

College of Court Reporting

Catalog 2024



College of Court Reporting
455 West Lincolnway, Valparaiso, In 46385
Telephone 219-531-1459 • Fax 219-531-6089
Toll Free 866-294-3974
Web Address: www.ccr.edu

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WELCOME

Welcome to College of Court Reporting (CCR). The time students spend at CCR will be a period of opportunity filled with exciting challenges and new experiences. The choices they make, the knowledge they gain, and the people they meet will have a tremendous impact on their future. Attending the college gives many students a newfound sense of freedom that carries equally important responsibilities. We are committed to making a positive difference in people's lives and proud to serve our students since 1984.

As you view our catalog, you will find resources and information to help you understand our educational goals for students. In addition, you will find that CCR faculty and staff take a personal interest in student achievement. Whatever their current walk in life, CCR has a career to meet their needs. We offer classes online through our Learning Management System, EV360 Technologies. CCR instructors meet students where they are educationally to help them get where they want to be. Additionally, job placement and financial aid assistance are available.

We are committed to making a positive difference in people's lives and proud to serve our students for almost 40 years. Our goal is their success!

HISTORY

Classes began at the College of Court Reporting in September 1984. The college was granted full accreditation by the Indiana Commission on Proprietary Education (ICOPE) on January 1, 1985. It was granted approval to award an Associate of Applied Science degree in Court Reporting by the same commission on August 14, 1985. The school was incorporated by the State of Indiana September 3, 1985. Kay Moody is founder; Jeff Moody, the corporation president and owner.

The College of Court Reporting was granted approval for the day program by the National Court Reporters Association (NCRA) November 1, 1987, and became NCRA's first online certified program in the spring of 2006. The college is also a member in good standing with the Indiana Shorthand Reporters Association (ISRA).

The College of Court Reporting first became accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Occupational Associate Degrees in September 1989. The court reporting program was granted approval by ACICS May 23, 2001, to be delivered through online distance education. ACICS was identified as a nationally recognized accrediting agency by the U.S. Department of Education under the provisions of Public Law 82-550 and subsequent legislation, which requires the evaluation of such agencies and issuance of an official list by the Department. The college is approved by the U.S. Department of Education to offer Stafford Loans (GSL), Pell Grants, and Supplemental Educational Opportunity Grants (SEOG) for those who qualify. In 2016, the college was granted a Provisional Program Participation Agreement with the United States Department of Education.

The College of Court Reporting was nationally accredited by the Distance Education Accrediting Commission (DEAC) in June 2018. The Accrediting Commission is listed by the

U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation. DEAC is a charter member of the Council for Higher Education Accreditation (CHEA), the leading non-governmental recognition for accrediting associations. A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations. Distance Education Accrediting Commission contact information: 1101 17th Street NW, Suite 808, Washington, DC 20036, Telephone: (202) 234-5100, Website: <http://www.deac.org>.

The career of judicial court reporter is as rewarding as it is demanding. Court reporters are responsible for a verbatim record of many different types of proceedings, including trials, depositions, and government hearings. The judicial court reporting educational program is organized to educate students for realtime judicial court reporting careers. CCR students learn a realtime translation theory and software that is suitable for broadcast captioning and CART, and they have the foundation to continue in these exciting careers with additional training.

The recommended course of study outlined in this catalog is designed to help students develop the skills and acquire the professional knowledge required of the competent and skilled technician in a variety of fields. Students who complete the program develop skill and accuracy in keyboarding, computerized machine shorthand technology, voice-to-text technology, realtime reporting, and court reporting procedures.

The application of court reporting skills and technology may be used to assist those who are deaf and hard-of-hearing. Students may receive an associate degree in our Court Reporting - A.A.S. Degree program in seven semesters.

The College of Court Reporting operates on a semester schedule. Each year students attend three semesters lasting 15 academic weeks each. Any student enrolling in the College of Court Reporting should have some basic skills in typing or keyboarding in addition to basic Windows-based computer skills. If possible, the prospective student should enroll in a basic keyboarding course prior to attending the first semester of classes. If necessary, students will be given keyboarding instruction at the College of Court Reporting before beginning their education.

STATEMENT OF LEGAL OWNERSHIP

The following is the corporate organization of the College of Court Reporting, Inc.:
Jeffrey T. Moody is the owner.

Officers of the Corporation:
Jeffrey T. Moody, President/Executive Director
Timothy J. Moody, Director
Kay A. Moody, Secretary

MISSION

The mission of the College of Court Reporting is to provide state-of-the-art instructional systems technologies and quality teaching techniques to educate students in the fields of realtime captioning and court reporting in an online environment. The College of Court Reporting is committed to providing a quality education to students that meets or exceeds the standards of the national associations that represent and support court reporters, realtime writers, and related professions.

