

School Catalog



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Letter from the President

Welcome to Capital College. We are pleased to have you. Capital College was founded to provide an optimal educational and professional environment for individuals wishing to start a career in the allied health professions. Our focus is to help you succeed in acquiring the most up-to-date knowledge and professional training that will meet the demands of the current work force and marketplace. As students here, you can be assured that you will experience the best learning environment we can provide to help you reach your goals.

This student handbook is designed to help you acclimate to our school. It provides information regarding school policies and the facilities that are available to you. I encourage you to read and understand the material and use it as a guide.

We firmly believe that students at Capital College have the potential to be highly successful. On behalf of the faculty and staff, I extend to you our best wishes for success at Capital College and in all your future endeavors.

Sincerely,

Stephen Chang, MD, MBA
President
Capital College

General Information

Statement of History and Ownership

Capital College in Tysons Corner, VA is a privately owned institution that provides allied health vocational education and related skills training like English as a Second Language instruction. It was founded in 2010, has operated continuously since September 2011, and is certified to operate an institution of postsecondary education by the State Council of Higher Education for Virginia (SCHEV).

Mission Statement

Capital College was founded in order to meet the nation's changing employment environment and to provide students with the skills needed to successfully start a career in the allied health fields. Our school offers practical career-development programs designed to thoroughly prepare the diverse student populations for professional positions in the allied healthcare professions. We have established the following objectives:

- To offer certificate programs that will help students develop a solid foundation of technical skills necessary in the area of allied healthcare professions;
- To help students develop the attitudes, knowledge, skills, and professionalism that will enhance quality of life and contribute to the community;
- To offer practical curricula, taught by instructors who have educational and work experience related to the areas of instruction;
- To provide career-related training;
- To provide job placement assistance, when possible, to graduates.

Statement of Non-Discrimination

Capital College does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or veteran or marital status in its admission to or treatment in its programs and activities.

Location and Facilities

Capital College encompasses a total of 5,688 square feet. It is located on the 3rd floor of 1980 Gallows Road, Vienna, VA 22182. Educational facilities and equipment include access to and partnership with three medical laboratories and multiple lecture style classrooms. A study area is offered by the college. In addition to the educational facilities, the college includes an academic office area. Free garage parking is available to the students.

Hours of Operation

Capital College is open Monday through Saturday from 8:00 am to 8:00 pm. Classes are not typically held on Sundays, but upon request the school's student facilities can be made available for limited hours.

School Policies and Procedures

Admission Policy

Admission Requirements: Graduation from high school or equivalent is a prerequisite for admission to the college. In addition, the following items must be completed when submitting an application:

- Application for Admission
- Payment of a non-refundable application fee of \$100.00

Once a student's application has been submitted and deemed acceptable, they will be contacted by a Capital College admissions representative to schedule a required personal interview. All applicants are required to complete a personal interview with an admissions representative. Personal interviews give students the opportunity to learn more about the school and also enable school administrators to determine whether an applicant is qualified for enrollment into their desired program of study.

Admission Deadlines: Admission to Capital College is done on a rolling basis. Students applying for admission should apply as soon as possible in order to be accepted for a specific program and state date.

After assessment of the application and the interview, candidates are selected for enrollment into the next available program. Applicants are evaluated without regard for race, color, creed, national origin, sex, age, or handicaps. Candidates selected are notified of their admission status in writing. In order to accept the admissions offer, candidates must submit a \$100.00 non-refundable deposit, which will be applied towards tuition, within two weeks.

Policy Regarding Credit for Previous Education or Training

Advanced placement and credit are not currently given for experiential learning, nor is transfer of credit currently accepted for the Phlebotomy program. No program is currently delivered in any language other than English.

Standards of Satisfactory Academic Progress

Capital College's Satisfactory Academic Progress (SAP) Policy measures whether eligible students are progressing at a responsible rate towards the completion of their educational objectives. Students must be in compliance with this Policy in order to maintain their program eligibility. The SAP Policy applies to all students equally. The evaluation points contained in the Policy are designed to help identify students who would benefit from an early intervention and/or remediation. Most critical to this Policy is a student's ability to enroll in and complete the program in a consistent and successful manner.

Satisfactory Academic Progress Policy

Capital College evaluates Satisfactory Academic Progress using both qualitative (narrative faculty evaluations) and quantitative (examination performance) measurements at the end of each program. For narrative faculty evaluations, the faculty member must give an assessment that the student is progressing appropriately as far as understanding of concepts and also attending classes regularly. For examination performance, students must achieve scores of at least 60% on average.

