



DORSON

VOCATIONAL TRAINING INSTITUTE

Handing students the keys to success

STUDENT CATALOG

280 S. Harrison Street
Suite 300
East Orange, NJ 07018

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ADMINISTRATORS AND INSTRUCTORS

Dorson Vocational Training Institute is founded and owned by Ms. Sonia Y. Scott

ADMINISTRATION

Sonia Y. Scott

Chief Executive Officer and Director E.O

INSTRUCTORS

Doreen Nolan, RN.....	HHA
Marie Desarme, RN	HHA
Venessa Tate.....	Certified Medical Billing
Certified Medical Coding.....	Edwin Santiago
	Medical Office Assistant
	(Clinical and Administrative)
	Patient Care Technician
Edwin Santiago	Medical Office Assistant (clinical and
	Administrative)
Venessa Tate.....	EKG Technician
Venessa Tate.....	Phlebotomy Technician
Venessa Tate.....	Patient Care Technician
Edwin Santiago	Computers

ADMISSIONS AND PLACEMENT OFFICER

Paulette Porter

STUDENT ADVISEMENT SPECIALISTS

Anna J. Lee, RN

Winston J. Scott, M.D.

SCHOOL SECRETARIES AND ATTENDANCE STAFF

Ms. Paulette Porter Coordinator/Secretary – East Orange

Joan Ramdeen Attendance Officer

SCHOOL CALENDAR

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule.

HOLIDAYS:

New Year's Eve

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

SCHOOL CLOSINGS:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov .

PROGRAM STARTING DATES AND DAILY CLASS SCHEDULES

CLASS SCHEDULES

Full time day classes are scheduled	Monday – Thursday 9:00am – 4:00pm (East Orange)
Evening classes are scheduled	Monday – Thursday 5:30pm – 9:30pm (East Orange)
Full time day classes are scheduled	Monday – Friday 9:00am – 4:00pm (Jersey City)
Evening classes are scheduled	Monday – Friday 5:30pm – 9:30pm (Jersey City)
Saturday classes are scheduled	9:00am – 1:00pm.

PROGRAM STARTING DATES:

Summer Term:
July 2022

Spring Term:
April 2022

Winter Term:
January 2022

Fall Term:
September 2022

REGISTRATION FOR COURSES

Students may register for courses at any time up to one week (5 days) prior to the start of classes. Students requesting financial aid will need to register one month (20 days) prior to the start of classes. You will need to register in person with the admissions officer. Please bring the following with you:

- Identification (driver's license, birth certificate or passport)
- High school diploma or G.E.D. certificate (if applicable)
- Initial payment for registration and tuition fees (cash or check). Students receiving financial aid or who have a student loan must bring such documentation when registering.

EVALUATION TECHNIQUES

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75% are an indication that the necessary skills for entry into employment were not acquired. Students should decide for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor skills being measured against industry standards.

COLLEGE CREDIT STATEMENT

Dorson Vocational Training Institute does not offer college credit for courses. After reviewing a student's transcript, a college may give credits for a course completed at DVTI. This is purely at the discretion of the college, and Dorson Vocational Training Institute is not involved in an institution's decision.

FACILITIES

Dorson Vocational Training Institute features a well-lighted facility with a reception and waiting area, break room, resource library, 3 classrooms and a computer-training room. Each classroom can accommodate up to 20 students. The computers are Dell Pentium OptiPlex Gx270 systems. The computer training classes are offered on a Windows NT network. All necessary medical training equipment is available to the instructors and students.

The resource library contains various books and periodicals relating to the course topics. The library also houses a computer with Internet access so that students may do research if necessary. The school has a break room for students with a conference table, chairs, coffee pot, water, and a refrigerator. Both male and female lavatories are available with facilities to serve four students at a time.

The entrance/exit is located at the reception area. Parking is available in the office building's parking lot. There is no parking fee.

SCHOOL POLICIES

ENTRANCE REQUIREMENTS:

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a G.E.D. Certificate (if applicable.).
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - a) Ninth (9th) grade reading, and math level as measured by the Tests of Adult Basic Education (TABE)
 - b) An interview with the admissions officer to review the TABE scores of the student and to discuss any prerequisites needed for enrollment.

LEAVE OF ABSENCE POLICY:

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

A request for a leave of absence must be submitted to the attendance officer in writing.

1. The request must have the date that the student will begin the leave and the expected date of return to classes.
2. Leave of absences will be honored within this catalog year (January 2008 to December 2008). Should a request take the student beyond this contracted catalog they may be subject to reentry under a new contract. If the student does not reenter within the catalog year and has not notified the school, the student's contract will be terminated, and he/she will be granted a refund according to the Refund Policy of the catalog.

