



**MIDWEST INSTITUTE**

**CATALOG 2024**



**Earth City Campus (Main)**  
**4260 Shoreline Drive**  
**Earth City, MO 63045**  
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**[www.midwestinstitute.com](http://www.midwestinstitute.com)**

**Since 1965**

# INTRODUCTION

**Midwest Institute**



\*Pictures from  
Earth City Campus and  
Equine facility

**All photos on front and back cover are at Earth City Campus.**

Midwest Institute opened in Kirkwood, Missouri in 1965. In 1985, to meet the demand for qualified medical assistants, the Institute began satellite classes in St. Charles, Missouri. The main campus of Midwest Institute, now located in Earth City, Missouri, continues to meet today's employment demands by providing expanded program offerings in the medical, dental, and veterinary fields.

## MISSION STATEMENT

*Midwest Institute is dedicated to training select women and men for professional service to the community. The school's goal is to provide a strong educational program for persons with a sincere interest in achieving their career goals. The curriculums are industry relevant and emphasize the technical skills required to be successful in their chosen field. Midwest Institute's programs encourage and develop the maturity and confidence necessary to serve the public well, and an appreciation of the high ethical standards and expectations of their chosen profession. Midwest Institute delivers the fundamentals to promote maturity, confidence, and the professionalism necessary to be successful in a competitive market.*

## INSTITUTIONAL OBJECTIVE

For more than 59 successful years in the St. Louis area, Midwest Institute has been committed to educating and assisting in job placement for its students entering their chosen career path.

The Institute was founded by Elizabeth Shreffler. The school is a Sub Chapter S corporation; Christine Shreffler is president and secretary of this corporation. Both Campuses are under the same ownership.

**This catalog presents information for the Earth City Campus. All Program information, policies, and rules and regulations apply to both campuses unless specifically stated.**

***This Catalog is current as of the print date. Midwest Institute reserves the right to update the contents of this catalog as requirements by the U.S. Dept. of Education, Missouri Department of Higher Education, ABHES, or any other affiliated agency may require. All disclosures are included in the current catalog.***

# TABLE OF CONTENTS



Curriculum and Internship.....	1
Admissions/Non-Discrimination Policy.....	1
Faculty, Staff, and Facilities.....	2
Accreditation/Affiliations.....	2
Tuition and Financial Assistance.....	2
Ability to Benefit.....	2
Medical Assisting Program.....	3
Massage Therapy Program.....	4
Dental Assisting Program.....	5
Veterinary Technician Program, Associate of Occupational Science Degree.....	6
Course Descriptions Medical Assisting.....	7
Course Descriptions Dental Assisting.....	8
Course Descriptions Massage Therapy.....	9-10
Course Descriptions Veterinary Technician AOS.....	10-12
Satisfactory Academic Progress Policy.....	13-15
Dismissal.....	16
Housing.....	17
Cancellation and Refund Policy/R2T4 Policy/Transfer of Credits.....	17-18
Additional Outside Hours.....	18
Definition of Credit/Grading.....	19
Student Services/Placement.....	19
Virtual Library.....	19
Reasonable Accommodations Policy: Individuals with Disabilities.....	20
Academic Support Services Policy.....	20
Graduation/Transcript Request.....	20
Online Blended/Hybrid Program Options, Description, and Policies.....	21-22
Where to Find Us Map.....	23
Campus Security and Disclosures/Voter Registration Form.....	24
Family Educational Rights and Privacy Act.....	25-26
 <b><i>Additional Policies</i></b>	
Vaccinations Statement.....	26
Dress Code.....	26
Grading System/Grading Scale.....	27
Withdrawal.....	27
Tests.....	27
Disciplinary Policies.....	27
Internship Policies.....	28
Attendance.....	28
Class Schedules/School Holidays/Weather Related School Closings.....	29
Student Breaks.....	29
Campus Security/Crime Statistics.....	29
Drug Prevention Program/Sexual Harassment Policies.....	30
Student Concerns/Grievance Policy/Institutional Changes.....	30

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**[www.midwestinstitute.com](http://www.midwestinstitute.com)**

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## CURRICULUM AND INTERNSHIP

Graduates of Midwest Institute are prepared professionally and technically for their chosen work environment. The curriculum is based on lectures, demonstration, lab work, and a supervised internship or clinical.

Full-time certificate students meet in the classroom for 28 weeks during the day and evening students meet for 44 weeks. Veterinary Technician degree students meet for 58 weeks. Students learn medical terminology, anatomy, medical office, business and computer skills, clinical assisting skills, first aid, and emergency care. Using laboratory equipment, they become familiar with the routine procedures frequently conducted in doctors' offices or any environment they will work in, as well as with terminology and equipment maintenance.

When classroom training has been completed for the allied health programs, each student is assigned an internship in a hospital, physician's office, dental, or veterinary office/clinic. The internship allows the student to go into an office setting, work with a doctor and put into practice the lessons learned in the classroom. Internships are 250 hours for certificate programs that require internship and should be completed in 7 weeks; Vet Tech internship is 240 hours and should be completed in 7 weeks. Extensions may be granted to students who are not able to intern on a full-time basis. Approval must be granted and arranged by the program coordinator. Massage Therapy program students will attend a 250-hour Massage Clinic on campus.

The skill and self-confidence that this training offers is a must for an assistant. The internship/clinic allows students to gain practical experience before accepting a permanent position, and it is often the deciding factor in finding employment with the physician, dentist, veterinarian, spa, or hospital.

## ADMISSIONS

Applicants must be at least 17 years of age and have proof of a high school diploma or GED. *\*High school diploma must be from an accredited high school recognized by the Department of Education. Applicants cannot have a felony conviction, a felony will make them ineligible for all programs.*

Persons interested in applying to Midwest Institute may submit an application on the Midwest Institute website, phone, email, or write for an interview appointment. Following the interview, the applicant must complete an application for review and evaluation by a school official. Admission is based to a great extent on the applicant's interest in the paramedical field, responsible attitude, and maturity. If for any reason an applicant is not accepted, all fees paid to the school will be refunded.

Admission to any one program does not automatically qualify students for admission into any other program. Students must meet all requirements for each program. Acceptance into any program is not guaranteed.

All students must pass an entrance exam prior to enrollment, which may include an interview with the Director of Education. **\*All students will have a copy of program syllabus on the first day of class. Access to the syllabus is in the Online platform for blended distance education students.**

**Re-Admission Policy** Any student who has previously attended Midwest Institute but did not graduate and re-applies in less than a year will be evaluated by the Campus Director, Director of Education, and Program Director, who will determine if the circumstances and time frame will allow the student to return. Any student who returns to the same program after 180 days will be considered a new start and will be subject to charges in addition to the balance from the previous start. Returning students are subject to all admissions requirements in effect at the time of re-entry. Any student returning after one year may be required to retake previously completed courses. All returning students are assessed on an individual basis. Students who are terminated must submit a written plan outlining how they will correct the issues that led to the termination.

**Online and Online/blended programs:** An online assessment must be completed and the student must meet the appropriate indicator levels prior to enrollment. This is an assessment to gauge the competency and skill level for the online learning environment. This assessment indicates the degree to which an individual student possesses attributes, skills and knowledge that contribute to success in learning. All students must certify that they have access to a computer to successfully complete the program. **\*Midwest Institute is approved for distance delivery in the state of Missouri. All labs are residential and students must attend at the campus weekly. If a student relocates to a different state prior to completing program and cannot attend the residential portion of the courses, they will have to drop since campus attendance is required for successful completion. A physical location attestation must be signed at the time of enrollment. It is the responsibility of the student to submit in writing to the Director of Education if they relocate.**

## NON-DISCRIMINATION POLICY

Midwest Institute is an equal opportunity educational institution. No persons will be denied admission, graduation, or any other rights or privileges on the basis of sex, race, age, creed, religion, national origin, gender identity, sexual orientation or disability.

## FACULTY, STAFF, AND FACILITIES

**Earth City Campus :**Midwest Institute maintains classrooms, examination rooms, massage therapy rooms, laboratory classrooms, a farm, and administrative offices. Laboratory equipment includes computers, microscopes, centrifuges, electrocardiograph machines, a colorimeter, IV, equipment for hematology and urinalysis, massage tables/chairs, complete medical and dental exam rooms, surgical operator lab, surgical core, and a complete Veterinary clinic. Staff instructors are veterinarians and registered medical/dental/veterinary personnel who are experts in their subject matter areas. This campus is handicap accessible.

(A document detailing faculty credentials and an inventory of current equipment is available from the administration.)

## ACCREDITATION

Midwest Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation. ABHES, 6116 Executive Blvd Suite 730, North Bethesda, MD,20852, phone 301-291-7550. The Veterinary Technician program is programmatically accredited by the American Veterinary Medical Association (AVMA), Committee on Veterinary Technician Education and Activities (CVTEA) 1931 North Meacham Road, Suite 100, Schaumburg, IL. 60173, 800-248-2862

## APPROVAL TO OPERATE

Both campuses are approved to operate by the Missouri Department of Higher Education (MDHE).

## AFFILIATIONS

Midwest Institute is approved by Vocational Rehabilitation for the State of Missouri, Workforce Innovation and Opportunity Act, the Social Security Administration, the U.S. Department of Justice, Immigration and Naturalization Service, and Veterans Administration (VA).

**Veterans Benefits and Transition Act of 2018** Midwest Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## TUITION AND FINANCIAL ASSISTANCE

Tuition payments may be made without interest while the student is attending classes. A registration fee of \$75 is required upon acceptance to a program. Scrubs and approved tennis shoes are required and must be furnished by the student in all programs. Veterinary students may wear veterinary scrubs. The estimated cost of uniforms and shoes for the students is approx. \$150.

Professional liability insurance, necessary during internship, is provided by the school. A health insurance policy is required for all veterinary assisting students.

Financial Assistance is available for students from a number of sources, including government assistance programs. Title IV: Federal Student Grants (PELL Grant) and Student Direct Loans are available to students who qualify. Additional information on current funding sources is available from the Financial Aid Office. Any further information needed regarding Financial Assistance, contact the Assistant to the Director of Financial Aid. The balance for tuition and fees for the program must be paid in full prior to release of student diploma or academic transcripts.