In order to maintain a satisfactory status, students must:

- Pass mid-term and final evaluations, if applicable.
- Adhere to the attendance policies and standards of conduct specific to the program in which the student is enrolled.

Maximum Time Frame

The maximum time frame allowed for a student to complete the program shall not exceed 150% of the normal program length. For phlebotomy, this means a student must complete the course in no longer than 15 weeks.

If the student cannot complete the program within 150% of the normal program length, then the student will be given an incomplete in the program and be withdrawn from the College.

Effects on Satisfactory Progress

The College does not accept transfer credits or proficiency credits, and does not offer non-credit courses or remedial courses.

If a student withdraws from a program or obtains an incomplete grade in a program, then the student will be deemed to have failed to meet satisfactory academic progress standards.

Appeal and Reinstatement Policies

If a student fails to meet satisfactory academic progress standards and wishes to continue in the program, he/she may appeal to the Provost. The appeal must state the mitigating circumstances that contributed to the academic determination or dismissal. The appeal must be supported with appropriate documentation of the mitigating circumstances with explanation of how the circumstances have been remedied or changed. Mitigating circumstances are events that are outside the student's control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which have negatively impacted academic progress include but are not limited to death of an immediate family member, student illness requiring hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, financial hardship such as foreclosure or eviction, and others.

The student may be asked to appear in person during the review process when deemed necessary by the Provost.

Appeals may result in any one of the following actions:

- Full reinstatement, which will be granted only if mitigating circumstances exist. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.
- Denial of reinstatement.

Attendance Policy

Regular class attendance is necessary for academic success. Students are expected to attend every class. However, Capital College understands that unforeseen circumstances can arise that may result in a student being absent from class. In certain situations, students may be excused. It is the responsibility of the students to make sure that the instructor is informed of the absence ahead of time. In turn, our faculty will do their best to accommodate students who miss class for excused reasons. The following situations are considered excusable:

- Illness/injury of student or family member for whom the student is a caregiver
- A death in the family
- Doctor's appointment (with doctor's note)
- Religious holidays

Students are allowed to make up any work they have missed only if their absence qualifies as an excused absence. Failure to maintain regular attendance because of unexcused absences may lead to negative consequences and is grounds for termination from the school.

The school-wide policy for successful completion of all programs is as follows: Students must be present for at least 85% of their classes. If a student fails to meet this requirement, the Dean and Provost have the right to dismiss the student from the program without a refund of tuition. Additionally, if the student misses five consecutive days of classes, the student will be withdrawn from the program with no refund.

Tardiness

Students are expected to be on time to every class. A tardy is defined as missing the first 20 minutes of any class. Should a student be tardy, they should let their instructor know ahead of time. Three unexcused tardies is the equivalent of one unexcused absence.

Academic Probation

Policies regarding academic probation only apply to programs with a duration of 9 months or longer. Students of Capital College will be placed on academic probation when they are found not to be making satisfactory academic progress after the first evaluation period. Students placed on academic probation will be evaluated for academic performance throughout the next evaluation period and will be granted additional academic assistance.

Academic Suspension or Termination

Policies regarding academic suspension and termination only apply to programs with a duration of 9 months or longer. If, at the end of a second consecutive evaluation period, a student is deemed not to be making satisfactory progress, the student will be placed on academic suspension. Following a third consecutive evaluation finding unsatisfactory progress, the student will be subject to termination from the program. A student may appeal the suspension or termination by submitting a formal written appeal letter to the Dean or Provost.

Student Conduct and Conditions for Dismissal

All students are expected to exhibit and practice professional behavior when participating in instructional settings, including internships, externships, and other events sponsored by the College. Capital College reserves the right to dismiss any students for any of the following reasons:

- Failure to maintain satisfactory academic process;
- Failure to pay fees and/or tuition by applicable deadlines;
- Disruptive behavior;
- Posing a danger to the health or welfare of a patient, student, faculty, or other members of Capital College; and/or
- Failure to comply with the policies and procedures of Capital College.

Re-admission Policy

Students who have dropped out, taken a Leave of Absence, or been dismissed from the program may be re-admitted into the program at the discretion of the school's administration. Any student who was academically dismissed may be re-admitted after satisfactorily completing a personal interview with the Provost. The student will be required to repeat the program and is allowed to be re-admitted at the beginning date of the new program. Any students whose termination resulted from misconduct may not be readmitted.

