined by using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a maximum timeframe by which a student must complete his or her program.

NWSC uses the following scales for its standard grading system:

Grade/ Percent Program: MA, DA, PHT	Grade	Description	Points
90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Satisfactory	2.0
0-69	F	Fail	0.0

### Quantitative Component

Satisfactory Academic Progress is evaluated at Midpoints (approximately one-half of the program completion time and at the end of the didactic portion).

Program Name	Total Program Clock Hours	Midpoint Clock Hours
Medical Assistant	720	361
Dental Assistant	720	361
Pharmacy Technician	600	300

### Timely Completion

Students are required to make quantitative progress toward program completion. A student must complete the entire program within 1.5 times the normal completion rate, or within a maximum of 52 weeks for the Medical Assistant, Dental Assistant, and Pharmacy Technician programs. Students may retake portions of the program only if they fall within 1.5 times the normal completion time. Students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program. Repetitions of coursework are counted as hours attempted. The lowest grade will be dropped from the CGPA and the highest grade will be used to calculate the CGPA.

### Qualitative Component

The qualitative measure of satisfactory academic progress requires that students maintain a minimum cumulative GPA of 2.0 on a 4.0 scale. A student must pass all modules/courses with a minimum grade of C (70% or 2.0 GPA), based on a scale of 0 -100 for the Medical Assistant, Dental Assistant, and Pharmacy Technician programs. Students who fail to maintain at least the minimum cumulative GPA 2.0 are notified in person during advising sessions. Tutoring assistance is provided for students experiencing academic difficulties.

### Academic Probation

Any student who fails to meet the College's SAP standards at the end of any evaluation increment will be placed on academic probation. The student will be provided with written notice of his/her probation status, and the status will be identified on the student's transcript.

The student must meet with his/her advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over his/her academic progress.

A student will be removed from academic probation when s/he establishes compliance with cumulative SAP standards at the end of the evaluation increment. A student who fails to meet cumulative SAP

standards, but has met the Probationary Standards for the module will be continued on academic probation for another module. A student who fails to meet the Probationary Standards for any module while on Academic Probation will be dismissed from the College.

### Appeal of Academic Dismissal

If unusual circumstances (e.g., personal injury or illness, death of a relative, etc.) contributed to a student's failure to meet the Probationary Standards, an appeal may be filed with the Provost. The student must provide a written statement explaining how the unusual circumstance has been resolved so that s/he will be able to comply with the Probationary Standards in future modules. The student will receive notification on the status of the appeal within two weeks of NWSC receiving the documentation. If accepted, the student will be returned to academic probation for one additional evaluation increment.

### Repeating a Module/Course

A student of the Medical Assistant, Dental Assistant, or Pharmacy Technician Program will repeat a module/course that he/she has failed, only once. Only the highest grade earned will be included in the transcript and the calculation of the cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students' academic progress in terms of the maximum timeframe.

### Course/Module Drops or Withdrawals

Students who withdraw from the program will receive a grade of "W" in the module/course they were enrolled in at the time of withdrawal. All withdrawal grades are considered to be not completed, and negatively impact satisfactory academic progress.

A student wishing to withdraw must complete a program withdrawal form and submit it to the Program Director.

### Dismissal

Students who have been dismissed due to a violation of the College's Satisfactory Academic Progress Policy or the violation of the College's Code of Conduct policy will be administratively withdrawn (AW). Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

All student disciplinary actions, including probation and academic dismissal, should be discussed with the provost before any actions are taken!

### Readmitted Students

Readmitted students (into Certificate programs MA, DA, or PHT) will be considered for re-entry; students must provide a detailed written explanation to the Programs Manager of the conditions that caused the original withdrawal or termination and demonstrate how those conditions have been resolved so that they can successfully continue the program of study. Applicants reentering the program will need to complete the full admissions process and will be evaluated by the Program Director and Program Manager of NWSC Certificate Programs to assess retained skills. Only one re-entry request will be considered and may be allowed. A final decision will be made by the Dean of Academic and Student Affairs.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0
- Meet Admissions requirements

### Readmission Procedure

- Provide a detailed written explanation to the Program Director, explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study
- Complete the admissions process
- Be evaluated by the Program Director and Program Manager of NWSC Certificate Programs to assess retained theory and clinical/lab skills;
- Be approved by the Dean of Academic and Student Affairs.

Students who have been approved for readmission will be readmitted on a space-available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College. The maximum timeframe will be reduced for readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Institutional Aid to determine their eligibility for institutional grants and to sign up with TFC for a payment plan if the student is not paying in full at the time of readmission.

Any courses/modules below a 2.0 (70%, "C") from the prior admission must be retaken. Students must have a "pass" (70% and above) grade in all prior clinical education courses/modules. A student applying and accepted for readmission will join the next cohort during the course/module in which they failed the course.

### Program Withdrawals

Students wishing to withdraw from their academic program must complete the Program Withdrawal Form. The Form may be submitted to the Registrar in person or by registered mail.

Students, who are in violation of the College's attendance policy and have not been approved for a leave of absence, will be administratively withdrawn. Such students must complete an application for readmission and a new enrollment agreement before being allowed to register for any subsequent courses/modules.

Students who have been dismissed due to violations of the College Code of Conduct or failure to meet the College's Satisfactory Academic Progress Policy will be administratively withdrawn. Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

Fee and tuition refunds for program withdrawals will be processed according to the College's Refund Policy.

Students who withdraw or are dismissed from the program, will lose their eligibility for the institutional aid grant and will be required to pay for the clock hours they attended.

### Program Change

For those students interested in changing programs, they must seek approval from the Program Director and Program Manager. Students will not be able to transfer clock hours already completed in the program they are leaving.

### Attendance

Classroom absences and tardiness interfere with instruction and contribute to academic failure. Therefore, students are expected to timely attend all classes in which they are enrolled. In the event that a student cannot attend class, she/he must directly notify the instructor prior to the session. Any student who is tardy for regularly scheduled classes on campus by 30 minutes or more will be marked absent.

### **Attendance Policy for Hybrid Learning**

Students attending in-person classes as well as participating in synchronous or asynchronous distance learning modalities must follow the syllabus and the instructions of the instructor. In a synchronous module, a student is considered in attendance if the student is visibly participating via a camera in an online class session (unless approved by the instructor), students must be actively engaged in Online assignments, and online discussions; complete an assignment that is returned to the teacher during an FTF class, or communicate with the instructor electronically or otherwise about progress in the course. A student is considered absent if she/he does not communicate with the instructor electronically or otherwise during a distance learning session, is not visible via a camera during a remote learning session without prior approval of the instructor, and/or is tardy or off-line during the remote class for 30 minutes or more. For attendance purposes, students must complete their missed hours; students who miss in-person learning classes must make up lost hours only via in-person hours. In the Synchronous mode, students must follow the instructions provided on the syllabus by the instructor.

The College policy is that a student cannot miss more than 25 percent of the total attendance per module/course. Students missing 40% or more of total attendance will be required to redo the module/course. Students will be placed on 'attendance probation' if they miss more than 25% but less than 40 % of the instruction hours for the module/course. To overcome the attendance probation, students must complete advising sessions with the instructor and the program director and complete successfully compensating classes and/or learning assignments. Failure to meet the attendance policy or overcome attendance probation may result in a Failure (F) in the module/course and may require repeating it.

### **Asynchronous Clock Hours Engagement Policy**

Contact hours will be based on the total hours of engagement on Populi or attendance at Zoom office hours. Engagement includes completing assignments, participating in discussions with other students and instructors, and any other course-related activities as outlined in the syllabus.