GOALS AND HOW THEY ARE ACHIEVED

To fulfil the mission, the goals of CCR are to provide students with an education that exceeds industry standards and to place graduates with gainful employment in the fields relating to court reporting and realtime technology. The College of Court Reporting accomplishes these in the following manner:

- An intensive curriculum is offered as required by the National Court Reporters Association and recommended by the National Verbatim Reporters Association to train future realtime court reporters. The curriculum is revised in accordance with the professional organizations and employers.
- The college creates an educational environment providing the learning experiences necessary to enter the workplace. Courses of study are reviewed, revised, and added when needed. Students are given hands-on experience in realtime computer-aided transcription and computer applications for the court reporter, captioner, and (CART) provider.
- The entire staff recognizes the responsibility of encouraging each student to succeed academically and to grow professionally to meet the challenging and changing needs of realtime technology, court reporting, and realtime reporting for deaf and hard-of-hearing individuals.
- The college strives to improve its programs with the latest information technologies and teaching methods.
- The full court reporting curriculum is offered online over the Internet using CCR's learning management system that was created and developed to meet the unique needs of court reporting education.
- An Associate of Applied Science degree is offered by meeting the requirements of the Indiana Board of Proprietary Education.
- An environment is present whereby all students are given hands-on experience in mock trials, hearings, and internships before entering the marketplace.
- Faculty are employed with qualifications and work experience necessary to teach. In addition to many possessing a bachelor's degree or higher, many instructors possess court reporting certification: Registered Professional Reporter (RPR), Certified Shorthand Reporter (CSR), Certified Reporting Instructor (CRI) of the National Court Reporters Association, or Certified Verbatim Reporter (CVR), Realtime Verbatim Reporter (RVR) of the National Verbatim Reporters Association. Certified instructors earn college and continuing education credits whenever possible.
- Students are encouraged to attain and maintain the highest possible standards in their professional, academic, and private affairs. They are encouraged and prepared to

attain court reporting certification (CSR or RPR or CVR), even though certification is not required by the State of Indiana for employment as a court reporter.

- Students are encouraged to continue their education and training beyond school by taking college courses and joining professional organizations, such as the National Court Reporters Association, National Verbatim Reporters Association, Indiana Shorthand Reporters Association, Illinois Court Reporters Association, or their respective state court reporting associations. They are encouraged to attend seminars and conventions and engage in a variety of continuing education and lifelong learning opportunities.

PHYSICAL FACILITIES

In December 2016, the college relocated to a new facility consisting of over 12,000 square feet for administrative and instructional use. The facility is sufficient for its online enrollment and houses classrooms and computer lab for online students to use when visiting. Each classroom is equipped with the latest technology for a blended learning environment for synchronous learning. It is located in downtown Valparaiso, Indiana, which is in compliance with federal, state, and local codes for occupancy and safety. The college's buildings, classrooms, equipment, furniture, and surroundings more than meet the needs of the students. There are six classrooms, one technology lab, twelve administrative offices, a large conference room, faculty lounge, and student lounge.

BUSINESS HOURS

Normal business hours are Mondays-Thursdays 8-5 p.m. Central Time, Fridays 8-4 p.m. Central Time. The college is closed on weekends and the designated federal holidays for New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve. Faculty, staff, and administrators may be contacted through their respective CCR email accounts.

NON-DISCRIMINATION POLICY

The College of Court Reporting is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its students and staff; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the college seeks to develop and nurture diversity. The college believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches life.

The College of Court Reporting views, evaluates, and treats all persons in any college-related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

The College of Court Reporting prohibits discrimination against any member of the college community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran or any other characteristic protected by law. The College will conduct its programs, services, and activities consistent with applicable federal, state and local

laws, regulations, and orders and in conformance with the procedures and limitations as set forth in the grievance policy, which provides specific contractual rights and remedies. Additionally, the college promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans.

The College of Court Reporting is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act, 1964, Section 504, Rehabilitation Act, 1973. The college does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies in accordance with federal, state, and local law. The college is in compliance with the American with Disabilities Act (ADA), 1990, and as amended, Section 504, 1973.

ADMISSION REQUIREMENTS

All applicants must be at least 17 years old, show evidence of high school graduation or GED, and exhibit a serious attitude toward training in the career area offered by this institution. No qualified applicant will be refused based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran or any other characteristic protected by law. Prospective students are invited to attend admission/financial aid open houses, which are held periodically. Prospective students should call the college to make an appointment with the admissions office.