Leave of Absence

Capital College allows students to take a leave of absence as long as the LOA does not exceed 90 days (3 months). Only in extenuating circumstances will a LOA be allowed. Prior to taking a LOA, students need to submit a written request for leave explaining their situation. Students will then need to meet with the Academic Dean or Provost, whereupon the request will either be dismissed or approved. These circumstances include, but are not limited to, the following:

- Birth or adoption of a child;
- Serious health conditions of student or the student's child, spouse, or parent;
- Serious injury;
- Subpoena for court;
- Military obligations.

Upon returning to school from a LOA, students are required to repeat any classes that they have missed. The student will not be charged any additional tuition fees for any classes they need to repeat.

Graduation Requirements

In order to graduate from Capital College and to be granted a program certificate, a student must have passed any requisite midterm and final evaluations within the specific program. In addition, students must also be current on all financial obligations in order to receive final transcripts.

Student Records

Capital College maintains a complete record for each student that includes admission records, grades, attendance, prior education, and training. Student transcripts will be sent to authorized individuals and/organizations upon the written request of the student. An administrative surcharge may apply.

Transcripts

An official transcript is maintained for each student and is retained for a period of at least 10 years. Any students or former students of Capital College may request an official copy of the student's transcripts, which may be issued for a nominal fee. Request of transcripts must be done in writing and submitted to the academic office. Transcripts will be issued when all financial obligations to the college have been met.

Student Tuition/Fees

Tuition and fees are specific to the program. All tuition and fees must be received prior to the start of the program. At the present time, no financial aid programs are in place.

Cancellation/Refund Policy

Three-Day Cancellation: An applicant who has not started classes and who provides written notice of cancellation within three (3) days, including Saturdays but excluding Sundays and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the non-refundable application and textbook fees.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Provost of the school. This notice shall be submitted by certified or registered mail. The notice must include the expected last date of attendance and be signed and dated by the student. The withdrawal day may not precede the date of receipt by the Provost.
- B. The student's last day of attendance at Capital College will be considered as the last day the student has academically related activity, which includes lectures, projects, clinical experience (including internships and externships), and examinations.
- C. If special circumstances arise, a student may request in writing a leave of absence (LOA). The request should include the dates the student anticipates the leave beginning and

ending. If the student fails to return from the leave of absence on the date anticipated and has not previously received written approval from the Provost for an extension of the LOA, the student shall be considered withdrawn, effective on the anticipated return from leave of absence date.

- D. A student will be determined to be withdrawn from the institution if the student misses five consecutive instructional classes, unless previously approved by the Instructor or Provost.
- E. All refunds will be processed within 45 days of the determination of the withdrawal date.

Proportion of Total Program Taught by Withdrawal date	Tuition Refund
1st Week	75% of Tuition
Before 3rd Week	50% of Tuition
On or after 3rd Week	No Refund

Students' Rights, Privileges and Responsibilities

Capital College guarantees the following rights and privileges to their students:

- A. The rights to free inquiry, expression, and assembly while on campus.
- B. The privilege to pursue their educational goals.
- C. The right to express any views pertinent to the subject matter of the program in which they are enrolled. Students are responsible for meeting the standards of any program for which they are enrolled.
- D. The right to file complaints against any student for violation of the Student Code. The complaint should be submitted in writing to the Academic Office within 10 days of the incident.
- E. If a complaint or grievance has been made against a student, the student has the right to a full investigation. During the investigation, the student will not be the subject of unfair treatment or action as a result of the complaint.

Prohibited Conduct

- A. Academic Dishonesty:
 - a. Cheating, knowingly using or attempting to use unauthorized materials, equipment, devices, information, or study aids, as defined by the instructor;
 - b. Fabrication, falsification, or invention of any information or citation in an academic exercise;
 - c. Plagiarism;
 - d. Copyright infringement;
- B. Forgery, alteration, or misuse of any College documents, records, equipments, or identifications;
- C. Forgery, alteration, or misuse of any other educational, governmental, or legal institution's documents, records, equipment, or identification;
- D. Obstructing or acting in a disruptive manner to the normal education functions of the College, administration of the College, or other College activities;
- E. All forms of violence, implied or actual, and threatening behavior;
- F. All forms of harassment, physical and verbal abuse;
- G. Stealing, concealing, defacing, or damaging College property;
- H. Possession, consumption, sale, or serving of alcoholic beverages;
- I. Sale, distribution, use or possession of illegal drugs or controlled dangerous substances as defined by Virginia Law, except as expressly permitted by law;
- J. Being under the influence of alcohol or illegal drugs;
- K. Gambling, disorderly conduct, or vulgar or obscene conduct or expression;
- L. Possession or use of firearms, explosives, or any other dangerously or deadly weapons; and
- M. Tobacco use in all areas of the College facility.