**Disbursements:** Pell 1st disbursement requested upon class start. Direct Loan 1st disbursement requested 30 days after start date. Second disbursements for Pell and Direct Loan are earned once half the payment period and half the work are completed (generally: 16 or 18 weeks for day students; 26 weeks for evening)

### **National Student Loan Data System (NSLDS)**

Please note that students and parents of students who apply for and receive Title IV loans will be submitted to NSLDS, which is accessible, by authorized agencies, lenders, and institutions.

## ABILITY-TO-BENEFIT (ATB)

The Ability to Benefit exam (ATB) is no longer offered at Midwest Institute as of July 1, 2012. You must have a high school diploma, GED, or must have been enrolled in a post-secondary program prior to July 1, 2012 as an ATB student to meet the criteria to enroll. Proof of the ATB Exam with a passing grade must be provided prior to enrollment.

# MEDICAL ASSISTING PROGRAM

## Certificate



Earth City Campus

### OBJECTIVES:

1. Prepare students to support and assist the physician in the medical office with clinical applications
2. Train students in the five major areas:
  - a. Anatomy & Physiology
  - b. Medical Terminology
  - c. Assisting Procedures
  - d. Laboratory Techniques
  - e. Front Office Administrative Procedures
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance, and decorum necessary to secure employment in the paramedical field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.
6. Produce a graduate of quality prepared to engage in clinical tasks.

This program will normally be completed in 35 weeks daytime and 51 weeks for evening and online/blended students. All internship hours must be completed during the day. Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 35.0

Contact Hours: 810

*All prospective students must pass an entrance exam prior to enrollment*

**\*Day and evening hours are available at the Earth City campus. This program offers two methods of delivery: residential and an online/blended format at the Earth City campus (72% online, 28% residential). Certification is not required to work in the field in the state of Missouri. Students are responsible for researching what is required for employment in this field other states. Midwest Institute has not made a determination as to whether this program's curriculum meets any other state's requirements for licensure certification other than Missouri.**

### Required Courses:

MA:104 Medical Administrative Procedures  
MA:115 Laboratory Procedures  
MA:126 Anatomy and Physiology/Terminology  
MA:158 Employment Preparation

MA:159 Medical Assisting Procedures  
MATH:101 Math for Medicine  
PSYCH:101 Psychology  
Internship

# MASSAGE THERAPY PROGRAM

## Certificate



Earth City Campus

### OBJECTIVES:

1. To train students to be professional and structured in the field of Therapeutic Massage.
2. To train students in five major areas:
  - a. Anatomy and Physiology
  - b. Principles of Therapeutic Massage
  - c. Hydrotherapy
  - d. Allied Therapeutic Modalities
  - e. Clinical Pathology
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide necessary training and counseling in professionalism, appearance, and decorum necessary to secure employment in the therapeutic massage field.
5. Provide a student massage clinic where students can develop and refine skills learned in the classroom.

This program will normally be completed in 35 weeks for daytime, 51 weeks for evening (if a student does not attend clinic full time the program time frame will lengthen). Clinic hours are only offered during the day. Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 34  
Contact Hours: 810

*All prospective students must pass an entrance exam prior to enrollment*

**\*This program is offered at the Earth City campus for daytime and evening hours. Student Massage clinic is only offered during the day and evening students will have to make arrangements for those hours.**

**\*\*All students must pass the National Exam (MBLEx) to work in the field. A provisional license can be issued until the MBLEx is passed. \*\*A student massage license is required for this program, which requires a background check.**

**\*\*Preparation for Missouri state licensure is provided within this program. Students are responsible for researching what is required for employment in this field other states. Midwest Institute has not made a determination as to whether this program's curriculum meets any other state's requirements for licensure certification other than Missouri. This program offers two methods of delivery: residential and an online/blended format at the Earth City campus (54% online, 46% residential).**

### Required courses:

MT:020	Orientation	MT:149	Medical Terminology
MT:105	HIV, Safety, CPR, and First Aid	MT:155	Clinical Pathology
MT:115	Business Law and Ethics	MT:158	Business Practices and Career Development
MT:117	Principles of Therapeutic Massage	COM:101	Healthcare Communications
MT:126	Anatomy and Physiology/Kinesiology		Student Massage Clinic
MT:141	Allied Therapeutic Modalities/ Advanced Assessment		

# DENTAL ASSISTING PROGRAM

## Certificate



Earth City Campus

### OBJECTIVES:

1. Train students to assist the dentist in the dental office.
2. Train students in six major areas:
  - a. Anatomy and Physiology
  - b. Dental/Medical Terminology
  - c. Chair side Assisting/Operative Procedures
  - d. Radiology Techniques
  - e. Laboratory Techniques
  - f. Dental Office Procedures
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance, and decorum necessary to secure employment in the dental field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.

This program will normally be completed in 35 day weeks/51 weeks for evening. All internship hours must be completed during the day. Upon successful completion of this program, students will be issued a certificate.

Total Semester Credits: 31.0  
Contact Hours: 810

*All prospective students must pass an entrance exam prior to enrollment*

**\*Day and evening hours are available at the Earth City campus; This program offers an online/blended delivery. (37% online, 63% residential). Certification is not required to work in the field in the state of Missouri. Students are responsible for researching what is required for employment in this field in other states. Midwest Institute has not made a determination as to whether this program's curriculum meets any other state's requirements for licensure or certification other than Missouri.**

### Required Courses:

DA:101	Anatomy and Physiology	DA:131	Dental Laboratory Procedures
DA:120	Dental/Medical Terminology	DA:139	Dental Office Procedures
DA:126	Dental Radiology Procedures	DA:143	Chairside Assisting /Operative Procedures
DA:128	Infection Control in Dentistry	DA:145	Pharmacology
Internship			



# VETERINARY TECHNICIAN PROGRAM

## Associate of Occupational Science Degree



Photos taken at former Fenton Campus and Earth city Campus

### OBJECTIVES:

1. Train students to assist the veterinarian in the veterinary office.
2. Train students in seven major areas:
  - a. Anatomy and Physiology
  - b. Pathology
  - c. Assisting Skills
  - d. Laboratory Techniques
  - e. Office Procedures
  - f. Surgery
  - g. Public Health
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance, and decorum necessary to secure employment in the paramedical field.
5. Provide an internship program and clinical rotations where students can develop and refine skills learned in the classroom.

This program will normally be completed in 64 weeks. Upon successful completion of this program, students will be issued an Associate Degree.

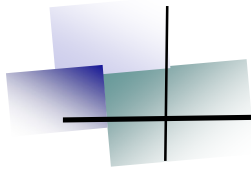
Total Semester Credits: 73.5

Contact Hours: 1440

**\*This program is offered at the Earth City Campus for daytime hours.** This program is additionally accredited by the American Veterinary Medical Association (AVMA), Committee on Veterinary Technician Education and Activities (CVTEA) **This program offers two methods of delivery: residential and an online/blended format (65% online, 35% residential).** Certification is not required to work in the field in the state of Missouri. Students are responsible for researching what is required for employment in this field other states. Midwest Institute has not made a determination as to whether this program's curriculum meets any other state's requirements for licensure certification other than Missouri. All prospective students must pass an entrance exam prior to enrollment

### Required Courses:

VA:101	Medical Math	VT:215	Laboratory Practical II
VA:103	Veterinary Office Computing	VT:226	Advanced Anatomy and Physiology
VA:104	Medical Business	VT:235	Laboratory Lecture II
VA:115	Laboratory Practical I	VT:245	Advanced Medicine and Surgery
VA:126	Intro to Anatomy and Physiology	VT:250	Communication Ethics within Veterinary Medicine
VA:129	Basic Science	VT:255	Psychology for Veterinary Technicians
VA:135	Laboratory Lecture I	VT:260	Public Health and Parasitology
VA:145	Medicine and Surgery	VT:265	Applied Veterinary Pharmacology
VA:149	Medical Terminology	VT:270	Veterinary Technician Capstone
VA:158	Employment Preparation		Veterinary Technician Clinical Rotation



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## COURSE DESCRIPTIONS

### Medical Assisting Certificate

#### **MATH:101 Math for Medicine**

This course is designed to review the necessary mathematical skills to calculate doses. These skills include decimals, percentages, and the metric system. These skills are used in to calculate doses in administration of medications.

Credit: 3.0 Clock Hours: 45

#### **MA:104 Medical Administrative Procedures**

This course enables the student to perform the administrative duties of a medical office. These include basic bookkeeping, filing, phone etiquette, preparation of insurance forms, and patient relations.

Credit: 2.5 Clock Hours: 45

#### **MA:115 Laboratory Procedures**

This course prepares the student to perform routine laboratory tasks, including hematology, urinalysis and electrocardiography. Care and maintenance of the laboratory equipment and OSHA rules and regulations are also included.

Credit: 4.5 Clock Hours: 115

#### **MA: 126 Anatomy and Physiology/Terminology**

This course is an in-depth study of all of the systems of the human body with regards to structure and function. Medical and scientific words will be studied in regards to anatomy, physiology, medical procedures, and diagnosis. Healthy function and disease processes are studied with a focus on procedures and treatments standard to medical assisting protocol.

Credit: 7.5 Clock Hours: 115

#### **MA:158 Employment Preparation**

This course prepares the student for job interviewing. Resumes, cover letters, professional attire, and behavior are covered. A mock interview is required.

Credit: 1.0 Clock Hours: 19 Addl. Outside hours: 17.5 Total Clock hours: 26.5

#### **MA:159 Medical Assisting Procedures**

This course is the study of and practical application of common medical assisting procedures including, but not limited to injections, vital signs, CPR and first aid, sterilization of instruments, and preparation of a patient for physical exam. Medication administration is also a major focus, culminating in the Math for Meds exam.