Admission Process

- Complete the admissions form on our Website: <http://ccr.edu/index.php/registration/college-admissions>)
- Pay the \$50 registration fee to the college. The registration fee is the same for any program. The registration fee may be paid by check or Discover, Visa, or MasterCard over the phone.
- If you are considering having coursework transfer from other previously attended colleges and/or universities, you must notify the other schools and have an official transcript sent to the College of Court Reporting.
- Students enrolling in machine shorthand or voice theory courses are required to take a survey. This survey allows the instructor to assess whether additional instruction is needed in technical support, English, and phonics. Performance on the English survey has no role in the admittance of a prospective student; however, it acts as evidence to the English-language proficiency. This survey must be completed and included in each student's file at the college. Click the link to take the survey: [Machine Shorthand Survey](#)
- CCR does not require other college admissions tests (e.g., SAT, ACT, etc.).
- Students interested in enrolling and in need of academic adjustment, special accommodations, or auxiliary aids are urged to notify the Director of Admissions by submitting this form at the time of admittance: [Click here to download the Non-discrimination Policy. Click here to download the Disability Disclosure and Accommodation form.](#)
- Please download and print this application form to apply for acceptance. [Click here to download the Application.](#)

- The enrollment deadline is approximately three weeks before each semester start. CCR may use discretion and extend this deadline as needed.
- Students are notified of their admission acceptance or denial through an email as well as a welcome letter sent through the United States Postal Service.

ENROLLMENT CONTRACT

A \$50 registration fee will accompany the application and enrollment contract. A full refund will be made to any student who cancels their application for enrollment within six business days after the application is signed by the applicant. After expiration of the six business day's cancellation privilege, the school will retain the \$50 registration fee. The fee may be paid by cash, check, or credit card (Discover, VISA, or MasterCard). The registration fee will be returned if the program is cancelled by CCR. Student Services will set up a monthly payment upon request.

ONLINE DISTANCE EDUCATION CLASSES

Students enrolled in online classes must have a high level of discipline to commit a substantial amount of time each week on coursework and to stick to a strict schedule. Students must have excellent self-motivation and focus skills as well as computer and keyboarding knowledge to be successful in online education. They must also have college-level writing and verbal skills to effectively communicate with instructors and other students. Prior to beginning classes, online students should know the basics in word processing: edit, copy and paste, spell check, set margins, paginate, etc. Students need to be generally proficient with using a computer, Web navigation, and file management.

Instructional Equipment

All online students are required to have a computer (PC only, no Mac), high-speed Internet, education-related software, equipment related to their program of study, textbooks, reference books, and headset/mic. All students are provided secure login credentials for email, EV360 Technologies, and Classes Collaborate. Teachers post Websites for reference in the respective coursesites.

Library Resources

Upon enrollment at the College of Court Reporting, students are enrolled in the Library Resources Community Channel (coursesite). This channel is available to students for the duration of their schooling at the College of Court Reporting, is free of charge, and is accessible for reference or browsing. Students can access and download the Research Techniques PowerPoint presentation for information on library resources and research techniques.

Students are encouraged to utilize local public libraries and have access to various online libraries as well as Websites for academic subjects, disciplines, etc., including the Internet Public Library, the Free library, and the World Library. In the Subjects and Classifications section of the Library Resources channel, students can access a Table of Contents that lists subject-area specific online resources from art, court reporting, history, current events, religion, and the sciences. This resource coursesite will be consistently updated to meet the needs of students and faculty.

Learning Management System

The college uses Moodle for its learning management system (LMS). The college also uses Classes Collaborate for live/recorded class instruction and its EV360 technologies to deliver instruction. The college's LMS and technologies enable students to be on the leading edge of communication technology that provides immediate, effective, and interactive communication tools that quickly engage and inform. The LMS and technologies empower educators to use the most efficient means possible to improve efficiencies, teaching, and information sharing. The LMS and technologies provide interactive distance learning, on-demand video and testing, and other web-based learning options. They are a complete learning management solution that allows CCR to deliver cost effective, convenient 24-hour access to its educational training and learning resources for students, instructors, and administrators.

The EV360 software was developed to enrich the participants' experience while integrating EV360's "A Whole New Approach" and "Success As you Progress" philosophies. Users build realtime speed and skills through an innovation that adjusts dictation speed based on the user's accuracy while maintaining the natural sound of the speaker. The EV360 Ultimate Suite of software programs can be customized for an individual's specific objectives. EV360 allows the user to focus on building speed, write more accurately for realtime, simulate online testing, and incorporate live classes into the overall regimen. The following are the features:

EV360 Ultimate: My Life Program

My Life is a time-on-task tracking and time management program. Users can load their class schedule, academic classes, skill development tasks, and other life tasks to keep themselves organized. EV360 Ultimate automatically tracks total time for every event that occurs when the user is logged into the program.