The number of engagement hours is verified by the instructor and tracked through Populi. Students are expected to regularly check for course updates, complete assigned tasks on time, and actively participate in discussions to demonstrate their engagement. Failure to meet the required engagement hours may affect overall course performance and participation grades.

### **Asynchronous Online Attendance Policy**

#### **1. Engagement Tracking:**

Contact hours will be tracked based on engagement in the course platform (Populi) and attendance at Zoom office hours. Engagement includes completing assignments, participating in discussions, quizzes, and any other course-related activities as outlined in the syllabus. Students are responsible for regularly logging into Populi to stay updated on course material and deadlines.

#### **2. Assignment Submission:**

To count towards attendance, students must submit all assignments by the due dates listed in the

syllabus. Failure to submit assignments on time may result in a reduction of participation points and can impact final grades. In case of emergencies, students must notify the instructor as soon as possible to discuss alternative arrangements.

### **3. Discussion Participation:**

Active participation in discussion boards is required. Students are expected to post thoughtful responses to prompts and engage with their peers by replying to posts. Minimum participation standards, including the number and frequency of posts, will be outlined in the syllabus and will be used to verify engagement.

### **4. Office Hours Participation:**

Although attendance at Zoom office hours is optional, students are encouraged to attend to ask questions, clarify course content, or engage in discussions. Participation in office hours may contribute to the overall engagement tally. Instructors will note attendance during these sessions.

### **5. Response Time and Communication:**

Students are expected to respond to instructor emails and messages through Populi within 24 hours. Consistent communication is necessary to ensure timely feedback on assignments and to clarify any questions or concerns. Lack of communication may be reflected in participation grades.

### **6. Time Management:**

Students are responsible for managing their own schedules to ensure they meet the required engagement hours. It is expected that students dedicate the same amount of time and effort to online courses as they would for in-person courses. Suggested time commitments will be provided in the syllabus, and students should pace themselves accordingly to meet deadlines.

### **7. Attendance Verification:**

Engagement hours will be verified by the instructor, based on data from Populi (logins, participation, assignment completion) and Zoom attendance records. The instructor will periodically review participation levels, and students who fail to meet the minimum engagement requirements may be contacted for follow-up or placed on probation.

### **8. Missed Engagement/Make-Up Work:**

Students who miss substantial engagement due to personal emergencies must notify the instructor promptly and provide documentation, if necessary. Make-up work will be assigned at the instructor's discretion and must be completed within the timeline provided.

### **9. Academic Integrity:**

Students are expected to adhere to the institution's academic integrity policy when completing assignments and participating in discussions. All work must be original and properly cited when using external resources. Violations of this policy, including plagiarism or cheating, will result in disciplinary action.

### **10. Technology Requirements:**

Students are responsible for ensuring they have access to reliable internet and the necessary hardware/software to engage in the online course. Technical issues must be reported immediately to the instructor or Program

Manager. The inability to participate due to technical difficulties will not excuse students from attendance and participation requirements.

### **Repeating Courses/modules**

Students will have to repeat a course(s) with a grade below C (70%); they can repeat a course/module only once. Only the final grade will be included in the GPA. Only grades A through F are included in the cumulative GPA (CGPA) calculation. A minimum CGPA of 2.0/4.0 is required to earn a diploma.

### **Exam Procedures**

During exam days, the following procedures are required for students:

At the start of the class session, cell phones must be silenced turned off, and put away. Students may use their phones once the class is dismissed.

- No items should be on or under the desk unless provided by the instructor.
- No headphones/earbuds are allowed.
- Backpacks and/or bags must be placed in front of the classroom.
- Instructors have the right to modify exam procedures.

### **Leave of Absence**

Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to 90 days. An LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. NWSC permits students to request an LOA as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, serious health conditions of the student, spouse, child, or parent; birth of a child; jury duty; or military obligations. For the student to be granted an LOA, (s)he must submit a completed, signed, and dated Leave of Absence Form to the Programs Manager.

Students should note that an LOA may affect their program completion time. Reasons include, but are not limited to, the following:

- Students returning from an LOA are not guaranteed that the course/module required to maintain normal progress in the program will be available at the time of reentry.
- Students may have to wait for the appropriate course/module to be offered.

Students requiring extended leave must consult the Programs Manager. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program; the institution will invoke the cancellation/refund policy. As required by state regulations, the student's last date of attendance prior to the approved LOA will be used to determine the refund amount.

### **Externship**

MA, DA, and PHT Certificate programs at Northwest Suburban College require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Clinical externship documents will be provided by NWSC to the student and will stipulate guidelines and procedures, including qualifications, attendance requirements, and site assessment procedures.

Clinical externships are non-paid training experiences with affiliated sites. Most sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be

conducted only during daily business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation.

**Attestation Policy**

Northwest Suburban College (NWSC) will allow student and graduate, attestation for two specific purposes admissions and placement verification. All student and graduate attestations must be signed and dated by the student or graduate.

For admissions purposes, student attestation will be allowed in exceptional circumstances when:

- i) The original high school diploma or equivalent cannot be obtained by usual means
- ii) The student’s physical location/address is not ascertainable through a government-issued ID. Examples of such circumstances include a student with refugee status and situations where obtaining a copy of a high school diploma or equivalent would be impractical, impossible, and/or dangerous.

For placement purposes, graduate attestation will be allowed for documenting placement.

**Community Engagement**

Aligned with NWSC’s motto of “service, excellence, and compassion,” students are asked to participate in community engagement events coordinated by the College, such as field trips to museums, volunteering for not-for-profit causes, and providing community health screenings. Events may take place during the course timings, and in such cases, attendance will be noted. Students are required to make appropriate arrangements for participation in the community engagement event, including transportation.

**Academic Records**

**Course/Module Syllabi**

The syllabus for each course/module is distributed by the instructor on the first day of the class. The syllabus includes outlines related to goals, learning objectives, instructional methods, course criteria, attendance, and the grading policy.

**Course/Module Numbering**

Northwest Suburban College’s course numbering system uses an alphabetic discipline code followed by a numeric course number.

The alphabetic prefix is the subject identifier while the three-digit code indicates the relative difficulty of the course (the higher the number, the more advanced the course).

School	Discipline	Courses	
		Prefix	Area
NWSC Certificate Programs	Dental Assistant	DA	Dental Assistant
	Medical Assistant	MA	Medical Assistant
	Pharmacy Technician	PHT	Pharmacy Technician

**Course/Module Grading**

Grades are awarded to students based on academic performance and attendance in each class. Grading requirements are specified by the instructor in each course’s/module’s syllabus. Certificate program courses/modules are evaluated using a percentage-based system with a corresponding letter grade. The



following grading scale will be used to assess each student's performance, in graded courses/modules:

Grade	Grade Percentage	Grade Description	Grade Points
A	100-90	Excellent	4
B	89-80	Good	3
C	79-70	Average	2
F	69-60	Fail	0

In addition to the above evaluations of academic performance, the following designations will be used to identify the outcome of any course that is repeated or withdrawn. No Grade Points are earned for these grades.

Grade	Grade Description	Application
R	Repeat	Students may repeat a course/module in which F was earned. Upon successful completion, the prior grade will convert to an R. Any clock hours granted for that course/module will be removed, and it will not be included in GPA calculations.
W	Withdrawal	Student Withdrawal from a course after the last date to drop, generally no later than the 3 <sup>rd</sup> day of the module.
AW	Administrative Withdrawal	Student removal from a course or program due to failure to comply with college policies or dismissal.