PREGNANCY

If you are pregnant while enrolled at Dorson Vocational Training Institute, you will be required to bring in a physician's note monthly until the pregnancy has ended. The note must state that you are able to participate in both the classroom and clinical area activities (where applicable). Failure to comply will exclude you from the session until we receive this documentation.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary to meet with the attendance officer before returning to class.

ABSENCES

Dorson Vocational Training Institute records the daily attendance of each student in accordance with state guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20% of the total course constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time. Excused absences are permitted for illness or any unavoidable circumstance. Please notify the attendance officer by 8:00am if you will be absent from class. Unexcused absences are where the student has neglected to notify the school and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.

PERSONAL ILLNESS

Proper personal health habits are expected in order to maintain optimum health. Any deficiencies will be discussed with the individual student. Routine health care is not provided by DVTI or affiliating agencies.

REPORTING ILLNESS:

Please call at the earliest time from 8:00 am to the receptionist or answering service.

Over three (3) consecutive days of absence due to illness requires that a physician's note be submitted to the admissions officer for re-admission to DVTI. The physician must clearly state the nature of the illness, the dates of the illness, and clearance for the student to attend both school and clinical training (where applicable).

CLASS CUTS

Each instructional day is at least 4 hours in length (lengths of instructional days will vary depending upon the course). Hours lost due to cutting class will be recorded as unexcused absences. Therefore, the student is responsible for making up time lost, class work and assignments. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

MAKE-UP WORK

For students to meet their educational goals they must receive instruction in all aspects of the course. If work is missed due to excused absences or a leave of absence then the student will be offered 1) private instruction, or 2) the opportunity to join another class when the missed lessons are being taught. Private instruction, if given outside the normal instructional day, will incur additional fees (costs will vary depending on the course and instructor). Should the student desire to wait until the lesson is offered in another class the student needs to be aware that this will impact on their completion date.

TARDINESS

Developing good work ethics is an important part of the training at Dorson Vocational Training Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up lost time and classroom instruction. Dorson Vocational Training Institute encourages students to plan to arrive at the school at least 10 minutes before the start of class

COURSES DESCRIPTION

Hybrid Certified Home Health Aide w/Basic Computer Skills

80 Hours – Includes

This program is designed to educate students with the knowledge and skills required to be a home health aide. Students will learn through classroom and clinical training how to provide in home support to elderly and ill persons in the community. Instruction will include education on basic health care, basic computer training skills, customer service, social perceptiveness, medicine and dentistry, active listening, judgment, and decision making. Home health aides are responsible for providing direct bedside care to patients and also perform a variety of miscellaneous duties as requested, such as obtaining household supplies and running errands.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

Certified EKG Technician w/Basic Computer Training

125 Hours – Includes Includes 100 Hours externship

Hybrid EKG Course with basic computer training. Our training introduces students to patient preparation, EKG machine, performing and mounting of 12 lead single channel, EKG tracings and office computer skills. We review the Cardiovascular system and related terminology. Emphasis on basic rhythm, identification and possible disease are studied. This class brings together anatomy and physiology of the cardiac system with how it pertains to the electrocardiograph procedure.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud. The student will lead to successfully perform and mount an EKG.

Hybrid Certified Phlebotomy Technician w/Basic Computer Training

120 Hours – Includes Includes 100 Hours externship

The Phlebotomy Technician is a vital member of the clinical laboratory team. Their main function is to assist laboratory personnel by drawing blood. Students learn the proper technique for drawing blood, the proper way to collect blood and understanding the purpose of anticoagulants and serum blood collection. This program along with the computer training is a solid foundation for those who may be considering medical technology as a career. This certification course for Phlebotomist has greatly expanded over the past years and the role of the healthcare team has recently been brought into sharper focus.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

Hybrid Certified Phlebotomy / EKG combo. Technician Program

245 Hours – Includes Includes 100 Hours externship

The Phlebotomy / EKG Technician program is an intense curriculum with class in basic Phlebotomy and basic EKG followed by hands on clinical experience. This certificate is designed for students interested in taking technical courses for immediate entry into a field of employment. Also, for current healthcare workers, who would like to update their Phlebotomy / EKG skills. Phlebotomy /EKG Technicians work in physician offices, hospitals, clinics and other healthcare facilities and organizations.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