EV360 Ultimate: My Speedbuilding Program

The My Speedbuilding program is a short workout approach to building speed. Audio, video, or text files are presented when users are writing, and the speed of the audio or text is adjusted in real time based on a selected workout plan. The concept is similar to a treadmill: The pace of the workout adjusts during the workout. No starting/stopping/starting/stopping to adjust the speed of the dictation they are practicing. We have over 40 workout plans (users can create their own, too) for them to select for any audio or text file they are practicing. We provide thousands of dictations with our proprietary packages, and we are continuously adding to our Community Coaching Package. Users can select their own audio files or text files and have our realtime workout plan variable speed player adjust the speed of those same files.

EV360 Ultimate: My Readback Program

The My Readback program creates custom speedbuilding classes, like attending live speedbuilding classes, which present dictations based on structured lesson plans. Each audio class is broken down into six 1-minute audio segments that are repeated five times at varying speeds based on the selected lesson plan. The writing session is presented the same way users attend live speedbuilding classes with real teachers, including structured classes, longer practice sessions, mirroring an old fashioned speedbuilding approach to building speed.

EV360 Ultimate: My Realtime Program

The My Realtime program adjusts the speed as the audio is playing in realtime. When writing realtime, the practice speed is adjusted based on the CAT software's translation accuracy. If the goal is 95 percent accuracy (adjustable user setting) and the translation is 95 percent or higher, EV360 gently increases the speed. If the accuracy falls below 95 percent, the speed gently decreases. This approach to developing realtime accuracy skills is a custom approach based on the actual CAT realtime translation accuracy. Unique realtime speed adjustments are based on translation percentage of accuracy.

EV360 Ultimate: My Evaluations Program

My Evaluations presents audio at its natural speed. When the audio is complete, you can create your transcription manually directly from your written steno notes that are captured from your writer or edit your transcription using your CAT or other word processing software. Your transcription can be evaluated for transcription accuracy results.

EV360 Ultimate: My Tests Program

My Tests automate the delivery of speed tests. The application includes intuitive technology to administer evaluations based on individual user's qualifications, prerequisites, skill ability, current endurance, and transcription accuracy. The test library consists of 1-minute through 5-minute tests for jury charge, literary, and two-voice testimony. Additionally, when a user submits a transcribed test, they see their initial errors and percentage of accuracy. Once the test has been submitted, instructors complete the actual grading and markups of the submitted test. Instructors are provided a set of tools to complete the grading and feedback process, such as color coding errors, annotating specific areas of the graded test, audio feedback messaging, re-calculation of errors, and email notifications for graded feedback. The entire test library consists of over 7,500 tests and added functionality for schools to create their own test packages.

Classes Collaborate is a Web-based platform that acts as a Web-conferencing program that enables students and teachers to meet in classes and use audio and video features. Teachers can upload PowerPoint presentations, link to documents electronically, share their computer desktop, and control and view student computers (with student permission). Each class is recorded for viewing at a later time and for review as needed.

Online students should contact an area court reporter in their area who is an RPR, CSR, or CVR. This person will serve as a mentor and will be able to proctor tests if the student is unable to be tested on campus. The college will assist with finding a certified court reporter if necessary. Although many reporters will not expect compensation, it will be the student's responsibility to compensate a reporter who requests pay for proctoring tests.

STUDENT IDENTITY VERIFICATION POLICY

Students are required to provide a copy of a government-issued photo ID prior to enrollment that is kept on file. Online students are required to meet with a mentor who administers skills

evaluations periodically throughout the program and verifies the student's identity. Additionally, teachers can randomly request at the beginning of any required online class for a student to turn on his or her camera for identity verification. Teachers notify the administration when these verifications are made. The pictures from the class recordings are compared to those on file.

Student privacy will be protected. Students and mentors sign contracts that identify each party. Each syllabus contains the following statement: In order to protect student privacy, the College of Court Reporting will authenticate that the student who registered for this course is the student completing all of the requirements and earning the credits for this course. Personal information about a student will never be shared during the ID verification process.