### Grade Changes

In matters relating to grades, the instructor's judgment is typically considered final and conclusive. Students may appeal the professional judgment exercised by the instructor if there was an error in the application of grading procedures, as outlined in the course syllabus.

To appeal, students must follow the College's policy on grievances. They should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grade due date (See Academic Calendar.). The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, he or she has until the end of the current module to submit the student's written statement and written resolution on a grade change form to the Programs Manager.

### Advanced Placement, Experiential Learning, and Transfer Credit

NWSC will accept for due consideration any requests for acceptance of advanced placement and/or credit for experiential learning or transfer of credit or clock hours earned at another institution. These requests will be reviewed by the Program Manager & Provost for possible acceptance in view of associated curriculum requirements and regulatory standards.

### Transcript of Academic Record

Only upon written request from the student to the registrar, a copy of the official transcript is issued. The first copy is free, but for each subsequent request, a fee of \$25.00 will be charged.

### Academic Calendar

#### Medical Assistant Program Calendar

Year 2024 / 2025 Calendar	Medical Assistant Program
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Module Number	Module Start Date	Module End Date	Explanation
MA 106	2/7/24	3/5/24	
MA 101	3/6/24	4/2/24	
MA 102	4/3/24	4/30/24	
MA 103	5/1/24	5/29/24	Memorial Day
MA 104	6/3/24	7/1/24	Juneteenth
Summer Break	July 2- July 7		Summer Break
MA 105	7/8/24	8/1/24	
MA 106	8/5/24	8/29/24	Labor Day
MA 101	9/4/24	10/1/24	
MA 102	10/2/24	10/29/24	
MA 103	10/30/24	11/26/24	Thanksgiving Break 11/27/2024-12/1/2024
MA 104	12/2/24	1/2/25	Christmas Break 12/24/2024-12/29/2024 New Year's Day 1/1/25
MA 105	1/6/25	2/3/25	Martin Luther King Day
MA 106	2/5/25	3/4/25	
MA 101	3/5/25	4/1/25	
MA 102	4/2/25	4/29/25	
MA 103	4/30/25	5/28/25	Memorial Day
MA 104	6/2/25	6/30/25	Juneteenth
Summer Break	July 1- July 6		
MA 105	7/7/25	7/31/25	
MA 106	8/4/25	8/28/25	
MA 101	9/3/25	9/30/25	Labor Day
MA 102	10/1/25	10/28/25	
MA 103	10/29/25	11/25/25	Thanksgiving Break 11/26/2025-11/30/2025
MA 104	12/1/25	12/30/25	Christmas Break 12/24/2025-12/28/2025
MA 105	1/5/26	2/1/26	Winter Break 12/31/2025-1/4/2026

Morning Class Hours: M & W on campus, T & Th remote, asynchronous

Evening Class Hours: M & W on campus, T & Th remote, asynchronous

**Dental Assistant Program Calendar**

Year 2024 / 2025 Calendar		Dental Assistant Program	
Module Number	Module Start Date	Module End Date	Explanation

DA 101	2/7/24	3/5/24	
DA 102	3/6/24	4/2/24	
DA 103	4/3/24	4/30/24	
DA 104	5/1/24	5/29/24	Memorial Day
DA 105	6/3/24	7/1/24	Juneteenth
Summer Break	July 2- July 7		Summer Break
DA 106	7/8/24	8/1/24	
DA 101	8/5/24	8/29/24	Labor Day
DA 102	9/4/24	10/1/24	
DA 103	10/2/24	10/29/24	
DA 104	10/30/24	11/26/24	Thanksgiving Break 11/27/2024-12/1/2024
DA 105	12/2/24	1/2/25	Christmas Break 12/24/2024-12/29/2024 New Year's Day 1/1/25
DA 106	1/6/25	2/3/25	Martin Luther King Day
DA 101	2/5/25	3/4/25	
DA 102	3/5/25	4/1/25	
DA 103	4/2/25	4/29/25	
DA 104	4/30/25	5/28/25	Memorial Day
DA 105	6/2/25	6/30/25	Juneteenth
Summer Break	July 1- July 6		
DA 106	7/7/25	7/31/25	
DA 101	8/4/25	8/28/25	
DA 102	9/3/25	9/30/25	Labor Day
DA 103	10/1/25	10/28/25	
DA 104	10/29/25	11/25/25	Thanksgiving Break 11/26/2025-11/30/2025
DA 105	12/1/25	12/30/25	Christmas Break 12/24/2025-12/28/2025
DA 106	1/5/26	2/1/26	Winter Break 12/31/2025-1/4/2026

Class Hours: M & W On campus, T & Th Remote, asynchronous

### Pharmacy Technician Program Calendar

Year 2024 / 2025 Calendar Pharmacy Technician Program			
Module Number	Module Start Date	Module End Date	Explanation

PHT 105	2/7/24	3/5/24	
PHT 101	3/6/24	4/2/24	
PHT 102	4/3/24	4/30/24	
PHT 103	5/1/24	5/29/24	Memorial Day
PHT 104	6/3/24	7/1/24	Juneteenth
	July 2- July 7		Summer Break
PHT 105	7/8/24	8/1/24	
PHT 101	8/5/24	8/29/24	Labor Day
PHT 102	9/4/24	9/30/24	
PHT 103	10/2/24	10/28/24	
PHT 104	10/30/24	11/26/24	Thanksgiving – November 28, 2024
PHT 105	12/3/24	1/2/25	Christmas Break -December 25, December 26, 2024 New Year's Day 1/1/25
PHT 101	1/4/25	1/30/25	
PHT 102	2/1/25	2/27/25	
PHT 103	3/1/25	3/27/25	
PHT 104	3/29/25	4/24/25	
PHT 105	4/26/25	5/22/25	
PHT 101	5/24/25	6/24/25	Juneteenth, June 19, 2024
PHT 102	6/25/25	7/29/25	Summer Break, July 1- July 6
PHT 103	7/30/25	8/26/25	
PHT 104	8/27/25	9/23/25	
PHT 105	9/24/25	10/21/25	
PHT 101	10/22/25	11/18/25	
PHT 102	11/19/25	12/23/25	Thanksgiving Break 11/25/2025-11/30/2025 Christmas Break 12/24/2025-12/28/2025

**Class Hours:**

Tuesdays on campus, 3:30 PM-10:00 PM or Saturday on Campus – 9.00 am to 4.30 pm  
Wednesdays & Thursdays- remote, asynchronous

**List of Holidays: January 2024 – January 2026**

Holiday	Date Observed
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Summer Break	Tuesday, July 2, 2024 - Sunday, July 7, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Break	Thanksgiving Break 11/27/2024-12/1/2024
Winter Break	Tuesday, December 24- Sunday, December 29, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Summer Break	Tuesday, July 1, 2025 - Sunday, July 6, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Break	Thanksgiving Break 11/26/2025-11/30/2025
Christmas Break	Wednesday, December 24- Sunday, December 28, 2025
New Year Break (Winter)	Wednesday, December 31, 2025 - Sunday, January 4, 2026
New Year's Day	Thursday, January 1, 2026

### Training Courses Calendar

Please contact your instructor for OSHA, HIPAA and CPR courses (only open to enrolled students) and exams calendar!

## Admissions

### Students Admission

#### General Admissions Requirements

Northwest Suburban College has a rolling admission policy. Please note the following requirements are for general entrance to the College. Admission to a specific program may require fulfilling its entrance criteria.

Certificates are issued upon completion of all requirements, including externship and supervised learning hours where applicable, with a cumulative grade point average of 2.0/4.0, unless otherwise noted.