Student Grievance Procedures

A student of Capital College who has a grievance with the school or an instructor is directed to first discuss the issues with the instructor or a school administrator. The student must clearly state the issues in an organized manner. If a resolution cannot be reached, the student may make a formal written

complaint and submit it the Academic Office. When a satisfactory resolution is not obtained, the student may contact:

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building, 9th Floor
101 North 14th Street
Richmond, VA 23219
Phone: (804) 225-2600
Fax: (804) 225-2604

Academic Programs

Certificate in Phlebotomy

The Phlebotomy program is a 40 hour certificate program. The program is designed to prepare students to perform percutaneous venipuncture, to obtain laboratory specimens, and to function as a vital member of the clinical laboratory team.

Program Prerequisites

Applicants must:

- Be at least 18 years upon entry,
- Possess basic reading and writing skills
- Possess a high school diploma or equivalent.

Phlebotomy Program Objectives

Upon completion of this program, the student will:

- Demonstrate knowledge of health care delivery and medical terminology;
- Demonstrate knowledge of infection control and safety;
- Demonstrate basic understanding of the anatomy and physiology of the body, systems, and anatomic terminology in order to relate major areas of clinical laboratory to general pathologic conditions associated with body systems;
- Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
- Demonstrate knowledge of collection equipment, various types of additives used, and special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
- Understand how to follow standard operating procedures to collect specimens;
- Demonstrate understanding of requisitioning, specimen transport and specimen processing;
- Demonstrate understanding of quality assurance and quality control in phlebotomy; and
- Communicate (verbally and nonverbally) effectively and appropriately in the workplace, being mindful and in compliance with HIPAA.
- Be moderately proficient in modern phlebotomy techniques.

Program Delivery and Schedule

Capital College's Phlebotomy program is delivered on campus. The 10-week schedule consists of 40 hours of lectures, clinical instruction, and laboratory practical components.

Capital College operates on a non-traditional academic term. The program has rolling start dates such that classes begin on either the first or third Saturday of each month when a minimum number of enrolled students has been met.

The school observes six major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Thus, classes will not be held on these days.

Grading System

Students in the Phlebotomy program will be evaluated on their progress by the instructor in the middle of the program and at the conclusion of the program.

The Phlebotomy program is graded on a pass/fail basis. The determination of pass or fail is based entirely on a final examination administered at the end of the program. This examination consists of both written and practical portions. Students must score at least 60% on the final examination in order to pass the program.

Tuition and Fees Breakdown

Tuition	<u>\$2,100.00</u>
Application Fee (Non-Refundable)	<u>\$ 100.00</u>
Textbook Fee (Non-Refundable)	<u>\$ 100.00</u>
TOTAL COST	<u>\$2,300.00</u>

Student Services

Academic Assistance

Students requiring help and advice during their education at Capital College are encouraged to reach out to the faculty as soon as possible. Academic assistance and counseling is provided by the school on an as-needed basis. Availability of faculty and instructors will be dictated by the program guidelines.

Career Advising/Placement Assistance

Students seeking advice and information regarding career and job placement in the area of allied health professions are encouraged to speak with the faculty or to make appointments to speak with the administration. Capital College will provide counseling to aid the student in job placement, information regarding job qualifications, and national certification exams. In addition, information about job opportunities will be provided to the students in the latter portion of the program and even after graduation.

Although the school will provide job placement assistance, the school does not guarantee employment to graduates upon program completion or upon graduation.

Ownership and Faculty Information

Board of Trustees

Chairman of the Board	Cheryl Chang, MD, MPH
President	Stephen Chang, MD
Vice President	Judy Chang, MSA
Vice President	Jessica Chang, BS

School Administrators and Faculty

President: Stephen W Chang, MD (Johns Hopkins)
Oversees the school administration, operations, and finances.

Provost: George T Chang, PhD (Toledo)
Assists the President, with particular responsibility for academic offerings and program design.

Vice President: Judy Y Chang, MSA (Roosevelt)
Assists the president in administration and finances.

Vice President and Instructor (Part-time): Jessica B Chang, BS (Duke)
Assists the president in operations. Teaches lecture portion of phlebotomy program.

Dean: Heng-Yu S Chang, PhD, MD (Columbia)
Assists the president and provost with academics. Has supervision and oversight of curriculum and classroom instruction.

Chairman of the Board: Cheryl K Chang, MD, MPH (Tufts)
Organizes the board and provides insight and approval of strategic directions.

Instructor (Part-time): Regina Lazaro, BS (University of San Agustin)
Teaches clinical portion of phlebotomy program. Organizes phlebotomy curriculum.