STUDENT SERVICES

The College of Court Reporting offers a variety of student services throughout a student's enrollment as well as post-graduation:

- Newly enrolled students will participate in new student orientation.
- Students will have an experienced court reporter or realtime writer as a mentor who will provide guidance as well as proctoring services.
- Faculty and administrators serve students and provide consistent communication with them throughout the semester.
- The director of student services provides comprehensive assistance with academic advising as well as class registration each semester that includes program progress updates, course planning, scheduling, etc.
- Additionally, students who are on probation or in jeopardy of going on probation are provided notice and assistance.
- The financial aid department provides complete assistance to students and payment plans when requested.
- Tutoring is provided to students upon request.
- All faculty are required to host faculty office hours.
- Technical support is provided with expected response within 24 hours.
- Placement services include résumé assistance, interview preparation, interview follow-up, and job opening updates.

TECHNICAL SUPPORT

Technical support is available 24/7. Students fill out a technical support form online through the CCR Website or by clicking on the Technical Support tab located on every page on the EV360 LMS: <http://www.ccr.edu/index.php/ccr-technical-support>.

CCR will respond to a technical support request that contains all pertinent information within 12 to 24 hours. If information is missing, CCR will request additional information from the student to begin resolving the issue. In most cases, however, response is within the hour unless it is late at night, in which case response is first thing in the morning. If the first responder is unavailable, other staff members receive the notification and provide backup support and response so there is almost always someone available to respond.

When students submit the online form, other staff members immediately receive an email alert with the information the student filled out, including their email address, phone number, and a brief description of the issue.

Technical support requests are typically responded to within a few minutes to a few hours. The director of information technology is the first responder and follows up in one of three ways: one, if it appears to be a known issue, step-by-step instructions with instructions to resolve the issue; two, if it is an unknown issue or if the step-by-step instructions do not resolve the issue for them, the student is called to resolve the issue with remote desktop access if needed; three, if it is an issue involving third-party software or equipment (such as CaseCatalyst or Eclipse), they inform them of the third-party vendors they need to contact so they can receive appropriate technical support from them.

REENROLLMENT OF FORMER STUDENTS

Students previously enrolled at the College of Court Reporting are eligible to reenroll at any time. This includes all graduates, students who completed a program of study, and students who withdrew from school. (Students who were terminated or withdrew while on probation for speed or academics must petition for reinstatement. See "Reinstatement" under "Standards of Satisfactory Academic Progress.") All previously earned credits will apply with the following exceptions:

1. Skill will be tested to ensure that the student has retained the ability to write on realtime translation software. Students may be required to retake theory or a speed level.
2. Students must meet current graduation requirements for the program of study as stated in the college's current catalog.

EVALUATIONS

Students have weekly dictation evaluations and/or transcriptions in dictation classes. All evaluations are one to five minutes in length with a minimum of 1.4 syllabic density. Five-minute evaluations must be passed with 95 percent accuracy for shorthand dictation and 98 percent realtime accuracy for captioning dictation and are graded for punctuation. Evaluations given online through a coursesite are timed and password protected; all evaluations given online through voice over the Internet technology follow protocols that protect test integrity. All dictation evaluations taken online must be transcribed using CAT software, which provides teachers and graders detailed data including time stamps of student access. Students are not able to access the dictated evaluation before or after the assigned time. One five-minute SAP or Live I-class evaluation must be passed at each speed level in each category starting at 60 wpm for shorthand dictation and in literary and multi-voice dictation for captioning starting at 80

wpm and at 120 wpm for voice. Three evaluations must be passed for exit speeds 180 wpm literary, 200 wpm jury charge, and 225 wpm two-voice testimony for shorthand machine and voice students. One of each exit speed requirement must be passed and must be proctored by an individual approved by the college.

In order to receive credit for passing specific speed levels, online students may attend onsite for evaluation purposes unless alternative arrangements are made with the instructor. In order to monitor and to assure that standards of satisfactory progress are maintained, students are required to take evaluations on campus or under the supervision of a certified reporter (or college approved proctor) at 25 percent, 50 percent, and 75 percent levels of their maximum time frame. Students may be required to take all exit speed dictation tests on campus. If it is not possible for a student to come to the College of Court Reporting, special arrangements can be made for a licensed court reporter (tested RPR, CSR. Or CVR) or CCR-approved proctor to monitor the dictation tests. The college informs all mentors and proctors of specific procedures that must be followed.

TESTING OUT OF A COURSE

Any student may request receiving credit for a course by taking a proficiency test. The fee for testing out of a course is \$25 per credit hour. Students who pass a test-out exam will be charged \$395 per credit hour for tuition for the earned credits less the \$25 per credit hour fee for attempting the test-out exam.

If the student is testing out of an academic course, he/she must schedule with an administrator at the college to take the test. It will be the instructor's decision to determine if the student meets the minimum requirements for the test-out and receive full credit for the course. Students must complete all test-out exams no less than 21 days prior to beginning of a semester.