Hybrid Medical Billing and Coding Specialist w/Basic Computer Training

305 Hours – Includes Includes 100 Hours externship

Medical Billing and Coding professionals keep records, calculate patient charges and review files. Duties include reviewing records, calculating changes to patient procedures and services and prepare itemized statements and submitting claims to third party payees. They also determine codes for physician's procedures and diagnosis ICD-9 and CPT-4 coding protocols for third party billing purposes. Students go through an externship in a doctor's office, clinics, hospitals, and laboratories.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

Hybrid Medical Office Assistant w/Computer Training

300 Hours – Includes Includes 100 Hours externship

Medical Office Assistant supports physicians and nurses in delivering patient care. Administrative Assistants' tasks consists of keeping medical records, greeting patients, billing, and clerical duties, scheduling appointments, arranging admission to the hospital and laboratory service. They help in checking supplies but mainly concentrate on medical terminology, medical ethics and OSHA regulations, computer skills / training, medical records management. patient charting, billing practices and Insurance filing procedures.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

Hybrid Accounting/Bookkeeping

120 Hours

Students will learn office bookkeeping skills and will qualify as a bookkeeper. The training course includes instruction in typing, Microsoft Word, Excel, and QuickBooks.

Hybrid Certified Medication Aide w/Basic Computer Training

45 Hours – Includes Includes 100 Hours externship

The Certified Medication Aide roles is to assist the licensed nurse (RN or LPN/LVN) in providing safe and ethical care for clients—that is, administering prescribed drugs and completing other delegated nursing tasks allowed by state law. Essential Functions Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We offer both in-person hands-on computer training and hybrid virtual instructor-led computer training. Our program includes learning how to create letters, spreadsheets, use the Zoom platform, send emails, schedule, or respond to meetings in Outlook and organize files in the cloud.

CREDENTIAL - National Certification - MedCA

Hybrid Patient Care Technician w/Computer Training

255 Hours – Includes Includes 100 Hours externship

This course prepares a graduate to work as an entry level Patient Care Technician in a clinic, hospital, or Long-term care facility. Graduates will be able to check vital signs, assist in medical examination and perform electrocardiograms, basic laboratory procedures, phlebotomy and use basic software applications on the computer . This program is taught with a combination of lecture, practical exercises, hybrid, and medical laboratory experience.

CHAPTER 531 APPLICANTS

Student Accepted under Chapter 531 are not responsible for payment of tuition or fees.

GRANTS, STUDENT LOANS AND SCHOLARSHIPS

Dorson Vocational Training Institute, Inc. works with several lenders and can provide referrals to loan programs.

NOTE: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Dorson Vocational Training Institute will reimburse the loan institution for balances due in accordance with the refund policy. The student will be responsible for any balances.

It should be noted that the student loans with the bank must be satisfied regardless of the success or lack of success at Dorson Vocational Training Institute. When students are given a loan, they sign a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

COURSES OFFERED AT DORSON VOCATIONAL TRAINING INSTITUTE

1. Basic Computer/Getting Started with Computers
2. Certified Home Health Aide / Home Maker
3. Certified Medical Assistant (including Medical or Administrative)
4. Certified Medical Billing
5. Certified Medical Coding
6. Certified EKG Technician
7. Certified Phlebotomy
8. Medical Office Assistant
9. Patient Care Technician
10. Microsoft XP and all other Microsoft courses
11. Accounting/Bookkeeping
12. Baby Nurse

SMOKING

Smoking is not permitted at Dorson Vocational Training Institute or anywhere in the building. Within clinical teaching areas, please comply with the specific building's policy.

FOOD AND BEVERAGES

All food and beverages must be stored and eaten in the break room. No food or drinks are allowed in classroom areas for any reason.

TELEPHONE CALLS

In-Coming Phone Calls: Only emergency phone calls can be accepted at the reception desk.

Out-Going Phone Calls: Only public phones may be used to make personal calls. Cell phones should be turned off at all times while on school grounds. Phone ringing during class will NOT be tolerated.

COPY MACHINES

Whether at Dorson Vocational Training Institute or clinical teaching areas, students are not permitted to use copy machines. Any copies needed MUST be made off premises (i.e.: Staples, Office Max, public library, etc.).

VISITORS

All visitors to the school must report directly to the receptionist and be signed in

RADIOS AND TAPE RECORDERS

The use of radios and/or tape recorders is not permitted in the classroom.

CODE OF CONDUCT

The following are unacceptable and will not be tolerated:

All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.

1. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.)
2. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery alteration or use of institution documents of identification with intent to defraud.
3. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
4. Physical abuse of any person on school premises or damage to the property of a member of the school community on the school premises.
5. Failure to comply with directions of institutional officials acting in the performance of their duties.
6. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.