Credit: 8.0 Clock Hours: 176 6

#### **PSYCH:101 Psychology**

This course prepares the student for managing patients in the medical office and presents an overview of social behavior. This includes nonverbal behavior, impressions, aggressions, and mood altering medications.

Credit: 3.0 Clock Hours: 45

#### **Internship**

This course provides the student the opportunity to utilize skills obtained in the classroom and gain experience in a supervised atmosphere within the medical office or laboratory.

Credit: 5.5 Clock hours: 250

## COURSE DESCRIPTIONS (cont.)

### Dental Assisting Certificate

#### **DA:101 Anatomy and Physiology**

This course will cover the anatomy of the head, neck, and teeth in a clear and engaging style. There will be a comprehensive understanding of the function of the organ systems and identify diseases related to dentistry. Emphasis is placed on the growth and development of the oral cavity.

Credit: 2.5    Clock Hours: 47

#### **DA:120 Dental/Medical Terminology**

This course will give an understanding of dental terminology with an emphasis on structure and application terms commonly used in a dental office or laboratory.

Credit: 2.0    Clock Hours: 30

#### **DA:126 Dental Radiology Procedures**

This course will introduce the student to the responsibilities of the dentist and assistant relating to dental and radiography safety. The course includes procedures in processing, mounting and evaluating radiographs, treatment room preparations, and radiation exposure and control.

Credit: 2.0    Clock Hours: 55

#### **DA:128 Infection Control in Dentistry**

The study of infection control in the dentist's office with emphasis on sterilization, microbial transmission, asepsis protocol, and cross contamination.

Credit: 2.0    Clock Hours: 30

#### **DA:131 Dental Laboratory Procedures**

This course presents the student with the basic foundations for constructing laboratory devices. Emphasis is on chairside restorative materials and laboratory materials and techniques.

Credit: 6.0    Clock Hours: 150

#### **DA:139 Dental Office Procedures**

This course is a study of the mechanisms of dental office management. Students will concentrate on dental charting, front office techniques, and ethics.

Credit: 4.5    Clock Hours: 100

#### **DA:143 Chairside Assisting/Operative Procedures**

This course will prepare the student to function in dental treatment areas. Emphasis will be put on instrumentation, materials preparation and use, specialty dentistry, and surgery.

Credit: 5.0    Clock Hours: 125

#### **DA:145 Pharmacology**

This course surveys the management of pain through anesthetics and sedation. It reviews drugs that relate to dentistry with an emphasis on pharmaceutical classifications and properties.

Credit: 1.5    Clock Hours: 23

#### **Internship**

This course provides the student the opportunity to utilize skills obtained in the classroom and gain experience in a supervised atmosphere within the dental office or laboratory.

Credit: 5.5            Clock hours: 250

## Massage Therapy Certificate

### **COM:101 Healthcare Communications**

This course is designed to instruct students in basic verbal and written communications for the healthcare professional. An understanding of proper punctuation, grammar, sentence structure, and interpretation of the written word will be conveyed. Verbal and nonverbal communication is also key in this course.

Credit: 3.0    Clock Hours: 45

### **MT:020 Orientation**

This course is an introduction and review of the history of massage and the foundations of therapeutic applications of touch.

Credit: 0    Clock Hours: 4

### **MT:105 HIV, Safety, CPR, and First Aid**

This course covers HIV transmission and prevention, OSHA compliance and requirements for massage therapy business, basic first aid for commonly encountered acute injuries and illness, and CPR certification.

Credit: .5    Clock Hours: 10.5

### **MT:115 Business Law and Ethics**

This course is the study of the state and federal regulatory requirements governing the practice of massage. It includes the ethical considerations and standards of practice integral to the profession of massage therapy.

Credit: .5    Clock Hours: 11

### **MT:117 Principles of Therapeutic Massage**

This is the basic course for learning how, when, why, and to whom a massage is given. Basic Swedish massage technique, indications and contraindications for massage, hygiene, sanitation, proper body mechanics, and interaction with others in a therapeutic way are stressed. Practice in massage technique is an integral part of this course.

Credit: 6.0    Clock Hours: 158

### **MT:126 Anatomy and Physiology/Kinesiology**

This course provides for a basic understanding of the human body in relation to the application of massage therapy. An overview of all body systems is provided with special emphasis placed on how massage applications affect the structure and function of these same body systems.

Credit: 8.0    Clock Hours: 126

### **MT:141 Allied Therapeutic Modalities/Advanced Assessment**

This course provides an overview of therapeutic modalities used in conjunction with traditional Swedish massage. This course also covers assessment of the body as a whole: physically and subjectively. Interpretation of physical signs and subjective symptoms will be studied. Focus will be placed on subjective symptoms, objective signs, analysis of data, and treatment protocols. Massage therapy notations and charting will be introduced. Major focus is on how the musculoskeletal system works: structure and function. Clinical assessment and specialized massage applications for a variety of diverse populations will be studied. These populations include but are not limited to: the elderly, prenatal, the physically and/or mentally challenged, athletes, infants, the chronically ill, and those who are terminally ill.

Credit: 4.5    Clock Hours: 108.50

**MT:149 Medical Terminology**

This course provides an understanding of basic word roots, prefixes, and suffixes commonly used to describe the structure, function, and disease processes of the human body, as well as medical terms useful to a massage therapist.

Credit: 0      Clock Hours: 8

**MT:155 Clinical Pathology**

This course is the study of common diseases and injuries encountered by the massage therapist. A focus is placed on recognizing physical conditions and the consequences of therapeutic application of massage.

Credit: 2.5      Clock Hours: 47

**MT:158 Business Practices and Career Development**

This course prepares the massage therapy student for a career in massage therapy—how to set up a business, goal setting, resume writing, interview techniques, marketing a business, and accounting responsibilities. Culminating the course in an individual business plan.

Credit: 2.5      Clock Hours: 42

**Student Massage Clinic**

This course is designed to provide the student with opportunities to utilize skills obtained in the classroom in a clinic setting. Day-to-day activities, client relationships, and the refining of skills is involved. Review for NCBTMB exam is also an integral part of this laboratory time.

Credit: 5.5      Clock hours: 250

## Veterinary Technician AOS Degree

**VA:103 Veterinary Office Computing**

This course is an introductory course to the veterinary office programs. Basic word processing is presented.

Credit: 1.5      Clock hours: 25

**VA:104 Medical Business**

This course is a brief overview in methods of filing, scheduling, billing, appointments, and client relations. Business procedures contribute to the value of an assistant in the veterinarian's office.

Credit: 2.0      Clock hours: 35

**VA:115 Laboratory Practical I**

This course covers the use of hematology, urinalysis, and parasitology as diagnostic procedures.

Credit: 5.0      Clock hours: 160

**VA:126 Introduction to Anatomy and Physiology**

This course is an introduction to the anatomy and physiology of the dog, cat, bird, horse, and ruminants. This study is necessary to work effectively with the veterinarian in a clinical setting.

Credit: 6.5      Clock hours: 100

**VA:129 Basic Science**

This course includes the study of basic cell structure and function, radiology, pharmacology, and parasitology. This course covers introduction to chemistry, which includes states of matter, atoms, elements compounds, chemical bonds and reactions, salts and solutions, and biochemical compounds.

Credit: 3.0      Clock hours: 45

## **COURSE DESCRIPTIONS (cont.)**

### **Veterinary Technician AOS Degree**

#### **VA:135 Laboratory Lecture I**

This course prepares the student for the use of various diagnostic procedures. This includes the study of hematology, urinalysis, and parasitology as diagnostic procedures.

Credit: 4.0                      Clock hours: 60

#### **VA:145 Medicine and Surgery**

This course is the study of the fundamental techniques of surgical assisting in the veterinarian's office. This includes wrapping instruments, sterile fields, scrubbing, and preparing the animal for surgery.

Credit: 3.0                      Clock hours: 50

#### **VA:149 Medical Terminology**

This course enables the students to understand and use medical terms by combining prefixes, suffixes, and root words. Words commonly used in veterinary medicine will be stressed.

Credit: 1.0                      Clock hours: 20

#### **VA:158 Employment Preparation**

This course prepares the student for a job interview in a veterinarian's office.

Credit: 1.0                      Clock hours: 20

#### **VA:170 Medical Math**

This course covers basic math skills as they apply to Veterinary Technician skills.

Credit: 3.0                      Clock hours: 45

#### **VT:215 Laboratory Practical II**

This course offers hands-on learning and review of procedures and techniques taught in VT:235. Including hematology, urinalysis, parasitology, dermatology, and culture.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 3.0                      Clock hours: 100

#### **VT:226 Advanced Anatomy and Physiology**

This course is a continuation of VA126 with a more in-depth look at the anatomy and physiology of the dog, cat, bird, horse, and ruminants. This study is necessary to work effectively with the veterinarian in a clinical setting.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 10.5                      Clock hours: 160

#### **VT:235 Laboratory Lecture II**

This course prepares the student for use of various diagnostic procedures. This includes the study of hematology, urinalysis, parasitology, dermatology, and culture.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 4.0                      Clock hours: 60

#### **VT:245 Advanced Medicine and Surgery**

This course is a continuation of VA145 Medicine and Surgery. This course teaches more advanced skills and techniques including advanced surgical assisting, drug calculations, post-operative care, and toxicology.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 4.0                      Clock hours: 60

## **COURSE DESCRIPTIONS (cont.)**

### **Veterinary Technician AOS Degree**

#### **VT:250 Communications and Ethics within Veterinary Medicine**

This course teaches students how to effectively communicate with team members and clients in a clinical setting. Students will also discuss various ethical dilemmas in veterinary medicine.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 3.0                      Clock hours: 45

#### **VT:255 Psychology for Veterinary Technicians**

In this course, students will be introduced to basic Psychology and its applications. Students will also discuss various ethical dilemmas in veterinary medicine.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 3.0                      Clock hours: 45

#### **VT:260 Public Health and Parasitology**

This course will enable students to further identify parasites in companion, equine, and food animals. Additionally, this course will cover important public health concerns, and zoonotic diseases.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 3.0                      Clock hours: 45

#### **VT:265 Applied Veterinary Pharmacology**

This course provides lessons in pharmacology as it applies to Veterinary Medicine. Commonly used drugs in the field and their applications will be covered.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170.