If the student is attempting a test-out evaluation or exam for a skill-development course, SH100-SH240, he/she must schedule with an administrator at the college to take the test-out evaluation or exam. It will be the administrator's decision if the student meets the minimum requirements and receives full credit for the course.

Students who complete the requirements to test out of a course will receive a "T" on their transcript instead of a letter grade. A "T" grade has no grade weight to it; therefore, it will not be calculated in the student's cumulative GPA, but the student will earn credit hours associated with the course.

TRANSFER OF CREDITS REQUIREMENTS

College of Court Reporting (CCR) students may elect to schedule courses at another institution and transfer the credits to CCR in order to meet degree/diploma/certificate requirements. Before a student schedules course work at another institution, he/she should have the credits approved for transfer and should work with the appropriate administrator to determine how the credits will apply to his/her academic program.

PROCEDURE FOR REQUESTING TRANSFER OF CREDITS

All applicants must have all documentation of transfer credit or testing. Most courses from a regionally or nationally accredited post-secondary institution will be considered for transfer based on credits earned and a letter grade of C or higher or demonstration of course competency.

If a student has already taken a course at another college, then he/she should follow the following procedure:

- A. Review College of Court Reporting's catalog requirements for the program in which you are enrolling/enrolled and identify the comparable courses you have completed at another college.
- B. Contact the appropriate person at your previous college and ask them to send either an unofficial copy of your transcript via email to Natalie Kijurna at Natalie.kijurna@ccr.edu or ask them to send an official academic transcript of your coursework via U.S. mail to Natalie Kijurna, 455 West Lincolnway, Valparaiso, 46383.
- C. Contact Natalie Kijurna to verify that we received either your unofficial or official transcript. We should be able to let you know at that time if a class will transfer or not and how it will transfer. Complicated transcripts or multiple transcripts may take additional time to review.
- D. After your request has been evaluated, we will send you an email confirmation of the results.
- E. Transfer credits will not become part of a student's academic record until an official transcript is received, verified, and evaluated.

CCR documents the award of transfer credit several ways. First, CCR sends an email verification of the transfer credits to the prospective student or student; that email is simultaneously recorded in their permanent electronic file. Second, a copy of the paper transfer credit evaluation is kept in the student's permanent physical file. Finally, transfer credits are inputted into CCR's academic database for inclusion on the prospective student or student's transcript. The documented information includes:

- Name of the student
- Name of the transferring institution
- Specific course information from the transferring college/institution
- Equivalent CCR course for which credit is awarded
- Number of credits awarded
- Name of evaluator

If you have questions about any of these policies or procedures, please call or email Natalie Kijurna at 866-294-3974 ext. 229 or Natalie.kijurna@ccr.edu.

The following courses may not be transferred unless a related course competency exam is passed:

1. T110 – Court Reporting Transcript Preparation
2. T210 – Introduction to Realtime Technology
3. TE201 – Advanced Transcript Production

4. CR110 – Introduction to Realtime Technology/CR110-V Introduction to Realtime Technology

5. CR120 – Court Reporting Processes and Development

6. CR200 – Court Reporting Procedures

7. CR210 – Technology I/CR210-V Technology I

8. CR280 – CSR/RPR Preparation/CR280-V CSR/CVR Preparation

Students enrolling with previous training will be tested and placed in the appropriate level of proficiency. Academic requirements will be accepted upon the receipt of an official transcript from accredited schools previously attended. Tuition fees will be adjusted accordingly, or students will not be charged for a course that is transferred from another institution. An official transcript from the previous institution is required to document that a course or courses were passed with a C or higher. Additional documents describing course content may be requested such as the institution's catalog, course syllabi, or course outlines.

Transfer of credits may be awarded to students for work experience in conjunction with relevant college courses from a recognized post-high school institution. Students must have documentation of work experience as it relates to the course for which they are requesting a transfer of credits. The Executive Director and the instructor of the course for which the transfer of credits has been requested will determine the documentation requirements. Students must submit the documentation to CCR for review prior to the start of the new semester. After review, the transfer of credits request will either be approved or denied. The Executive Director and the instructor may also request more information and/or documentation to make their final determination.

APPEALING DECISIONS REGARDING TRANSFER OF CREDITS

Students or prospective students who disagree with any portion of their transfer credit evaluation should submit a written request for review to Natalie Kijurna via email at Natalie.kijurna@ccr.edu.