The general admissions requirements are:

- High school diploma, GED, or Equivalent.
- A copy of the student's government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the US physical location/address of the student. Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address, (See Attestation Policy above on page 54).
  - Proof of vaccination from hepatitis, measles, mumps, rubella, H. diphtheria, and tetanus or documented exemption, which must be submitted prior to the start of the externship.
- Pharmacy Technician students must have cleared background checks prior to enrollment. Medical Assistant and Dental Assistant students are required to undergo a background check before externship

if the externship site requires it.

- If any enrolled student should move outside the State of Illinois prior to the completion of his or her program, the student must contact the college of their change in physical location. Any change in the student's physical location outside of the State of Illinois may hinder their ability to complete the blended academic program at NWSC and thus also prevent future employment in their field of study. NWSC requires that students notify their Admissions Associate or Program Manager by attesting in writing to any change in residential address within two weeks of a change, along with documentation of physical location; such writing may include an email attesting to the noted change of location.
- Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certificate requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with the Admissions Associate, in consultation with the Programs Manager and Dean.

### Admission Procedure

- Complete the NWSC Application for Admission.
- Applications are available in the NWSC Admissions Office or on the College website ([www.nwsc.edu](http://www.nwsc.edu)).
- Meet with an Admissions Representative for information about the program & required documentation.
- Request your official high school or GED (General Education Development) transcript be sent directly from the school to:

Northwest Suburban College / Admissions 5999 S. New Wilke Road, Building 500 Rolling Meadows, IL 60008

- Alternatively, at the time of enrollment, students may provide an official, original copy of the high school or GED transcript or diploma. The College Admissions Representative will make copies of the documents provided by the student, attest that these are copies of original documents, and keep copies in the student's file.
- Provisional acceptance may be provided to a student who does not meet this requirement. However, the student must provide a signed attestation of graduation, which must include the name of the high school attended, city, state, and graduation date.
- Submit proof of immunization detailing the month, day, and year of vaccine receipt for, at a minimum, measles, mumps, rubella, diphtheria, and tetanus, or for acceptable documentation and exemptions, see Student Policies, Vaccinations.
- Meet with the Institutional Aid Administrator/Representative who will provide information about various levels of institutional grants available and provide information about the multiple payment plans to choose from, if requesting a grant.
- Complete the enrollment agreement and other required forms.
- Pharmacy Technician students must have cleared background checks prior to enrollment
- Pay the initial fees at the Accounts Office.
- Set up payment arrangements with the NWSC Accounts Office or Institutional Aid Office.
- Attend the Student Orientation on the scheduled date.

### **High School or Program Verification**

In reviewing High School diplomas from applicants for Admissions purposes, NWSC authenticates the issuing High School from the list published by the Illinois Board of Education site, <https://www.isbe.net/Pages/PublicSchoolDistrictLookup.aspx>, Should the diploma originate from a High School situated outside the state or a private educational institution, the NWSC Admissions representative will authenticate it by calling the issuing school or checking their official website based on available information, or conducting an online search for relevant information, or by referring to the official website of the Board of Education of the state where the issuing school is located. The results of this authentication will be maintained in the applicant's file and serve as the basis for an appropriate Admissions decision.

### **Verification & Documentation of Student's Physical Location/Address**

#### **NWSC Policy**

The NWSC admissions process requires the Admissions Associate to review and keep a copy of each student's Government-issued ID, (State ID, Driver's license, or passport) to confirm and document, amongst other information, the US physical location/address of the student. Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address.

### **Information for Enrollment in Hybrid Learning Program**

#### **Process of Initial Contact**

Students who contact Northwest Suburban College for enrollment in any one of our three programs are initially advised that our programs are currently being delivered in a Hybrid Learning Model. Students are provided details about how the Hybrid Learning model works and are also queried about their experience with this learning model.

#### **Enrollment**

Students who wish to pursue the program will then complete an internet speed test, providing the details of their experience and proficiency using the Internet to determine their potential outcome with online learning. Students who have minimal experience will meet with the Admission Department to obstacles they would have to overcome through our program. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students will then complete the enrollment documents. These documents contain a summary of Hybrid Learning and all it entails. Students are encouraged to read all of the documents they complete in full detail before enrolling. This ensures that the student is aware of all the policies, practices, and procedures in place. Once all documents have been read and completed, the student is then required to attend a new student orientation before starting the program.

#### **Orientation**

Students are scheduled for an orientation at NWSC before the start of their prospective programs at which time students meet with the Admission advisor and the Program's Director. Students are orientated to the specific requirements of being enrolled in a program at NWSC and given an overview

of available resources and contact information should students have any technology, connectivity, or general issues. Students are also provided a Hybrid Orientation and given a short questionnaire to evaluate their readiness and resources to be successful in a Hybrid delivered Program.

### Program Auditing Policy

To facilitate a better understanding of the College's programs and learning environment for committed prospective students, NWSC permits short-term (no more than 2 weeks) auditing/observing of a particular program under specific conditions ahead of formal enrollment. Requests for Class Audits may be submitted to the Admissions Office and will be subject to final approval by the Dean of Admissions and the Programs Manager with necessary Instructor consultation and notification, and include a definition of specific auditing/observing conditions (such as student requirements for attendance, fees/supplies, discipline, assignments, and clock hours).

### Minimum 2-weeks Starting Attendance Policy

According to college policy, students are required to complete at least two full weeks of classes in a new program to be successfully enrolled as continuing students for that program. Absent extenuating circumstances under which written approval is obtained from the Programs Manager, students who do not complete the first two weeks of classes of a new program will be dropped from the roster of enrolled students for that program.

### Recommended Technical Requirements for Populi Learning Management System (LMS)

#### Operating System

*PC Windows 7, Windows 8 (Windows 10 Recommended), Mac/Apple MacOS 10.7, (MacOS 10.14.4 Recommended), Processor: Intel 2 GHz, Core Solo 1.5 GHz (Intel 2 GHz, Core Duo 1.83 GHz or faster Recommended), Memory (RAM), 1 GB (4 GB recommended), Free Hard Drive Space, 20 GB (recommended), Web Browser, PC or Mac*

· [Google Chrome](#) is probably the best option if you're using Windows. It's also very good for Mac users. [Mozilla Firefox](#) is another good choice on Windows computers (works pretty okay on Macs, too). [Apple Safari](#) is great on Macs. Not so much on Windows. Last but certainly not least, [Internet Explorer](#). Mac users can't even download it! If you're using Windows 10, they're encouraging you to use [Microsoft Edge](#).

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too. Monitor: Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels.

### NWSC Certificate Programs

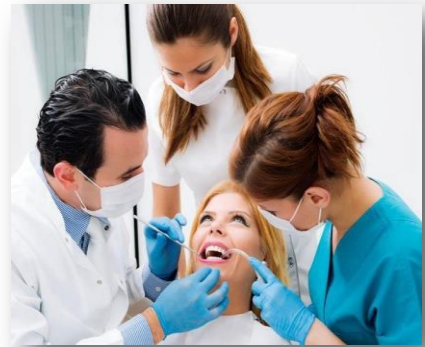
During the academic year, the NWSC programs offer certificate programs according to the academic calendar provided in this catalog. The lecture portion of the program lasts from 20 to 24 weeks depending on the program. Students must complete all required coursework and externships, with a minimum cumulative grade point average of 2.0/4.0 to graduate.

#### Dental Assistant



The Dental Assistant Program is designed for comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. The 720-clock-hour program is designed to be completed on a full-time basis by enrollment in each of the six courses/modules and participating in the 160-hour clinical externship. Students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program and become eligible to sit for one of several dental assistant certification examinations. Illinois currently does not require passing a basic dental assistant certification examination for employment.