Credit: 3.0                      Clock hours: 45

#### **VT:270 Veterinary Technician Capstone**

The capstone course is a method of cumulative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in the content of the overall program alongside internship. Students will demonstrate their knowledge through case studies while applying their experiences during their internship. The course assesses a student's retention in the subject matter and the overall learning experience.

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170, VT:215, VT:226, VT:235, VT:245, VT:250, VT:255, VT:260, VT:265.

Credit: 5.0                      Clock hours: 80

#### **Veterinary Technician Clinical Rotations**

This course will polish skills obtained in the classroom and provide experience in the practical atmosphere of the veterinary office. These rotations will be specific to the curriculum so the students will experience use of skills and equipment in a clinical environment

*Prerequisites:* VA:103, VA:104, VA:115, VA:126, VA:129, VA:135, VA:145, VA:149, VA:158, VA:170, VT:215, VT:226, VT:235, VT:245, VT:250, VT:255, VT:260, VT:265.

Credit: 5.0                      Clock hours: 240

## SATISFACTORY ACADEMIC PROGRESS POLICY

Standards of Satisfactory Academic Policy have changed in accordance with new federal regulations. These new SAP standards will supersede all previous policies.

### What is Satisfactory Academic progress?

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate.

There are three components to the Satisfactory Academic Progress Policy:

- Qualitative Evaluation (Minimum GPA)
- Quantitative Evaluation (150% Maximum time frame limit) Pace or Progression through certificate or degree,
- Students must comply with all components to maintain eligibility for financial aid.

### Qualitative Evaluation

Minimum standards for programs equal to one academic year (certificate) and two academic years (Associates Degree).

Midwest Institute is a non-term credit hour school. If a student is not maintaining a 2.0 average at the end of the first payment period (the satisfactory academic progress evaluation point) they will be put on academic warning and financial aid warning. If a student is not maintaining a 2.0 overall average at the end of the second payment period, that student must appeal their failure to meet Satisfactory Academic Progress in order to continue to receive Title IV financial aid and move into the next payment period. If the school accepts the appeal, the student will be able to continue on academic probation and financial aid probation and will be able to receive Title IV aid. The student will have one payment period to regain Satisfactory Academic Progress.

Programs with 1 Academic year	Credit Hours	Payment Period 1	Payment Period 2
Medical Assisting	35	1-12 credits min. 17.5 weeks Day 25.5 weeks Evening	13-24 credits min. 17.5 weeks Day 25.5 weeks Evening
Dental Assisting	31	1-12 credits min. 17.5 weeks Day 25.5 weeks Evening	13-24 credits min. 17.5 weeks Day 25.5 weeks Evening
Massage Therapy	34	1-12 credits min. 17.5 weeks Day 25.5 weeks Evening	13-24 credits min 17.5 weeks Day 25.5 weeks Evening

Program with 2 Academic Years	Credit Hours	Academic Year 1 Payment Periods	Academic Year 2 Payment Periods
AOS Veterinary Technician	73.5	1-35 credits—32 total weeks 16 weeks Day <b>1st</b> 1-17 <b>2nd</b> 18-35	36-70.5 credits—32 total weeks 16 weeks Day <b>1st</b> 36-53 <b>2nd</b> 54-73.5

### Grading

Grades for all courses attempted or completed are recorded on students' permanent transcripts using the following grading system:

Grade	G.P.A.	Standing	Percentage
A	4.0	Excellent	90-100%
B	3.0	Good	80-89%
C	2.0	Average	70-79%
F	below 1.9	Failing	69 or lower
I		Incomplete	
W		Withdrawn	
T		Terminated	



## **SATISFACTORY ACADEMIC PROGRESS POLICY (cont.)**

### **Quantitative Evaluation (150% maximum time frame limit)**

#### **Credit Hour programs**

Midwest Institute's credit hour programs are non-term based programs measured in credit hours. Student Pace: The maximum time frame to complete a program is 150% the number of credits required to graduate. Midwest Institute calculates the percentage of the program completed the same for all certificate and degree-seeking students. Students must attend at least 67% of the program. (Example) If a student is scheduled to complete a given number of credit hours in 35 weeks, then the maximum time frame for completion of those credits is 51 weeks. Program pace: Student pace is evaluated at the end of each payment period. A student scheduled 35 weeks should have completed 17.5 weeks at the end of the first payment period. If it is determined that it is mathematically impossible for the student to complete in the maximum time frame, the student will be withdrawn. The school will look at extenuating circumstances to ensure the student will graduate within the maximum time frame.

**Credit hour programs:** Students must complete 67% of the entire program to graduate. If a student exceeds 33% absences during the program, they will be withdrawn. Midwest Institute calculates the percent of the program completed the same for all certificate and degree-seeking students except Veterinary Technician.

#### **Attendance**

It is important for a student to move through his/her program at a pace that will ensure that the student will complete the program within the limits of Satisfactory Academic Progress and within the maximum time frame. A student must complete both one-half of the total weeks and one-half of the total hours to move into the next payment period.

#### **Incompletes**

All work and examinations must be completed within one week from the end of the program. Any course that is not complete on the last day of the module will show an Incomplete (I) on the Module progress report and any course work that is not complete on the last day of the program will show an (I) on the student transcript. Failure to complete all course work within one week from the end of the program results in the incomplete academics reverting to a "0" (zero). Students should contact their instructor to make up all incomplete work.

#### **Withdrawal/Termination**

All students who withdraw or are terminated before the end of a program will receive a W or T respectively for all courses on their transcripts that are incomplete.

#### **Repeated Courses**

Students must repeat any failed courses if program allows. Students may repeat a failed Module one time if they are able to schedule that module within maximum timeframe of the published length of the program. If a student is able to repeat a failed module, his/her schedule will change for the remainder of the program. It may not be possible to schedule that module in time to complete all course work within the time constraints required by SAP. A failed grade will be replaced with a passing grade upon successful completion of a repeated course.

Students are allowed to repeat an internship one time as long as this course can be completed within the maximum time frame of the published program length. If a student is asked to leave an internship for misconduct or attendance, they may not repeat the course and the student will fail the program. If a student is dismissed from an internship, they may appeal to the appeals committee to be reassigned and complete the program. The committee decides if a student may return (*see appeals*)

#### **Non-credit Remedial Courses**

Non-credit remedial courses are not counted toward the pace of a program and are not calculated in maximum time frame of 150%. Non-credit remedial courses may be at the expense of the student.

#### **Transfer Credits**

Credits do not transfer towards certificate programs. Midwest Institute will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Students that are currently enrolled in a certificate program at Midwest Institute may transfer approved credits to a degree program. Students who transfer in from another school must have transcripts sent directly to Midwest Institute from their previous college. After those transcripts are evaluated, the student may be accepted into a degree program and approved credits may be transferred. Transfer in students must complete a minimum of 33 semester credits with Midwest Institute in order to receive an associate degree. A maximum of credit hours that may be transferred into a program is 37 credit hours.

## SATISFACTORY ACADEMIC PROGRESS POLICY (cont.)

### **Failure To Meet SAP**

Students are apprised of their academic progress and are able to access grades and feedback through the Midwest Institute learning management system. Students are counseled when grades begin to show they may not meet SAP. Students placed on unsatisfactory progress warning are notified in writing via email.

### **Appeal Process**

A student has the right to appeal if they feel they have complied with the requirements of the satisfactory academic progress policy or believes that there are extenuating circumstances that occurred. Examples of extenuating circumstance are the death of a relative, an injury or sudden illness, or similar special circumstances that could affect the academic performance. Inability to master course material is not an extenuating circumstance. The student request should be submitted in writing to the campus director. Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Director of Education within seven days of his/her termination. The appeal must state any mitigating circumstances that may have prevented the student from maintaining SAP and must be accompanied by appropriate supporting documents. The student must also describe how conditions have changed so that he/she can begin making satisfactory academic progress. The appeals committee will review the students appeal and make a determination within 48 hours Monday-Friday. Once a determination is made, the committee will notify the student in writing via email within 48 hours on whether the appeal has been accepted or denied. If an appeal is denied the student will no longer be eligible for financial aid. The school may, at its' discretion, allow a student to remain in the program while paying privately for tuition. If a student fails to meet SAP at the end of an Academic Probation period, the student will be terminated. All determinations by the committee are final.

### **Regaining Financial Aid Eligibility**

If the appeals committee allows a student to continue, that student is on probation and is eligible for Title IV Financial Aid. When on probation, a student has one payment period to meet Satisfactory Academic Progress. If at the end of that payment period the student fails to meet S.A.P., the student will be terminated.

### **Definition of Academic Year**

Midwest Institute's programs are non-term based programs measured in credit hours. Certificate programs are one academic year. Two academic years are required to attain the credits necessary for the Associates Degree.

### **Academic Year is defined in credit hours and length of weeks.**

<b>Program</b>	<b>Credit Hours</b>	<b>Standard Time Frame in Weeks</b>	<b>Maximum Time Frame in Weeks</b>
Dental Assisting	24	35/51	51/75
Massage Therapy	24	35/51	51/75
Medical Assisting	24	35/51	51/75
AOS Veterinary Technician	73.5	32	48

# DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional businessperson or offenses listed in the DISCIPLINARY POLICY or STUDENT CONDUCT section of the catalog.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the Director of Education, who will form a committee to assess the appeal and make the final determination.

## **Graduation Requirements**

Students in all programs must have all required assignments satisfactorily completed. All financial obligations must be satisfied. All required Stafford Student Loan and/or Perkins Loan exit interviews must be completed. Students who have outstanding financial obligations at the time of graduation will not receive their diploma or associate degree and placement assistance until financial obligations have been met.

All Placement Department requirements must have been satisfied.

Each student must have a minimum overall 2.0 cumulative grade point average.

NOTE: It must be remembered that GRADUATION REQUIREMENTS are MINIMAL STANDARDS, and students are encouraged to attain skills well above the minimum in order to obtain the type of position they desire. Graduation requirements are subject to change based on current requirements of the business community with regard to Placement assistance.