Students or prospective students have 14 calendar days from receipt of the academic evaluation to file an appeal. The request for review should include the following information:

- Your full name
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Natalie Kijurna will conduct a review of the credit evaluation and respond to the student in writing via email with a decision. If the student or prospective student is still not satisfied with the decision, the student or prospective student may file a formal appeal within seven days with the Executive Director by emailing the same information required previously along with any additional arguments, facts, or evidence the student or prospective student would like to add. He may affirm, reject, modify or adjust the transfer credit evaluation as deemed appropriate

and will inform the student or prospective student, in writing, of CCR's decision. The decision of the Executive Director is final and may not be appealed any further within CCR.

Transfer students must meet the Standards of Satisfactory Progress as outlined in this catalog. In addition, to be eligible for a degree or certificate, transfer students at CCR must:

1. Complete all required program requirements, including the Internship and exit shorthand/voice speeds for their program of study; and;
2. Comply with CCR's maximum award of transfer credit and competency exam credit requirements listed below.

CCR may award a maximum of 75 percent of the credits required for a degree program, or a combination of transfer credit and competency exam credit. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level. Credit awarded for competency exams cannot exceed 25 percent of the credits required for a degree.

TUITION AND FEES

There is a \$50 application (registration) fee. Tuition is \$395 per credit hour. A monthly payment plan may be arranged whenever necessary. There is no service charge if tuition is paid monthly. A late charge may be assessed when payment is made past the due date. Visa, MasterCard, and Discover may be used for all payments. Financial Aid is also available to those who qualify.

Students are responsible to have all books, supplies, and equipment prior to the start of classes each semester. Lists and costs for books, supplies, and equipment can be found through <http://www.ccr.edu/Docs/COBL.pdf>. Students will be charged applicable shipping and handling fees for any equipment, books, etc.

In order to be classified as a full-time student, students must enroll in at least 12 credit hours each semester. Part-time students may enroll in as few as one credit a semester. Tuition rates are the same for all courses. A student's enrollment status and tuition is based on the number of credits that they are enrolled in per semester. The total tuition is based on how many semesters a student attends the college. The college defines the following based on credit hours enrolled:

- 12 + = Full-time
- 9 to 11 = Three-quarter time
- 6 to 8 = Half-time
- 1 to 5 = Less than half-time

All tuition, books, and fees are due by the end of the fourth week of the semester. Students who cannot pay their tuition in full by the due date must make payment arrangements through a payment plan with the Director of Student Services. There is no service charge if tuition is paid monthly. A late charge may be assessed when payment is made past the due date.

Discover, Visa, and MasterCard may be used for all payments. The costs for optional services, such as shipment of materials, are not subject to refund after the five (5) calendar day student-right-to-cancel enrollment.

A full refund will be made to any student who cancels the enrollment contract within six business days after the enrollment contract is signed. After expiration of the six business days' cancellation privilege, the school will retain the \$50.00 registration fee. Students who cancel enrollment are responsible for paying all shipping costs charged to their accounts. Students are required to pay for any books, equipment, etc., charged to their accounts if not returned as new within 10 business days.

Students are required to pay all outstanding balances prior to the first day of each semester. Any student who has an outstanding balance prior to the first day of classes may not be permitted to enroll without express written approval by the college president. Accounts that are past due more than 60 days may be sent to collections.

STRF ASSESSMENT (CALIFORNIA STUDENTS ONLY)

Notice to California Students:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled

in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Current California STRF Assessment Rate: The current STRF assessment rate is (\$2.50).

REGISTRATION PERIOD FOR CONTINUING STUDENTS

Course registration begins approximately four to six weeks prior to each semester start date. The registration period for continuing students will start with the initial registration notification until the end of Week 14 of the current semester. Students may incur a \$50 fee for late registration.

FEDERAL FINANCIAL AID

Federal financial aid is available for those who qualify. Financial aid at the College of Court Reporting comes in three basic forms: scholarships, grants, and loans. Grants and scholarships are direct awards of aid that do not have to be repaid. Loans, which usually are offered at low interest rates, must be repaid after the recipient leaves the college or drops to less than half-time enrollment (less than 6 credit hours).

The financial need of most students is met by combining an expected family contribution with a financial aid package consisting of Pell Grants and Direct Loans, supplemented by college-awarded tuition-reimbursement scholarships, employment, and private awards.

The financial aid office administers and coordinates financial aid programs according to applicable federal and state regulations and college policies, which guarantee all students equal access to financial assistance. The college does not discriminate on the basis race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, status as a veteran or any other characteristic protected by law. The Office of Financial Aid does not use professional judgment to determine financial aid eligibility. The Expected Family Contribution (EFC) and a student's cost of attendance are not changed based on special circumstances. Dependency overrides are not granted. The dependency status is determined based on the criteria established on the FAFSA. The decision of the director of financial aid administrator is final. There is no appeal to the US Department of Education. Students should set up an appointment with a financialaidofficer to determine eligibility.