However, NWSC qualifies you to take entry-level and advanced function dental assistant certification examinations from either the Dental Assisting National Board ([www.danb.org](http://www.danb.org)) or American Medical Technologists ([www.americanmedtech.org](http://www.americanmedtech.org)).



Northwest Suburban College (NWSC) has determined that the Dental Assistant Program curriculum meets the state education requirements for the CDA and RDA in Illinois. NWSC has not determined whether its curriculum meets the state educational requirements for the CDA or RDA in the following states: AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, FL, GA, Guam, HI, ID, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, and WY.

**Occupational Objective**

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.

**Program Objectives**

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office.
- Demonstrate knowledge of the standards of care chairside assisting; proper use of dental instruments; and exposing, processing, and monitoring radiographs.
- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chair-side restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

**Program of Study**

Required Courses for Dental Assistant Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
	DA 101	Administrative Procedures	None	93.34
	DA 102	Dental Sciences	None	93.34

DA 103	Dental Radiography	None	93.34
DA 104	Laboratory Procedures	None	93.34
DA 105	Operative Dentistry	None	93.34
DA 106	Orthodontics and Dental Health	None	93.34
xDA 107	Externship	DA 101- DA 106	160
<b>Total Hours</b>			<b>720</b>

## Medical Assistant

This certificate program provides a well-rounded education for students interested in medical assistance. Students will be trained in the administrative responsibilities of scheduling, greeting, receiving, and screening patients; offering patient education; arranging tests and procedures; updating medical records, coding diagnosis, and procedures for insurance; managing the doctor's office; and ensuring compliance with HIPAA regulations.

Clinical competencies for which the student will be trained include assisting physicians in physical examinations, obtaining medical history and vital signs, venipuncture, collecting and transporting lab specimens, educating patients on prescription medication, administering medication under supervision, handling prescription refills, and performing EKG.

This is an excellent comprehensive program that opens many new avenues of additional training, building a successful advanced-level career in any area of healthcare. The full-time, 720-hour program includes a 160-hour externship, and students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Medical Assistant Program and become eligible to take the Certified Clinical Medical Assistant (CCMA) exam from the National Health Career Association ([www.nhanow.com](http://www.nhanow.com)).



Northwest Suburban College (NWSC) has determined that the Medical Assistant Program curriculum meets the state education requirements for the CCMA in Illinois. NWSC has not determined whether its curriculum meets the state educational requirements for the CCMA in the following states: AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, FL, GA, Guam, HI, ID, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, and WY.

### Occupational Objectives

Graduates of the Medical Assistant Program are prepared for positions in medical offices, clinics, and other medical settings and may qualify for the following positions: Medical Secretary, Medical Receptionist, Insurance Biller, Ward Clerk, Medical Records Clerk, Phlebotomist, and Clinical Assistant.

### Program Objectives

Upon completion of the program, the student should be able to:

- Perform duties as a multifunctional member of a healthcare team (Medical Assistant) by providing valuable service and support.
- Develop administrative and clinical competencies required for a rapidly changing environment in a

variety of

healthcare settings, including but not limited to doctors' offices, laboratories, free-standing clinics, and hospitals.

- Join the workforce as a trained multi-skilled professional who can fulfill many roles in a modern-day healthcare environment and allow the training to open a unique opportunity for advancement in any area of healthcare (certificate/degree), professional growth, and personal satisfaction.
- Obtain administrative competencies, clinical skills, and hands-on externship training on the standards and guidelines recommended by the American Association of Medical Assistants.

### Program of Study

#### Required Courses for Medical Assistant Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
?	MA 101	Healthcare Procedures	None	93.34
?	MA 102	Clinical Assisting and Examination Techniques	None	93.34
?	MA 103	Diagnostic and Specialty Procedures	None	93.34
?	MA 104	Medical Records and Pharmacology	None	93.34
?	MA 105	Medical Billing and Insurance Processing	None	93.34
?	MA 106	Medical Records and Patient Education	None	93.34
x	MA 107	Externship	MA 101 – MA 106	160
<b>Total Hours</b>				<b>720</b>

### Pharmacy Technician

Licensed/registered pharmacy technicians provide valuable assistance to licensed pharmacists and are employed with pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing-homes, and home healthcare agencies. The Pharmacy Technician Program at the College consists of 360 clock hours of didactic/lecture/lab component and 240 clock hours of externship training at a local retail or hospital pharmacy, under the supervision of a registered pharmacist. The NWSC Pharmacy Technician program thoroughly prepares you to take the board examination, instilling confidence when you enter your exam. Illinois requires certification within two years of licensure.



Graduates from NWSC will be qualified to sit for the Certified Pharmacy Technician (CPhT) exam from the Pharmacy Technician Certification Board ([www.ptcb.org](http://www.ptcb.org)) and the ExCPT exam through the National

Healthcareer Association ([www.nhanow.com](http://www.nhanow.com)). The program prepares them to appear and pass the licensing examinations.

Northwest Suburban College (NWSC) has determined that the Pharmacy Technician Program curriculum meets the state education requirements for the CPhT and ExCPT in Illinois. NWSC has not determined whether its curriculum meets the state educational requirements for the CPhT or ExCPT in the following states: AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, FL, GA, Guam, HI, ID, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, and WY.

Note: Licensing is a requirement by the state of Illinois for pharmacy technicians to practice. All applicants must complete a background check before the first day of classes.

### Occupational Objectives

Graduates are trained to work as Pharmacy Technicians and may work at pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing homes, and home healthcare agencies.

### Program Objectives

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a pharmacist and qualify for the title of Pharmacy Technician, Assistant Pharmacist, Lead Pharmacy Technician, or R&D Pharmacy Technician.
- Practice best customer service, communicate effectively and perform all tasks required in a pharmacy.
- Follow proper infection control procedures relevant to healthcare safety, including hazardous products, waste, and controlled substances.
- Follow standard procedures of ordering, receiving, and storing drugs; operating common equipment, and recognizing the pharmacy technician’s general role in the delivery of healthcare.

### Program of Study

Required Courses for Pharmacy Technician Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
?	PHT 101	Pharmacy History, laws, and Ethics with Conversions and Calculation	None	72.0
?	PHT 102	Pharmacy Practice Settings with Sterile and Non-sterile Compounding	None	72.0
?	PHT 103	Pharmacy Operations and Workflow	None	72.0
?	PHT 104	Pharmacology of Body Systems and Practice labs	None	72.0

?	PHT 105	Pharmacology of Body, Alternative Medicine, Dilutions and Allegations.	None	72.0
x	PHT 106	Clinical Externship	Completion of PHT 101, 102, 103, 104 and 105	240
<b>Total Hours</b>				<b>600</b>

### Externship Policy

For certain programs requiring an externship such as Medical Assistant, Dental, and Pharmacy, the policies and procedures are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship facility.

To be eligible for the externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be withdrawn from the College until their financial obligations are met unless exempt by the administration. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process.

After Externship Orientation a site is selected for the student, students agree to take their externship at that site and no changes will be made. Northwest Suburban College Maintains Sufficient clinical sites to serve students enrolled in these programs.

Back-up sites are also available to ensure that the educational process is continuous.

Some externship requires students to have an interview before being accepted to the site, criminal background checks, immunizations, and/or a health clearance During Externship orientation with the externship coordinator, students are provided a list of required immunizations. All costs for background checks, immunizations, and health clearance are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant.