If a student should complete the program and not meet graduation requirements, the student will be offered one-time placement assistance only. Continued placement assistance is forfeited by the student who does not meet graduation requirements.

## **Student Conduct**

Students at Midwest Institute are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who will work with the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who is dismissed may appeal to the Director of Education, who will form a committee to assess the appeal and make the final determination.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## HOUSING

The school staff will assist out-of-town students in locating suitable living accommodations, churches, etc.

## CANCELLATION AND REFUND

Students who enroll but wish to cancel voluntarily may do so within three working days of having signed a contract (excluding holidays and weekends) and made initial payment. Cancellation must be requested by letter, postmarked within a three-day period or in person at the school. All money paid will be refunded within 30 days when requested within this three-day period.

If a student's application is not accepted by the school, all money paid by the student will be refunded. Students who cancel enrollment any time after the three-day cancellation period, before classes begin, will forfeit the \$75 registration fee. Midwest Institute maintains a fair and equitable refund policy.

### **Institutional Refund Policy**

Tuition is charged per academic year (AY). Certificate programs have 1 AY- AOS has 2 AY. Students who withdraw after the first class session up to 10% of the days will be charged 10% of the total tuition. Students withdrawing after 10%, but within the first 25% of the days, will be charged 25% of the total tuition. Students who withdraw after 25% and before 50% of the days will be charged 50% of the total tuition. No refund will be made to a student who has completed 50% or more of the program or academic year.

### **Return to Title IV**

The Midwest Institute Financial Aid Department is required, by federal statute, to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60 percent or less of a payment period or term. Recalculations are based on the following Federal Return to Title IV funds formula:

Percentage of payment period completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Funds are returned to the appropriate federal program based on the percentage of unearned aid. . If the student completed more than 60 percent of the payment period, the student will have earned 100 percent of the federal financial aid for the payment period.

Refunds are then allocated in the following order:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

This calculation concerning federal financial aid is separate From the Institutional Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal. Students who plan to withdraw should notify the Institution.

If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post-withdrawal disbursement. Grants must be disbursed within 45 days of this determination. If there is a loan post-withdrawal disbursement, they must be offered to the students within 30 days. The student has 14 days to respond to accept or decline the loan funds. All post withdrawal disbursements are applied to the student's account first. If there is a resulting credit balance this will be disbursed to student no later than 14 days from disbursement date of aid.

Any refunds due to the Title IV program must be returned by the school no later than 45 days from the date of determination of the students' withdrawal.

If the R2T4 calculation results in a credit balance to the student account, the credit balance will be disbursed as soon as possible but no later than 14 days after the calculation.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

A student may then be personally responsible for any money owed to the school based on the school refund policy.

The school may terminate a student because of insufficient academic progress, nonpayment of tuition, failure to comply with rules or five days of unexcused absences. The same refund criteria used for voluntary termination will be followed.

\*Students may also be terminated for demonstrating unsatisfactory attitude or behavior; this may involve, for example, conduct or dress inappropriate to the educational program.

If circumstances arise that make it necessary for a student to withdraw, he/she must notify the school administration in person or in writing within three days of his/her last day in attendance.

A students' withdrawal date is their last date of attendance in class. This date is the same for both unofficial and official withdrawals. The schools' date of determination of withdrawal is no later than 14 days after the last date of attendance in class.

### **TRANSFER OF CREDITS**

Midwest Institute will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Credit approval is at the discretion of the school. Although considered courses may appear similar they may not be equivalent to courses in our programs. Due to the nature of our programs it is unlikely credits will transfer. In order for credits to be considered students must sign a transcript release form or provide transcripts to the school to be considered.

Students who transfer in to one of our degree programs from another school must have transcripts sent directly to Midwest Institute from their previous college. After those transcripts are evaluated, the student may be accepted into a degree program and approved credits may be transferred. Transfer in students must complete a minimum of 33 semester credits with Midwest Institute in order to receive an associate degree. Midwest Institute cannot dictate the transfer of credits policies for other colleges, there is no guarantee any credits from our programs will transfer. That is the decision of each individual college.

#### **Background Checks and Drug Testing**

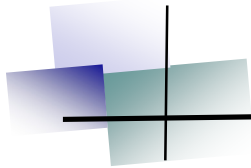
Many internship facilities that accept our students and potential employers require a criminal and/or personal background check to be placed in their facility. Additionally, facilities and employers may require candidates to submit to a drug test. This may cause a facility to not accept a student based the criteria and outcome of the background check and/or drug test. Students are in "Safety Sensitive" positions and all students must pass a drug test, regardless of prescribed or medical marijuana card, in order to go on internship, if required. If the drug test is failed, a student may be terminated. Students with criminal records that include felonies or misdemeanors, including those that are drug related, might not be accepted by an internship facility or employer. Externship and employment decisions are outside the control of Midwest Institute. The Massage Therapy program requires a criminal background check to attain licensure. If a student is denied licensure, they will have to be terminated from the program.

#### **Additional Outside Hours**

Additional outside hours are the time students should expect to do additional outside of class work to support in classroom work.

All programs are accelerated programs and students must expect to make time to complete and participate in the outside of class work

These additional outside hours are listed under each course in the syllabus for each program.



## DEFINITION OF CREDIT

One semester credit is awarded for a minimum of 15 hours of lecture, 30 hours of laboratory, and 45 hours of externship.

## ADVANCED PLACEMENT AND EXPERIENTIAL CREDIT

Midwest Institute does not offer advanced placement and does not accept experiential credit for any programs offered.

## GRADING

A class record is kept by the instructor and retained by the school. This is available to the students upon request. Progress reports are provided to students at the end of each module. Official transcripts will be sent only to institutions and employers. Unofficial copies may be obtained by the student. Students must maintain a 2.0 GPA, "C" average (or above) at all times in order to maintain Satisfactory Academic Progress. Failure to maintain Satisfactory Academic Progress will impact eligibility for financial aid and could ultimately lead to termination from the program. Students must repeat any failed courses and/or material. If it is not possible to repeat a failed course within the perimeters and/or timeframe of the program, the student will have to be terminated from the program. The Director of Education will monitor satisfactory academic progress.

## STUDENT SERVICES

Midwest Institute supports all students from enrollment to graduation in any way that will encourage success in their career. Students are encouraged to come to administration with any need they cannot fulfill and we will try to provide a direction. Our student services *include one-on-one academic support, graduate placement assistance, locating housing, and student activities*. All of the support provided is at no cost to the student.

## PLACEMENT ASSISTANCE

Midwest Institute has over forty-eight years of educational experience and enjoys great success in placing its graduates in their chosen careers. Graduates will be assisted in securing interviews with prospective employers, assisted with preparing resumes, and provided references for out-of-town employment. They are counseled in dress, appearance, and decorum before being scheduled for an interview. Assistance is not only available for students at graduation, but any time after graduation. **Midwest Institute cannot guarantee placement.**

## VIRTUAL LIBRARY

A virtual library is available to all Midwest Institute students, and can be accessed 24 hours a day anywhere there is an internet connection. The virtual library is one of the supplementary instructional materials provided. It covers multiple course aspects and is available as a valuable tool to enhance lecture and lab experience. Its holdings include current periodicals, journals, educational videos, and unlimited access to current resources.

The Virtual Library can be accessed at <https://proxy.lirn.net/MidwestInst>. Students will be provided a username and password upon enrollment. A resource specialist is available for students who need assistance.



Earth City Campus

## Reasonable Accommodations Policy: Individuals with Disabilities

Midwest Institute does not discriminate against individuals on the basis of mental or physical disability. Full commitment is given to providing reasonable accommodations. This may include appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the program, benefit, or service provided by Midwest Institute. To request an auxiliary aid or service please contact the Director of Education at your chosen location. Individuals requesting an auxiliary aid or service, must complete an Accommodations Request Form 30 days before the start of the program or as soon as practicable. Accommodations must be reasonable and supported by appropriate documentation. For complete procedures contact the Director of Education at your chosen campus. *Information on the Americans with Disabilities act can be found under the Admissions Tab then under documents and resources on our website.*

## Academic Support Services (Tutoring) Policy

Midwest Institute supports all students from enrollment to graduation in any way that will encourage success in their career. Students are encouraged to come to administration with any need they cannot fulfill and we will try to provide a direction. Our student services include one-on-one academic support (tutoring), graduate placement assistance, locating housing, and student activities. Support services are provided at no additional cost to the student.

Tutoring services will be offered through a collaborative effort between faculty, staff, and students to help support students to achieve their academic goals. Students seeking tutoring assistance should approach their instructor with an initial request for tutoring. The instructor will notify the Director of Education about the tutoring request. Students seeking any additional support should approach the Director of Education with their request and a new academic support service plan will be developed.

## GRADUATION



The Midwest Institute certificate and pin are awarded to students who successfully complete the program. An AOS degree is awarded upon completion of the Associate of Occupational Science Program. These are widely recognized evidence of excellence and achievement.

Students and their families are invited to attend graduation ceremonies for their class. Due to venue capacity, a limited number of tickets per graduate will be available.

## Transcript Request Process and Fee

An official transcript can be obtained by submitting a request in writing. This request must contain the student's full name, birth date, date of graduation, and the business or school that is requesting the transcript. A \$10 fee is also required by cash or check only. Allow up to five business days for processing. The school will not release the official transcript to students who are not current with outstanding balances.

# Online and Online/Blended Program Options, Description, and Policies

## **What is a Blended Program?**

Midwest Institute's online and online/blended programs have the same content and academic regiment as the residential (on ground) program. Students in the blended format will complete their program both in a campus or clinical setting and online via the internet. Students should expect to spend as much time, sometimes more depending on the subject matter, reading, writing, and studying for online portions of courses as they would in on-ground courses.