CONDITIONS FOR DISMISSAL

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 % of instructional time that is recorded as unexcused absences
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aide. Prepaid tuition will be refunded according to the school refund policy.

REENTRY POLICY

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for dismissal the student may be able to reapply to the school for readmission. In cases where the student was dismissed for unexcused absences or financial concerns it may

be possible to reenter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student will have to meet with a review panel before reentering the school. The decision of the review panel is final, and the student will receive a letter from the school Director stating the decision of the panel.

STANDARDS FOR UNIFORM WEAR (WHERE APPLICABLE)

Uniforms are to be worn in the classroom and the clinical areas. Uniforms are to be complete unless otherwise specified.

The complete uniform includes:

1. Female: official dress or pantsuit and official school cap (after capping ceremony and if required).
2. Male: official top and white trousers (no jeans).
3. School emblem worn on left sleeve
4. Additional items to be worn or carried when in full uniform:
5. Plain, navy blue cardigan sweater
6. White shoes (no clogs, sandals, or sneakers)

REFUND POLICY

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. Students who wish to cancel their enrollment in a course must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first (1st) class, will result in a refund of all monies paid, except for the application and registration fees.
4. Withdrawal after attendance has begun will result in the following refund policy for all programs of 60 hours or more. Each day is at least 4 instructional hours in length. Hours vary for each course. An instructional hour is defined as consecutive minutes of which a minimum of 50 minutes is dedicated to Instructions.

REIMBURSEMENT SCALE

For Courses of 300 hours or less:

IF WITHDRAWAL /REFUND POLICY

Refunds are given, less a \$70.00 registration fee, as listed below.

- 75% tuition is refunded if requested prior to the first day of class
- 50% tuition can be refunded if the request is made between the first week of program commencement
- A maximum of 10% tuition monies can be refunded if the request is made during 21% to 50% of program completion.
- NO refunds will be issued if refund is requested after 50% of the program is completed.
- All requests must be sent in writing via certified mail to the DVTI office.

FINANCIAL CLEARANCE:

No student shall receive their grades, certifications, or certificates unless they are up to date with their financial arrangements and paid in full for the cost of the individual classes in question. Students will not be able to continue class unless payment is made in full based on payment arrangements.

Students who have a student loan and withdraw from the program or a course are responsible for notifying the loan institution of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Dorson encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Director must be the same date as their letter to the loan institution.

TUITION AND REFUND POLICY

Students who apply to the school will be given a tour of the facilities, the school catalog and application papers. There is a \$20.00 non-refundable application fee due at this time. Registration requires meeting with the admissions officer to complete all necessary documents for entry into school. There is a non-refundable registration fee of \$50.00 due at this time.

TUITION

Basic Computer/Getting Started with Computers	\$ 515.00
Other Computer: Microsoft	
PowerPoint XP, Excel XP, Office XP	620.00+
Legal Administrative Support Worker	\$4,000.00
Financial Administrative Support Worker	\$4,000.00
Accounting/Bookkeeping	\$4,000.00
QuickBooks	\$4,000.00
Certified Home Health Aide/Home Maker	\$1,500.00+
Medical Billing Certificate Program	\$4,000.00
Coding Certificate Program	\$4,000.00
Certified EKG Technician	\$4,000.00

Certified Phlebotomy Technician	\$4,000.00
Patient Care Technician	\$4,000.00
Medical Office Assistant.....	\$4,000.00
Clinical Medical Assistant.....	\$4,000.00
CPR	250.00

ADDITIONAL COSTS

Textbooks and student workbooks	Prices vary. See enrollment package for details on each course.
Private Tutoring	Prices vary depending upon course and instructor. See Admissions Officer for details.

The application fee and registration fee are nonrefundable. 50% of the tuition cost will be due by the first day of class. Thereafter, 3 additional equal payments will be due (please see the enrollment package for payment dates for each course).

Additional costs are due on the first day of class. Private tutoring can be paid on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition.

Students who damage school property or equipment will be required to pay the repair or replacement costs. These costs will need to be satisfied before additional instruction is given to the student. Students will need to meet all financial responsibilities before a certificate of graduation/completion will be issued.

1. Hose
 - c) Female students (if wearing a dress) – white stockings (support-type advised)
 - d) Female students (if wearing as pantsuit) – students may wear white knee-high stockings or plain white knee-high socks.
 - e) Male students – may wear plain, white, knee-high socks or support hose (plain, no colors).
 - f) No patterned or bulky socks are to be worn.
2. Name pin (to be placed on uniform as directed)
3. Watch with a second hand, bandage scissors, 2 pens (as directed)
4. Headscarf wear: Headscarves may be worn in the school or clinical setting as long as they meet the following criteria:
 - g) Uniform caps are not required
 - h) They are white in color and plain style (no fringe)
 - i) May not be an occasional occurrence
 - j) Short (no longer than the nape of the wearer's neck)
 - k) Optional wear: Lab coat. This may be worn at any time in the school and is used in some specialty units in the clinical setting.