All students enrolled in a program with an externship component in a clinical setting must complete the following before beginning their clinical experience:

- Externship Orientation
- Current CPR certification that is valid for the length of all clinical/externship components
- Complete immunization record which may include titers
- Flu Shot (depending on the season)
- Physical from a Physician
- Two-step TB test (PPD allow a two-week time frame for completion) or blood test (QuantiFERON- TB Gold) if approved by the externship site.
- Hepatitis Series

During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on

externship.

Clinical externships are non-paid training in medical sites. Most employers and externship sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during daily business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation. If necessary, students are also required to purchase individual liability insurance at their own expense.

Students will complete their externship after they complete the classroom portion of the programs. Maximum externship hours are 20 hours a week. Hours on-site required by the program are: Medical Assistant 160 hours (8 weeks), Dental Assistant 160 hours (8 weeks), Pharmacy Technician 240 hours (12 weeks).

Students on externship may be removed from an externship site for various reasons. The College expects students to conduct themselves professionally at all times while performing duties at an externship site. This includes arriving on time, performing all duties to the best of their ability, and professionally conducting themselves. At times, students may be removed from an externship site due to a lack of following the guidance or direction of the externship facility.

In the event a student is removed, the College will evaluate the circumstances surrounding the removal and opt to either place the student at another externship facility or dismiss the student from the program. If the student is placed at a second externship/clinical facility and is removed again from the site, it will become the student's responsibility to secure a third and final externship site.

Each removal from an externship site, unless otherwise approved by the Program Director, will be treated as an attempt at the externship course and recorded appropriately on the student's transcript. If a student refuses an externship site for whatever reason, the student will be expected to secure their externship facility including working with the campus to ensure the externship site is appropriate for training in a continuous education model.

#### **TEMPORARY POLICY EFFECTIVE MARCH 2020.**

Leave of Absence in March 2020: Based on the World Health Organization declaring the COVID-19 virus a pandemic, the U.S. Department of Education permitted schools to approve a leave of absence for COVID-19-related concerns or limitations. Our school has considered leaves of absence for situations such as:

- externship sites not available due to shutting down for COVID-19 virus
- classes unavailable due to rescheduling of the curriculum to accommodate a student's schedule (i.e., a student moving to online courses versus on-ground courses)
- a student contracting the COVID-19 virus
- or any other documented reason related to the COVID-19 virus.

Any other leave of absence that exceeds 180 days during any twelve months is considered a withdrawal according to regulations established by the Department of Education.

## Training Courses

The following courses are offered at NWSC to only enrolled students.

Course Code	Course Title	Prerequisites	Clock Hours
CE-CPR	CPR Course	None	6
CE-HIPAA	Understanding HIPAA for Health Care Professionals	None	7
CE-OSHA	Occupational Safety and Health Act Course for Healthcare Professionals.	None	7

## NWSC Course Descriptions

### Training Courses

#### **CE-CPR Course (only open to enrolled students)**

Prerequisite: None 6 Clock Hours

This training course is designed for all healthcare professionals and workers. The CPR course is designed to provide lay rescuers with the fundamental skills and confidence to perform CPR on adults, children, or infants. This course will teach participants how to recognize and alleviate airway obstructions, the proper use of an AED, and the signs, symptoms, and corrective action for a stroke or heart attack.

#### **CE-HIPAA/ Understanding HIPAA for Healthcare Professionals (only open to enrolled students)**

Prerequisite: None

7 Clock Hours

This training course is designed for all healthcare professionals. The course "Understanding HIPAA for Healthcare Professionals" provides a general overview of the Health Insurance Portability and Accountability Act (HIPAA) that includes setting uniform standards for protecting the privacy of healthcare information and providing for the protection of individual healthcare information against unauthorized access or use without proper consent. This course will discuss the basic principles of HIPAA and use real-life scenarios that can affect the patient and you as a Healthcare Professional.

#### **CE-OSHA/ Occupational Safety and Health Act Course for Healthcare Professionals (only open to enrolled students)**

Prerequisite: None

7 Clock Hours

This training course is designed for all health care professionals. The course provides an overview of the Occupational Safety and Health Act, Federal agency occupational safety and health responsibilities, and workplace OSHA techniques. Participants are instructed in various OSHA standards. Special emphasis is directed at safety and health hazards that are causing serious injuries and illnesses in the Healthcare sector. The course features mock healthcare-related scenarios and the use of safety techniques and laboratory equipment.

### Dental Assistance

#### **DA 101/ Administrative Procedures**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab);

*Prerequisite: None*

In addition to focusing on essential dental terminology, this course focuses on basic administrative procedures and receptionist-related duties, including appointment scheduling, filing, mail handling, inventory control, and telephone communication. Students are also introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records.

An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. In addition, career development instruction is included and focuses on identifying skills necessary for employment.

Finally, students learn OSHA standards for infection control and hazard communication as well as practice step-by-step instrument decontamination using approved sterilization agents and methods.

### **DA 102/ Dental Sciences**

*Prerequisite: None*

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

Topics in this course include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques, and handling hazardous chemicals. Students learn operatory disinfection using approved agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics.

Students practice acquired skills on Typodont manikins, placing instruments and materials. Career development instruction focuses on interview techniques, and related dental terminology is studied.

### **DA 103/ Dental Radiography**

*Prerequisite: None* 93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

This course introduces students to take a quality radiograph and to read and identify the anatomical structures and pathologies in a dental radiograph.

Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice x-ray exposure techniques including Paralleling techniques, Bisecting Angle technique and Bitewings using digital radiography with intra oral sensors on a simulator manikin. Students also learn Extra oral radiography techniques and to identify the landmarks in a Panoramic radiograph. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Professional responsibilities regarding the state



radiation safety certificate are introduced, and related dental terminology is also taught. Finally, students learn about OSHA standards for infection control and hazard communication and practice step-by-step instrument decontamination using approved sterilization agents and methods.

This Course also prepares students with an overview of a few specialties which includes oral and Maxillofacial Surgery Endodontics and Periodontics and treatment procedures like Implants. Students learn to identify the instruments and materials used in these specialties and learn about the procedures and their tray setups.

### **DA 104 / Laboratory Procedures**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

In this course, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures, such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics is a specialty that is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night guards, sports guards, and bleaching trays. Instruction in career development focuses on starting a new job, and related dental terminology is studied.

### **DA 105/ Operative Dentistry**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course introduces students to chair-side assisting duties and techniques practiced in general dentistry with an emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers, and sealants, are presented. Student's practice required RDA procedures such as placement, wedging, and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Finally, students learn about OSHA standards for infection control and hazard communication. These students practice step-by-step instrument decontamination using approved sterilization agents and methods.

### **DA 106/ Orthodontics and Dental Health**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands, and placing and ligating archwires. Theory on orthodontic assistant duties, office routine, and malocclusion classifications are presented. In addition, students chart oral conditions of patients/students in compliance with state guidelines for mouth mirror inspection.

### **DA 107/ Externship**

160 Clock Hours

*Prerequisite: Successful completion of DA 101, DA 102, DA 103, DA 104, DA 105, DA 106*

Upon successful completion of classroom courses, Dental Assistant students participate in a 160-hour externship at an approved facility. The externship provides the student with an opportunity to apply principles and practices learned in the program and utilize entry-level Dental Assistant skills in working with patients. Dental assistant externs work under the direct supervision of qualified personnel at the participating externship sites, and under the general supervision of the college staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must complete their externship experience to fulfill the requirement for graduation.

Upon successful completion of the class and laboratory hours at NWSC, students are provided an externship training of 160-clock hours at an approved participating dental facility. Students get hands-on training working under the supervision of a licensed dentist. The externship completes the student's requirements for graduation, prepares them for a national certification examination, and provides them with skills needed in any entry-level dental assisting job market.