Typically, a blended program requires at least one meeting time per week on ground at a campus or clinical setting for lab. The online work is completed within the assigned timeframe, but does not normally require a student to be at their computer at a specific time of the day. Students are required to come to a campus or clinic because hands on practical experience is required. All on-ground lab times are arranged. Students log in to their online portion of the blended course to continue weekly discussions and submit assignments at the best time of day or night for the student, giving these types of courses a flexibility not available to a regular classroom course. In the course syllabus, the percentage of online delivery and on-ground delivery is stated. *Dental Assisting, Massage Therapy, Medical Assisting (blended), and Veterinary Technician are in a remote classroom format which aligns with the schedule and policies for residential, including attendance. These programs will also utilize distance tools during classroom portion. Medical Assisting (hybrid) has separate policies for attendance and online delivery.* Students in a fully online program will complete 100% of their program via the internet. *Students in a blended program that is delivered as a remote classroom, in real time, will participate in on campus labs and the residential schedule will be followed for attendance.*

The online courses are designed for the student who has a computer and access to the internet. Any expenses associated with purchasing a computer or establishing Internet access are the responsibility of the students and are not included in standard tuition and fees. Please contact the Academics Department for a list of technology requirements as they pertain to your program of study to ensure an optimal learning experience.

## **Prior to Enrollment Students who take online classes must also:**

- Complete an online student readiness assessment prior to enrollment
- Receive approval from their designated Program Director
- Certify that they have access to a computer throughout the program for successful completion
- Complete an online student orientation
- Agree to and sign all Student Responsibility forms
- Agree to and sign Student Technology forms

Online classes allow student access to asynchronous course content and additional instructional resources presented in a variety of formats. The Learning Management System also provides an opportunity for the student to engage with course content, and interact with their instructor and other students as they move through the courses online. All theory-based courses will be presented online, and the lab-based portion of the program will be offered in a residential setting at an on-ground campus, or in a clinical setting, thus creating a blended/hybrid approach to the curriculum. \*Midwest Institute is approved for distance delivery in the state of Missouri. All labs are residential and students must attend at the campus weekly. If a student relocates to a different state prior to completing program and cannot attend the residential portion of the courses, they will have to drop since campus attendance is required for successful completion.

Each online course is comprised of a set of learning activities, which include the following:

### **Presentations**

Multi-media presentations introduce new concepts and are accessed by the student over the web.

### **Discussion Forums**

Topic-based discussions are conducted asynchronously by the instructor. Discussion forums provide students with the opportunity to post their own thoughts and research, as well as respond to other students and their instructor. The instructor may focus on the topic discussion, highlight critical insights observed by the students, challenge critical thinking, and propose alternative perspectives.

### **Assignments**

Each assignment allows the student the means to demonstrate their knowledge of subject matter and to engage with the instructor.



## Student Technology Specifications

Each student enrolled in an online course is expected to have access to an Internet connection, computer hardware, and operating software.

### Online Delivery Method

**Technology resource requirements** will include: hardware, software, and **Internet access**. To enroll in programs, which include distance education classes, students must have access to a computer with the following minimum requirements. Students will use the Canvas Learning Management System (LMS) to complete their distance education courses and must have the following to support this system:

**Hardware:** A computer running a Microsoft Windows Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive. At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files). 1024 x 768 monitor with a 16-bit or greater video card (24-bit preferred). DVD-ROM drive or CD-ROM. Soundcard with speakers and microphone (for selected courses). Blended remote classroom requires at the minimum, a cell phone, to participate for Zoom access.

**Software:** A Microsoft Windows® Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X. **Must have access to Microsoft Office 2003 or a more recent version.** A current antivirus and antispyware application that is updated regularly. Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version. Adobe® Reader® 8.0 or a more recent version (free download). Adobe® Flash Player 9.0 or a more recent version (free download). Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download). Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download).

**Internet/Email:** An Internet service provider (ISP). A dedicated, reliable 128 Kbps or faster Internet connection. A student email address and account will be issued to all students for use within their courses.

**Please note:** For those who may access courses from a place of employment, corporations often restrict access to certain types of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond Midwest Institute's ability to predict or control.

### Online Course Participation

All theory-based courses will be presented online, and the lab-based portion of the program will be offered in a residential setting at a ground campus, or in a clinical setting, thus creating a hybrid approach to the curriculum.

### Attendance Policy for Online Delivery

Medical Assisting Students participating in online hybrid courses must actively participate in online classroom activities a minimum of four (4) out of seven (7) days each week during the course. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the online course.

Dental Assisting/Massage Therapy/Medical Assisting Blended/Veterinary Technician online blended courses must actively attend their remote classroom via Zoom and/or complete exercises via distance tools assigned each scheduled class day. See class times for schedule. The on ground attendance policy applies to these programs.

Blended Remote classroom delivery will follow residential schedule and attendance.

**Lab attendance:** All students must attend all scheduled labs on campus. **If more than two days of lab are missed in a module, the student will be withdrawn from the program. No exceptions.** The withdrawal policy for online courses is the same as withdrawal policies for ground classes.

### Academic Honesty Policy for Online and Residential Courses

All students participating in an online and/or residential course will be held accountable for and expected to comply with Midwest Institute's Online Academic Honesty Policy. Students are expected to demonstrate academic integrity by completing their own work, assignments, and assessments and on exams. Effective planning and progress must be accomplished for students to be successful in their degree program of study.

All students are expected to adhere to the standards as set forth in the Student Code of Conduct. Midwest Institute's administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of Midwest Institute, which includes reporting incidents which violate the Student Code of Conduct.

### Plagiarism

Plagiarism includes but is not limited to:

- Submitting material (written or designed) by someone else without giving the name of the author/artist/source
- Failure to indicate a source with quotation marks or footnotes
- Giving your assignments to another person

- Using assignments submitted in previous semesters or in other classes.
- Having someone do your assignments in part or in whole for you.
- Taking someone else's assignment and submitting it as your own.
- Replacing and rearranging parts of a text without acknowledging the author.
- Paraphrasing an original work without citing the author.
- Using Artificial Intelligence (AI) sites to create your assignment

**Cheating**

Cheating includes but is not limited to:

- Looking at or copying someone else's test during an exam or asking a student for help during an exam.
  - Possessing an unauthorized copy of an exam.
  - Allowing another person to take a test or examination in one's place.
  - Using technology to get answers during an exam.
  - Telling someone what answers to enter on their assignments and /or tests.
  - Aiding anyone in a cheating offence.
  - Writing formulas, codes, or key words on your person or objects for use in a test
- Academic integrity is required of all Midwest Institute students. Cheating and plagiarism will not be tolerated.*

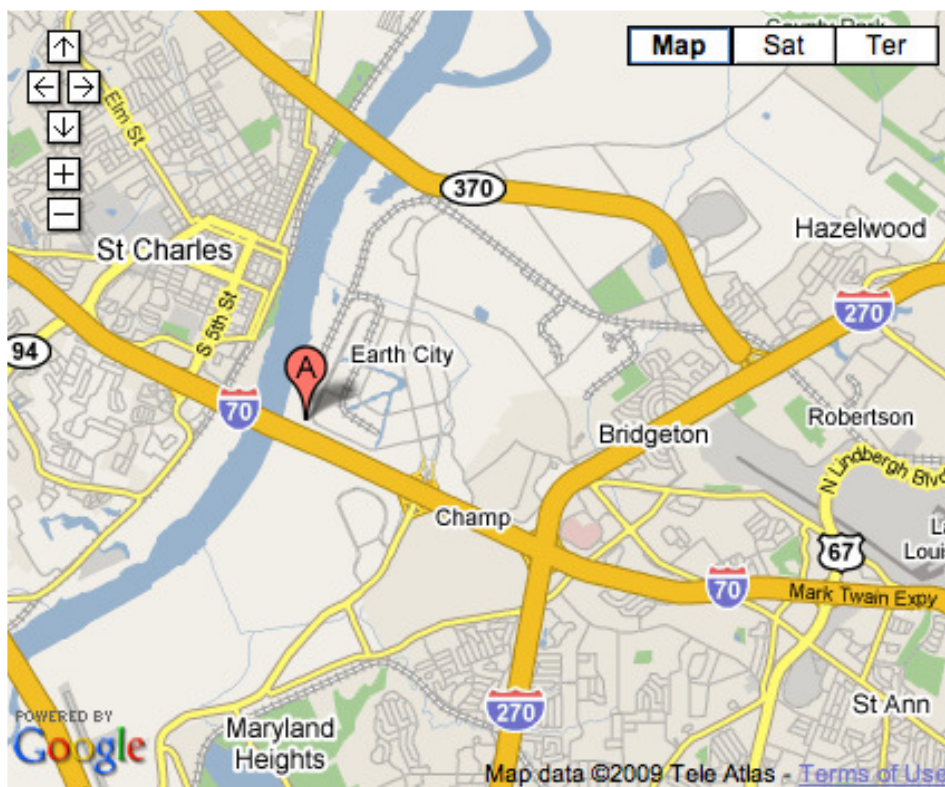
**Penalties for cheating and/or plagiarism may include, but are not limited to:**

- Grade of zero on the assignment or examination
- A grade of zero in the course
- Suspension
- Termination from the program

If a teacher suspects a student has cheated or plagiarized:

- The evaluation will be submitted to the Campus Director. Violations of this policy will be evaluated on a case-by-case basis by the instructor and administration.
- A procedure will be carried out to determine the validity of the claim as well as the appropriate penalty

**WHERE TO FIND US!**



**Earth City Campus  
4260 Shoreline Drive  
Earth City, MO 63045**

**Catalog Addendum**

See the catalog addendum for current information for tuition and fees, listing of staff and faculty and start dates.

## Campus Security Information and Disclosures for Prospective Students and Employees

### **CAMPUS SECURITY**

The school prepares a report to comply with the Jean Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned by Midwest Institute; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Each year this report is made available to all students and staff. All prospective students and employees may obtain a copy of this report from the administration office.

### **IMPROVEMENTS TO ACADEMIC PROGRAMS**

Midwest Institute reviews its academic programs on a regular basis to ensure currency with growing employment requirements. As necessary, Midwest Institute may change, amend or modify program offerings and schedules. If you have any questions regarding this process, you may contact the Director of Education.