PERSONAL APPEARANCE STANDARDS

1. Uniform: clean and pressed with emblem* sewn securely in place (Female students: dress is not to be worn with trousers or pantsuit)
2. Stockings or socks: plain, white, with no runs
3. Shoes: clean without run-down heels, laces clean
4. Sweater: Navy (dark) blue only, clean, no holes or runs. Cannot be worn on patient units (clinical students).
5. Fingernails: short, clean and no nail polish (clinical students)
6. Perfume: please avoid heavy scents, light scents are acceptable
7. Make-up: light only
8. Hair: Cannot be worn long; if hair is long must be arranged so it does not hang on shoulder; no beads, ribbons, clips or flowers
9. Jewelry: Rings: wedding ring only, no stones – Necklace or chains: may not show at the uniform neckline – Bracelets: None – Earrings: Only small, dot earrings to be worn; approximately $\frac{1}{4}$ of an inch. They may be gold or silver metal, no stones or pearls.

CREDIT FOR PREVIOUS TRAINING

Credit may be given to a student for completing a lesson within a course, or the complete course only if both of the following conditions apply:

- The student has previously taken a course or a portion of a course at Dorson Vocational Training Institute.
- The student has demonstrated he/she has the appropriate knowledge of the course material by passing the lesson and/or course exam.

STUDENT COMPLAINT/APPEAL PROCESS/RESOLUTION POLICY

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the school Director. The written request should include the following information:

1. Student's full name, social security number, and current address
2. State the concern including dates, times, instructors or other students involved
3. The letter must be dated and signed by the student
4. Three dates in which the student would be available for a meeting with the school Director and/or appeal panel.

The school Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructions will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals. The student will be notified in writing of the outcome of the meetings. The decision of the Director and/or appeal panel is final.

GRADING SYSTEM

The competencies taught in the courses offered at Dorson Vocational Training Institute will be evaluated by both written examinations and practical. The minimal grade for graduation is 75%. Students who achieve lower than 75%, but who have not failed the course may participate in private tutoring or independent study in order to increase their grade point average.

Letter Grade	Number Grade	Weight in Points	Description
A	93-100	4	Excellent
B	92-87	3	Above Average
C	86-75	2	Average
F		0	Failure

KEY

INC.	Incomplete
WD	Withdrawal
WP	Withdrawal
P	Passing
WU	Withdrawal

UNSATISFACTORY

A student's Grade Point Average (G.P.A.) is based on the summary of grades received through testing. The G.P.A. is determined first by multiplying the number of tests by the summary of the test grades.

INCOMPLETE GRADES

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete or otherwise graded accordingly. If the absence is not excusable or the student does not contact the instructor, an Incomplete grade will not be awarded, but rather the examination will be considered as failed and the student graded accordingly. Instructors must file an incomplete form with the director of the school. Students are given two weeks to make up missed examinations. Work and examinations that are still incomplete at the end of the two-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work, taking examinations or if necessary, extending the deadline.

PROBATION FOR BELOW AVERAGE GRADES

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of in-school tutoring up to 4 hours without additional tuition costs. Should additional tutoring be necessary the student will be obligated to pay an hourly rate for the assistance (costs vary depending on the course and the instructor). The probation period will be two weeks (10 days). If the student cannot afford the additional tutoring and still has not met the required grade of 75% after 4 hours of individual assistance, then a meeting between the Director of the school, the instructor of the course and the student will be held to determine the appropriate action.

WITHDRAWING FROM SCHOOL

Students who withdraw from Dorson Vocational Training Institute before the midpoint of the term (30 hours -750 hours, depending upon the course) will be given a grade of WD (withdrawal) in the course. Withdrawal after the midpoint of the course will result in a grade of WP (withdrawal Passing) or a WU (withdrawal Unsatisfactory). To withdraw, a student must file the appropriate form with the attendance officer. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, dismissal, and additional financial obligations.

STUDENT RECORDS

Student records will be maintained by the school for a period of five years. Upon graduation, student will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

1. Attendance Records
2. Academic Progress and Grades
3. Financial Records
4. Placement data
5. The Enrollment Agreement
6. The Ability to Benefit (where applicable)
7. Record of meetings, appeals, disciplinary actions and dismissals
8. A copy of the graduation certificate
9. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes or changes in financial