## Medical Assistance

### **MA 101/ Healthcare Procedures**

*Prerequisite: None*

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

This course emphasizes patient care, including the complete physical exam and positioning and draping. Anatomy and physiology with associated medical terminology of the eyes and ears, the integumentary system, nervous system, and common disorders related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations, basic psychology, and meeting the psycho-social needs of the patient. Students will also cover medical law and ethics. Basic administrative office skills performed by the medical assistant are included. Students will also learn how to perform procedures associated with the physical exam.

### **MA 102/ Clinical Assisting and Examination Techniques**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology with associated medical terminology of the muscular system and common disorders related to it are taught. Basic therapeutic drugs, their uses, classification, and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods, and prepare for and assist with minor office surgical procedures.

### **MA 103/ Diagnostic and Specialty Procedures**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course introduces students to office emergencies and first aid. The course will also examine the anatomy and physiology with associated medical terminology, of the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students study facility management and personnel procedures.

### **MA 104/ Medical Records and Pharmacology**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course introduces students to the concepts and skills involved in medical billing, banking, and

insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, which are also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills. Basic therapeutic drugs, their uses, classification, and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods.

### **MA 105/ Medical Billing and Insurance Processing**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, which are also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills. Introduces laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling, and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed.

Anatomy and physiology with associated medical terminology of the urinary system, including its structures and functions, and common disorders related to it are taught. The lymphatic and immune systems are also covered. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students will also study how to perform inpatient triage processing and other routine administrative procedures.

### **MA 106/ Medical Records and Patient Education**

93.34 Clock Hours (56 Hrs. Lecture, 37.34 Hrs. lab)

*Prerequisite: None*

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the reproductive system are presented in conjunction with nutrition and health practices, which are also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills.

### **MA 107/ Externship**

160 Clock Hours

*Prerequisite: Successful completion of MA 101, MA 102, MA 103, MA 104, MA 105, & MA 106*

Upon successful completion of all six courses, students will participate in a 160-clock hour externship at an approved medical facility. This hands-on training provides students with an opportunity to apply the principles and practices learned in the program. It prepares students for passing the national certification exam and qualifies them for entry-level medical assistant job positions.

**Pharmacy Technician**

### **PHT 101 (Pharmacy History, Laws and Ethics with Conversions and Calculations)**

*Prerequisite: None*

72 Contact Hours (45 Hrs. Lecture, 27 Hrs. lab)

This 4-week module includes an overview and historical development of medicine and pharmacy. Pharmacy Law and Ethics are also discussed in detail, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation and regulatory agencies pertaining to pharmacy practice. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians and the different associations and settings for pharmacy technicians. Students will also be able to define the term “ethics” and explain its importance for pharmacy technician practice. Professionalism in the workplace and communication with customers/patients are also covered in this module, along with dosage forms and routes of administration. Students will practice conversions and calculations used by pharmacy technicians regularly and will be tested on their progress throughout the module. These subjects include Apothecary, Household, and Metric Measurements and Temperature Scales. Elemental arithmetic calculations are briefly summarized, as students should already have a fundamental foundation of these basics. A review of the TOP 200 Medications will be tested in this module and every module proceeding. Laboratory lectures and activities cover subjects such as proper documentation, helpful forms and reports, and understanding why accurate documentation is essential for pharmacy practice. Hands-on skills in the laboratory practice setting are performed.

### **PHT 102 (Pharmacy Practice Settings with Sterile and Non-Sterile Compounding)**

*Prerequisite: None*

72 Contact Hours (50 Hrs. Lecture, 22 Hrs. lab)

This course is designed to provide the student with an overall understanding of community and institutional pharmacy practices with additional pharmacy practice settings. Students are introduced to the professional aspects of working in pharmacy technology and will be able to explain different workflows and management styles and apply this knowledge for responsible job performance. Emphasis is placed on the roles and responsibilities of the pharmacy technician in an array of settings, and different opportunities are explored. Students will describe the importance of health information systems for pharmacy practice activities, and how they facilitate effective decision-making for patient care. Medical Terminology’s different learning styles and tools that are helpful in studying and learning are introduced. Students will practice calculations correlated with community and institutional pharmacy, along with compounding calculations following lab exercises demonstrated on lecture days. Extemporaneous compounding will be introduced, along with the aseptic technique and the different regulations from USP <797> & <800>. Simulated labs using mock pharmacy software will be used in this module. Subjects covered include medication reconciliation, entering orders, prior authorization, and adjusting prescriptions. Hands-on skills in the laboratory practice settings are performed.

### **PHT 103 (Pharmacy Operations and Workflow with Drug Classification)**

*Prerequisite: None*

72 Contact Hours (50 Hrs. Lecture, 22 Hrs. lab)

This module is designed to introduce the student to an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy, such as pharmacy billing & inventory management, medication safety & error prevention, pharmacy operations management

and workflow, and extemporaneous compounding. Students will practice preparing and processing ointments, creams, gels, medicated troches, medicated lollipops, capsules, medication recalls, inventory returns, and disposal considerations. The students will also receive direct training in a practice laboratory setting. The Body Systems discussed in this module start with the Nervous System and Endocrine System. Medications used to treat conditions of these systems (i.e. medications for neurological conditions, mental disorders, and a discussion on muscle relaxants) are covered as well. Students will also be practicing how to calculate Billing compounds, Powdered Drug Preparations, and Inventory Control. Focus on Parenteral Doses Using Ratio and Proportion Calculations is emphasized in this module. A review of the TOP 200 Medications will be tested in this module and every module proceeding. Other laboratory lectures and activities cover subjects such as reports and forms for specific processes and Drug Utilization Review (DUR). Hands-on skills in the laboratory practice setting are performed.

### **PHT 104 (Pharmacology of Body Systems and Practice Labs)**

*Prerequisite: None*      72 Contact Hours (50 Hrs. Lecture, 22 Hrs. lab)

This module covers body systems including Musculoskeletal, Cardiovascular, Respiratory, Gastrointestinal, Renal, and Reproductive Systems, and medications used to treat conditions of these systems. Also covered in this module are Percentages, Ratio Solutions, and Dosage Calculations Based on Body Weight. The responsibilities of a technician consist of filling prescriptions, including the information required to fill prescriptions, and typing the prescription label. This module also covers how to read a drug label. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, and compensation and methods of payment for pharmacy services are discussed. Hands-on skills in the laboratory practice settings are performed.

### **PHT 105 (Pharmacology of Body Systems (C); Alternative Medicines; and Dilutions & Allegations)**

*Prerequisite: None*      72 Contact Hours (50 Hrs. Lecture, 22 Hrs. lab)

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding medications for the Immune, Eyes, Ears, Nose, & Throat, Dermatological, and Hematological Systems are covered along with medications for disorders of those systems (i.e. students will learn about migraine headaches, analgesics and drugs like NSAIDs), as well as a study of general operations of pharmacies at different settings. Complementary & Alternative Medications, also known as CAM, are discussed in further detail. Over-the-counter medications, vitamins, and skincare products are also discussed in this module. Students learn about the most common alternative medication and food & drug interactions. Pharmacy calculations include extensive dilution and allegation work, along with medication label dosage calculations. Additionally, this module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Simulated labs using mock pharmacy software will be used in this module. Subjects covered include medication reconciliation, entering orders, and aseptic technique. Hands-on skills in the laboratory practice settings are performed.