### **COPYRIGHT INFRINGEMENT**

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. Midwest Institute prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using Midwest Institute's information technology system.

### **STUDENT DEMOGRAPHIC INFORMATION**

Information about the student body of Midwest Institute is available on the College Navigator website [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator). The College Navigator is maintained by the U.S. Department of Education National Center for Educational Statistics. To view information about Midwest Institute, enter the school name into the search box. Some of the information you will find is the following:

- Enrollment by gender and race and ethnicity distribution of students
- Financial Aid data regarding the various aid sources for students including federal grants (Pell)
- Retention and Graduation Rate of certificate or degree seeking, first time, full time, undergraduate students.

### **STUDENT RIGHT-TO-KNOW ACT**

This requires institutions eligible for Title IV funding to disclose graduation rates of all students and prospective students. These rates can be found on the college website, [www.midwestinstitute.com](http://www.midwestinstitute.com), under each program. These rates will also be furnished upon request from any student or prospective student.

## Voter Registration Form

Students may go to the Midwest Institute website and use the following link to print and fill out a voter registration form. You may also get a copy from Administration.

<http://www.sos.mo.gov/elections/goVoteMissouri/print.aspx>

## Midwest Institute Family Educational Rights and Privacy Act

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

The right to inspect and review the student's education records within 45 days after the day Midwest Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

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

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

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwest Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

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

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

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

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

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

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

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

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

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

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

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

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

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

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

## ADDITIONAL POLICIES

**Vaccinations** may be required for certain programs if employer requires, even though Midwest does not require it. If required, the student will be responsible for the fee. Vet Tech students are required to have the Rabies Vaccination.

### **DRESS CODE**

All healthcare students are required to wear a scrub top and bottom of the same color and clean approved tennis shoes. Uniforms may be of any style, but they must be scrubs. No jeans, sweatpants, tight knits, three-quarter length pants, loose tee shirts, slipover sweaters or **head gear (wraps, hats, etc.)** Students have the option of wearing a lab jacket or Midwest jacket. (No print jackets or tops are allowed.) During class time, all jackets (with the exception of lab jackets and Midwest Jackets), coats, hoodies, and sweatshirts must be removed. A solid color turtleneck or solid color long sleeve shirt may be worn under your scrub or khaki top. No other types of T-shirts may be worn under your scrubs and no shirt should hang below the scrub top. Jewelry must be kept to a minimum. No more than one ring per hand, no bracelets, no more than one simple necklace, **no tongue piercings**, and only post earrings may be worn (no hoop or dangle type earrings). No "Grillz" on teeth. You may wear a watch. Massage students cannot have acrylic nails, cannot wear nail polish, and the length of the nail cannot exceed the fingertip. **No wigs or hair pieces in massage. The dress code is clear; Midwest Institute reserves the right to correct a student wearing any garment or accessory that is not approved or acceptable. The student will be sent home to correct the violation if it continues. Proper hygiene is required at all times. Body, hair and clothes must be clean and reflect professionalism. Body odor will not be acceptable and students must address if it is a problem. Students cannot smell of cigarette or marijuana smoke on campus, they will be asked to leave and correct the issue. If this continues they will be terminated from their program.**

### **MIDWEST GEAR DAY DRESS CODE**

All students have the option of participating in Midwest Gear day every Thursday (AM classes) Thursday (PM classes). The proper dress for this day must include "Midwest Gear" clothing items (sweatshirts, t-shirts). You must wear either nice jeans or slacks (they will be at the instructor's discretion), or scrubs. Shorts, tight knits, three-quarter length pants, and sweatpants are NOT to be worn. Any accessory items (caps, jackets, fanny packs, etc.) may not be worn in the classroom. Only tennis shoes, no sandals, flip flops, etc. If a student declines to participate in the casual day, they must be in regular uniform (see the above description). **THERE WILL BE NO EXCEPTIONS!**

## **GRADING SYSTEM**

Curriculum is based on lectures, demonstration, lab work, independent study, and a supervised internship/clinic. Students must maintain a C average, 70% cumulative (or above) and have a passing grade in all courses. A class record is kept by the instructor and retained by the school. This is available to the student upon request.

Students are given progress reports at the end of each module.

## **GRADING SCALE**

Medical/Dental/Healthcare Information Specialist/Assoc Degree/Veterinary Tech/Massage/Surg Tech  
A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 59 under

## **WITHDRAWAL**

If circumstances arise that make it necessary for a student to withdraw from the program, he/she must notify the administration, in person, by email or by mail within three days of his/her last day in attendance.

## **TESTS**

A student is allowed to miss one test during his/her program. One test may be made up. Arrangements to make up this test should be made with the instructor by the end of the class day on which the student returns to school. If a student misses more than one test in the program per academic year, any additional tests must be made up and the student will receive a zero (0). Extenuating circumstances may arise, such as a severe illness. The student will then be asked for documentation and make-up will be at the discretion of the director.

No student can graduate until they earn a 70% on all practicals. In order to graduate the following programs must pass certain portions of their program:

- The massage therapy students must pass the kinesiology written exam and practical with a 70%.
- Massage students must also pass the National Certification exam to work in the field.
- Massage students must also demonstrate substantial progress and competency, as approved within the course of instruction, with a grade of C or better in: Basic Hygiene, Universal precautions, Contraindications and Basic Massage Theory & Basic Massage hands on practice.
- Medical Assistant students must pass the Medications exam and Practical with 70%.

## **DISCIPLINARY POLICIES**

When enrolling at Midwest Institute, a student assumes responsibilities to fellow students, to the school and to him or herself. **Students are responsible for observing all school rules, regulations, and policies. All instructors have the authority to enforce all school rules and regulations.**

Midwest Institute reserves the right to expel any student whose conduct is unsatisfactory and detrimental to the best interest of other students and of the school.

Any student carrying a weapon on the campus grounds will be expelled from school.

Any student using or possessing alcoholic beverages and/or drugs on campus will be expelled from school.

Any student involved in any form of behavior that causes a disruption on campus grounds will be put on probation, suspended or expelled from school, depending on the severity of the problem. This includes displaying a negative attitude anywhere on campus grounds or being disrespectful to the instructor or administration. Aggressive or violent behavior will result in expulsion from the program.

Students are not allowed to use the business phones except for an emergency and only with permission from a school official and in the presence of a school official. If you have to be reached in an emergency, be sure to provide the school phone number. **Cell phones are not allowed to be used in the school for in-coming calls or out-going calls during class hours. Absolutely NO TEXTING. Phones will be confiscated if this rule is not followed.**

The use of profanity by a student on campus grounds will not be tolerated and will result in suspension from classes for a period of time depending on the severity of the problem.

Smoking is not permitted anywhere in the school building.

Food, candy (including gum), or drinks are **not** permitted in labs at any time.

**No recording devices are allowed unless signed consent of party being recorded is received. No recording devices allowed during tests or practicals at any time. No exceptions.**

## INTERNSHIP POLICIES

Internships will be provided for each student who has satisfactorily completed his/her academics. No student will be allowed to begin an internship before all required course work has been completed. Veterinary Technician students who are pregnant at the time of internship must postpone their internship until after the baby is born. Approximately one week prior to the completion of academics each qualified student will receive the name, address, phone number, directions, and brief description of his/her internship. These internships are arranged in advance and will not be changed unless requested by the interning facility. Should there be a mitigating circumstance that warrants a student presenting a request for a change in their internships, the request must be presented to the school in writing prior to their internship start date. This request must receive prior approval from the school administration.

Some students have special interests. It would be advisable to discuss special requests with the Placement Coordinator approximately 4-6 weeks before internships begin. Though input from the student is welcomed, internships will be arranged by the administration and the final decision will be made in the students' best interest and based on availability by the administration. Internships are based on availability and the school allows a distance for sites within 75 miles of the campus the student attends. Internship is the final course of a program and must be completed and passed. It is expected that students move into the internship course with no lapse in their program. If the student declines a site that is available, they cannot continue with the program and will be withdrawn. If there are special circumstances not related to distance, then those circumstances will be considered and a possible leave of absence will be considered.

If a student is terminated from their internship by either the interning facility or the school, the student will be considered to have failed his/her internship. It is required that a student pass his/her internship in order to graduate. If a student terminates his/her own internship without permission from the administration, he/she will be considered to have failed his/her internship. If a student fails internship or is dismissed from internship by the facility, they will be terminated from the program. There will be no exceptions.

All programs have internship or clinic available during the daytime only and are generally 40 hours per week. It is the student's responsibility to make arrangements in order to attend the hours and schedule for their internship or clinic. This means work, childcare, etc... must be managed by the students in order to attend and complete the program by their expected end date.

The Massage Therapy program will attend a 250-hour supervised clinic on campus, 9 a.m. to 5 p.m. Monday through Friday. This is a practical and classroom environment. Students must attend continuously and cannot have vacations or breaks during clinic once it begins. Any missed hours must be completed in order to graduate.

### **ATTENDANCE**

Daily attendance is necessary for all students. Students are expected to be on time, prepared, and to participate in class every day. Attendance is mandatory for all classes. Students are expected to attend all scheduled classes, to arrive on time, and remain for the duration of each class. An absence is an absence. Be aware that there is no difference between an excused absence or an unexcused absence. Weddings, funerals, non-emergency illnesses (such as colds), no babysitter, returning late from a weekend trip, breaking up with a significant other, etc. are not excused, so plan accordingly. Serious emergencies such as, emergency illnesses, court requirements, or car accidents are the only possible extenuating circumstances that may be considered, but this is determined on an individual basis and documentation will be required for this consideration. All doctor's appointments must be scheduled after class hours as this will be counted toward an absence or tardy.

### **CREDIT HOUR PROGRAM**

Students must attend a minimum of 85% of each module, which only allows four absences per module. If a student misses a fifth day, they will be terminated, no exceptions.

Tardies and leaving early are your participation grade and the following is how it will impact your grade each module: More than 2 tardies or leaving early will affect your final grade by 2% per tardy or leaving early toward every course grade, with a maximum penalty of 10% off of every course grade, in that module. It is imperative that students consider the impact of this consequence as it could not only change the letter grade, it can cause failure of courses and/or termination from the program.