### **PHT 106/ PHT Clinical Externship**

240 Clock Hours

*Prerequisite: Completion of didactic Program: PHT 101, PHT 102, PHT 103, PHT 104 and PHT 105*

This 240 clock hours PHT experiential course is designed to provide the student with supervised, practical hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experience in an institutional/hospital pharmacy and/or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.

## Appendix A: Institutional Aid Parameters and TFC Installment Financing Plans

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### **Institutional Aid (IA) Policy:**

**IA Committee: Institutional Aid Administrator, Programs Manager, Provost**

### **Need-Based Grants:**

Northwest Suburban College (NWSC) offers need-based grants to students who demonstrate financial need and are committed to pursuing careers in Medical Assisting, Dental Assistant, and Pharmacy Technician programs.

Recipients of these grants must adhere to NWSC's Satisfactory Academic Progress (SAP) and Attendance Policies as outlined in the college catalog. NWSC reserves the right to revoke the grant if a student fails to meet the SAP or attendance requirements, or if they are convicted of criminal activity or illegal drug possession. NWSC maintains a Strick drug- and alcohol-free campus.

### **Application Process:**

To apply for institutional; aid, students must follow the following steps:

#### **1. Financial Documents:**

Students applying for IA must submit both the application and supporting documents before enrollment.

- a. **Proof of Income:** This can include the student's prior-year tax return or parent's tax return if the student is a dependent, as well as W-2 forms or recent pay stubs.
- b. If the student is claimed as a dependent, the grant amount will be determined based on the household's full income.
- c. **Additional documents**, if required, proofs a and b are unavailable, other documents can be used such as proof of disability or unemployment.

#### **2. Review and Decision Process**

- a. Applications to Institutional Aid will be reviewed and approved by the IA committee, and student will be informed by the IA Administrator.
- b. **Scoring System:** Student will receive IA based on the following scoring system:
  - 1: Income between 0-\$10,000, 40% off of the base tuition,
  - 2: Income between \$10,001-\$20,000, 35% off of the base tuition,
  - 3: Income between \$20,001-\$30,000, 30% off of the base tuition,
  - 4: Income between \$30,001-\$40,000, 25% off of the base tuition,
  - 5: Income between \$40,001-\$50,000, 20% off of the base tuition,
  - 6: Income between \$50,001-\$60,000, 15% off of the base tuition,
  - 7: Income between \$60,001-\$70,000, 10% off of the base tuition,
  - 8: Income between \$70,001-\$80,000, 5% off of the base tuition,
  - 9: Income above \$80,001, is not qualified.



3. **Award notification:** Award letter will be sent to student within 48 hours of the award decision.
4. **Appeal process:** Students can appeal their status to the Provost/COO.

**Medical Assistant and Dental Assistant Program: (\$11,584.00)**

**Pharmacy Technician Program: (\$8,500.00)**

#### **Installment Financing Plan (IFP):**

- 1) **College Plan:** 8-month payment plan with no interest.
  - 2) **Extended Plan:** 10-12 months payment plan. Students can finance their tuition and fees using the College or TFC-administrated plans, available with 10-12 months options. By enrolling in the NWSC or TFC IFP, students should commit to monthly payments, which include the following:
    - **TFC Administrative Fee:** A \$10 monthly charge applies throughout the financing period to cover TFC's administration costs.
    - **Credit Card Processing Fee:** 3% applied to student's payments made via credit card.
- Special Consideration:**
- **Full payment Discount:** Students who pay full tuition at the time of enrollment will receive a 3% discount.
  - **Contract Management:** Upon signing a payment plan contract with TFC, the Accounting Office will upload the contract to the TFC website and retain copies for both institutional aid and accounting office records.
  - Students enrolled in a payment plan must adhere to the agreed-upon schedule to maintain active enrollment. If a student fails to make payments for **two consecutive months**, they may be ineligible to enroll in the next module until their outstanding balance is paid in full or an approved payment arrangement is made. It is the student's responsibility to stay current with payments to avoid disruptions in their academic progress.
  - Students who withdraw or are dismissed from the program, will lose their eligibility for the institutional aid grant and will be required to pay for the clock hours they attended.
  - Modification to tuition plans can be applied at any time at the discretion of the committee.

## Tuition & Fee Information

Program	Start Date	Duration	Base Tuition	Fees	Total Cost
Dental Assistant	Enrollment every month	24 didactic wks.; 32 wks. total 720 Clock Hours	\$ 11,034	<b>Initial Fees:</b> Enrollment Fees* \$50.00 Lab Supplies \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$150.00 Graduation Fees \$50.00	\$ 11,584
Medical Assistant	Enrollment every month	24 didactic wks.; 32 wks. total 720 Clock Hours	\$ 11,034	<b>Initial Fees:</b> Enrollment Fee* \$ 50.00 Lab Supplies Textbooks \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$150.00 Graduation Fees \$50.00	\$ 11,584
Pharmacy Technician	Enrollment every month	20 didactic wks.; 32 wks. total  600 Clock	\$ 7,950	<b>Initial Fees:</b> Enrollment Fee* Lab Supplies \$ 50.00 Supplies \$50.00 Textbooks \$250.00 <b>Other Fees:</b> Healthcare Training: CPR, OSHA, HIPAA \$ 150.00 Graduation Fee \$ 50.00	\$ 8,500

### Deferred Payment Plan

The deferred payment plan offers the participant the flexibility to spread their payments over a set period, providing additional time to fulfill their financial obligations. The following terms and conditions apply:

**1. Eligibility:**

- a. Participants must complete the deferred plan application and provide any required documentation
- b. Eligibility is subject to approval by the IA committee based on the student's financial status and prior payment history with the institution.

**2. Payment Schedule:**

- a. Payments will be made in equal installments over a mutually agreed-upon period.
- b. The payment period shall not exceed 12 months.

**3. Interest:**

- a. A 5% interest rate will be applied to the outstanding balance for the duration of the deferred payment period.

**4. Late payment:**

- a. A late fee of 5% will be charged for any missed payments.
- b. If three consecutive payments are missed, the deferred payment plan will be canceled, and the remaining balance become due immediately and will be reported to the collection agency.

**5. Early payments:**

- a. Precipitants may repay the remaining balance at any time without penalty.
- b. Interest will only be applied up to the date of full repayment.

**6. Cancellation:**

- a. The institution reserves the right to cancel the deferred payment plan if the agreement's conditions are not met.
- b. Upon cancellation, the remaining balance will become due immediately.

**Post-Graduation Deferred Payment Plan**

This plan allows students to defer payments until after graduation, providing financial relief to those in need. The following conditions apply:

- **Approval:** Must be approved by the institutional Aid Committee.
- **Eligibility:** Applicants must be unemployed and experiencing financial hardship.

**Presidential Award:**

The Presidential Award provides financial support to students whose institutional aid is insufficient. The award is based on need and merit, with no limit on the amount, as determined by the President.

**Need-Based Criteria:**

- **Financial Need:** Students must demonstrate financial need through a detailed aid application.
- **Special Circumstances:** Consideration for extraordinary financial hardships.
- **Current Obligations:** Evaluation of the student's financial responsibilities.

**Merit-Based Criteria:**

- **Academic Excellence:** Minimum GPA requirement (3.5+) and academic achievements.
- **Leadership and Involvement:** Participation in campus activities and community service.
- **Personal Statement:** Outline academic goals and community contributions.

**Award Decision:**

- Amount is based on the need and merit, at the President's discretion.
- Submit the Presidential Award application form, financial documents, transcripts, and a personal statement.

This award ensures deserving students can pursue their education at NWSC without financial barriers.