For example: 6 tardies and/or leaving early = 8%. If a student has a 90% in a course it will change that grade to an 82%. Remember the 8% will be deducted from your overall participation grade at the end of the module.

This includes weather related school closings. It is important for a student to move through his/her program at a pace that will ensure that the student will complete the program within the limits of Satisfactory Academic Progress and within the maximum time frame.

### **Attendance Policy for Online Delivery**

Medical Assisting Students participating in **online hybrid course delivery** must actively participate in online classroom activities a minimum of four (4) out of seven (7) days each week during the course. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the online program.

Dental Assisting/Massage Therapy/Medical Assisting /Veterinary Technician online blended courses must actively attend their remote classroom via Zoom and/or complete exercises via distance tools assigned each scheduled class day. See class times for schedule. The on ground attendance policy applies to these programs. *Blended programs following the residential attendance policy must log on and participate via Zoom and/or complete and participate in distance exercises assigned on class days. These programs follow the residential schedule and attendance policies.*

**Lab attendance:** All students must attend all scheduled labs on campus. **If more than two days of lab are missed in a module, the student will be withdrawn from the program. No exceptions.** The withdrawal policy for online courses is the same as withdrawal policies for on ground residential classes.

Students must contact the instructor and/or school before class starts if he/she will be absent. An absence is defined as a student who is not present for a regularly scheduled class. **If the instructor has to cancel class, the class will be made up at a time that is agreed upon by the class and the instructor.** If a student needs to leave school early, permission from administration is required.

### **CLASS SCHEDULES**

Medical Assisting (A.M. Earth City) 8:30 a.m. – 1:30 p.m. (M – TH)  
Medical Assisting (P.M. Earth City) 6 p.m. – 10:15 p.m. (M, T, TH)  
Dental Assisting (A.M. Earth City) 8:30 a.m. – 1:30 p.m. (M – TH)  
Dental Assisting (P.M. Earth City) 6 p.m. – 10:15 p.m. (M, T, TH)  
Veterinary Technician (A.M. Earth City) 8:30 a.m. – 1:30 p.m. (M – TH)  
Massage Therapy (A.M. Earth City) 8:30 a.m. – 1:30 p.m. (M – F)  
Massage Therapy (P.M. Earth City) 6 p.m. – 10:15 p.m. (M, T, TH)

***All Lab times on campus are scheduled and subject to change***

### **SCHOOL HOLIDAYS**

New Year's Day	Martin Luther King Jr. Day	Memorial Day
Independence Day	Labor Day	Indigenous People's Day
Thanksgiving & Friday	Christmas Eve	Christmas Day      Good Friday

### **OFFICE HOURS**

The administrative office hours are generally 9 a.m. – 5 p.m. Monday through Friday.  
Appointments can be made for anything needed outside of these hours.

### **WEATHER RELATED SCHOOL CLOSINGS**

The school may be closed because of snow or ice. Students will be expected to attend on Zoom and labs may be rescheduled. Night students should check in the afternoon with their instructor for the status of class. All classes will be held on Zoom if there is a weather event so watch for communication from your instructor on those days.

### **STUDENT BREAKS**

Students are allowed a 10-minute break per hour. All students must break in the designated break area.

### **CAMPUS SECURITY**

As required by the Jeanne Clery Disclosure Act, Midwest Institute publishes an annual security report that contains information regarding policies and programs relating to campus security and crimes and emergencies. This report also includes the prevention of crimes, sexual offenses, violence against women and drug and alcohol use. In this report you will find statistics for the last three reporting periods concerning the occurrence of crimes on campus and public property. This report is updated and available on October 1st. The annual security report is provided to all current students and employees. It is on the school website and student portal. A hard copy of the security report can be received from the administrative office during normal business hours upon request.

### **REPORTING PROCEDURES**

Should you need to report criminal actions or other emergencies occurring on campus, please report this directly to Holly Gamble, Director of Earth City campus. If Holly Gamble is not available, please report to someone in administration. If they are not available, then report to the instructor in charge. These officials will notify the local law enforcement agency or emergency medical technicians depending on the seriousness of the incident. For a detailed procedures go to our website to access the Annual Campus Security report:

[www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUUpdated.pdf](http://www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUUpdated.pdf).

The purpose and authority of Midwest Institute staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to as investigated by the St. Louis County police department.

To ensure accurate and prompt reporting of all crimes, Midwest Institute will take full written statements from involved parties and witnesses on all emergency or criminal incidents. The written statements are included as part of the written report, and such statement may be used by Midwest Institute staff and Local/State law enforcement authorities for the purpose of apprehension and/or crime prevention.

### **CRIME STATISTICS**

Midwest Institute is committed to constructing and maintaining a community in which students, faculty, and staff can work and study in an environment free of criminal actions. Midwest Institute exercises the Crime Awareness and Prevention Program, within the Annual Security Report, which communicates measures to prevent crime with all new students prior to enrollment and with new employees at the beginning of their employment. The information which is covered in this program is reiterated via annual drills with Midwest Institute's assigned St. Louis Count Police Department Representative, through demonstrations of safety drills and presentations over general safety and emergency preparedness.

The Annual Campus Security report is available on our website under The Admissions tab then Student Consumer Information

### **DRUG PREVENTION PROGRAM**



The U.S. Department of Education requires that we inform students of the following information regarding drug prevention and Midwest Institute's policies regarding drug or alcohol use:

1. The possession, use or distribution of illegal drugs or alcohol in or near Midwest Institute is not permitted and will constitute cause for immediate dismissal from school. Attendance at Midwest Institute while under the influence of narcotics, addictive medications or alcohol will also constitute grounds for immediate dismissal.
2. Drug addictions and alcohol abuse are known to cause various health risks to an individual.
3. Chemical dependency counseling students in need of drug or alcohol counseling, treatment, or rehabilitation of re-entry programs are referred to any of the following agencies for possible help: St. Anthony's Medical Center Hyland Training Institute (314-525-7296), Mercy Hospital Edgewood Center (314-569-6500), Missouri Vocational Rehabilitation offices, and other facilities throughout the St. Louis area.

More information on the school's drug and alcohol abuse prevention program can be obtained from the Director of Education.

### **SEXUAL HARRASSMENT POLICY**

Students are to follow the procedures detailed below if a sex offense occurs:

1. Notify the Director of Midwest Institute, and the proper law enforcement authorities (St. Louis County Police Department). It is important that the victim reserve evidence for the proof of a criminal offense.
2. The institution does not have any on-campus counseling centers but will assist you in locating a center that victims of sexual offenses may contact for assistance.

All sexual offenses are reported to the local authorities. If the accused is a student and is convicted, the institution will require counseling and based upon the crime, suspend or terminate the student from the institution.

### **STUDENT CONCERNS**

If a student has questions or concerns regarding their training they should first go to their instructor. If the problem is not resolved, then they should submit in writing the nature of the concern and the Director of Education will review and set an appointment with that individual as soon as possible.

### **GRIEVANCE POLICY**

Students who feel they have not received satisfactory solution to an issue are to submit their concerns formally in writing to the Director of Education who will review the grievance assessing the facts and evidence provided and seek resolution. The student will be notified of the solution within 15 days. Students who are not satisfied with the decision of the Director of Education may write an appeal to The Grievance Board who will review the facts and evidence provided along with the previous solution offered and schedule a meeting with the student. Students will be counseled on an individual basis. Students will be notified of the Board's resolution within 15 days from the meeting. If these concerns are still not resolved, the student may then contact the Missouri Department of Higher Education in Jefferson City: 301 W High Street, P.O. Box 1469, Jefferson City, MO 65102, (573) 751-2361; or the Accrediting Bureau of Health Education Schools (ABHES) in Washington D.C. All student grievances will be handled in the order stated. It is the goal of Midwest Institute to find resolution for all parties.

### **INSTITUTIONAL CHANGES**

Midwest Institute reserves the right to make modifications in the course content, in the structure of curriculum, in the schedule, school policies and in any other requirement at any time within the student's period of study. Midwest Institute also reserves the right to make any changes in administration, faculty, tuition and fees, and any school activity. **This edition of the Catalog will supersede all previous editions.**

Instructors will have classroom rules and expectations that are not published in the in the Catalog. All expectations must be followed. All Policies are also on the MWI Student Portal, when you login it states you will comply with all policies and review updated policies.

**THE SCHOOL AND STUDENT DESIRE AND INTEND THAT ANY DISPUTES ARISING BETWEEN THEM BE SUBJECT TO EXPEDITIOUS RESOLUTION IN A COURT TRIAL WITHOUT A JURY. THEREFORE, THE SCHOOL AND THE STUDENT EACH HEREBY WAIVE THE RIGHT TO TRIAL BY JURY OF ANY CAUSE OF ACTION, CLAIM, COUNTERCLAIM OR CROSS-COMPLAINT IN ANY ACTION, PROCEEDING OR OTHER HEARING BROUGHT BY EITHER THE STUDENT OR THE SCHOOL FOR ANY MATTER WHATSOEVER ARISING OUT OF, OR IN ANY WAY CONNECTED WITH, THIS AGREEMENT, THE RELATIONSHIP OF THE SCHOOL AND STUDENT, THE STUDENT'S ENROLLMENT, OR ANY CLAIM OF INJURY OR DAMAGE, OR THE ENFORCEMENT OF ANY REMEDY UNDER ANY LAW, STATUTE, OR REGULATION, EMERGENCY OR OTHERWISE, NOW OR HEREAFTER IN EFFECT. STUDENT AGREES AND PROMISES TO PAY ALL OF THE SCHOOL'S ATTORNEYS' FEES, COURT COSTS, COLLECTION COSTS, AND EXPENSES INCURRED TO ENFORCE THE PROVISIONS OF THIS AGREEMENT, REGARDLESS OF WHETHER OR NOT SUIT IS FILED.**

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ONE GRADUATE AT A TIME!**



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