APPLICATION PROCEDURES

To apply for financial aid, applicants need not wait until they are accepted. Applicants may apply for admission and financial aid simultaneously. Although students should apply for financial aid before they are accepted, no disbursements will be made to students prior to attending class. For federal guaranteed student loan recipients, disbursements will not be made for at least 30 days after their start date.

REQUIRED APPLICATIONS

To apply for financial aid, students must submit a current U.S. Department of Education Application for Federal Student Aid (FAFSA) or Institutional Student Information Record (ISIR).

Effective July 1, 2010, all federal student loans will originate through the U.S. Department of Education's direct lending program.

When requesting financial aid information, prospective students should specify the semester in which they intend to enroll at the College of Court Reporting.

PELL GRANTANDDIRECT LOANS

Students should apply for financial aid as early as possible prior to their intended enrollment date. For the Direct Loans, applications may be submitted prior to or during enrollment. Application processing time is approximately two to three weeks.

Federal Direct Subsidized Loan Program: This program offers long-term, low interest rate loans to students with financial need. Students must be enrolled at least half-time to participate in this program. Money for the Federal Direct Stafford Loan program is borrowed directly from the U.S. Department of Education. Interest does not accrue, and repayment does not begin, for loans through this program until the student ceases to be enrolled at least half-time.

Federal Direct Unsubsidized Loan Program: This program offers long-term, low interest rate loans to students that are not based on financial need. Money for the Federal Unsubsidized Direct Stafford Loan is borrowed directly from the U.S. Department of Education. Interest does accrue while the student is enrolled; however, repayment does not begin until the student ceases to be enrolled at least half-time.

Federal Direct PLUS Loan Program: This program offers long-term loans to parents of dependent undergraduate students that are not based upon financial need. Determination of eligibility for need-based aid is required. Interest begins to accrue as each disbursement is made. Repayment begins after the loan has been fully disbursed. Money for the Federal Direct PLUS is borrowed directly from the US Dept of Education.

GENERAL ELIGIBILITY REQUIREMENTS

The following general eligibility requirements are not all inclusive and do not apply to every financial aid program. These are the major and most common application requirements a student must meet to be eligible for financial aid. Students should carefully examine the current financial aid packet, financial aid applications, and award notices for requirements that are unique to specific aid programs.

1. The student must be a U.S. citizen, permanent resident, or refugee.
2. The student must be enrolled or accepted in a court reporting or captioning program.
3. The student must be in good academic standing as defined under Standards of Satisfactory Academic Progress (see Standards of Satisfactory Academic Progress in this catalog).
4. The student must demonstrate satisfactory progress in the chosen program of study.
5. The student must not be in default of any Title IV Loans (GSL, Perkins Loan Program, PLUS).
6. The student must not owe a refund for any Title IV Grants, SEOG, Pell Grants, or loans.

MAINTAINING ELIGIBILITY

For students to maintain eligibility for the various financial aid programs, they must reapply annually to each agency responsible for administering that financial aid program. Students should contact the financial aid office prior to the academic year for which they wish to apply for aid to obtain information and current applications.

It should be noted that individual federal, state, and institutional aid program requirements take precedence over all general and institutional eligibility requirements previously outlined. Students should read carefully all material received with any financial aid. The student will be responsible for repaying student loans according to federal guidelines.

FEDERAL FINANCIAL AID PROGRAMS

The Pell Grant is a federal grant program available to eligible students attending approved post-high school institutions. Undergraduate students enrolled in an eligible program who do not have a baccalaureate degree are eligible to apply. Grants, which are determined based on financial need, may range from \$895 a year to a maximum of \$6,345.00 for the 2020-2021 award year.

TITLE 38 UNITED STATES CODE SECTION 3679(e) SCHOOL COMPLIANCE

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, the College of Court Reporting provides the following policy in accordance with the Act:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

- CCR permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides CCR a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' [VA] website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to CCR,
 2. 90 days after the date CCR certified tuition and fees following the receipt of the certificate of eligibility.
- CCR ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional resources, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

In addition, statute allows CCR to require Chapter 31 and Chapter 33 students to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a semester.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary for the proper certification of enrollment by CCR.

4. CCR may require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

PRIVATE GRANTS

1. Indiana Workforce Development, 1776 W. 37th Avenue, Gary, IN
2. Kankakee Valley Job Training, 722 North Franklin Street, Michigan City, IN
3. Vocational Rehabilitation, 504 Broadway, Suite 444 Gary, IN, or 57 South Michigan Avenue, Valparaiso, IN
4. Approved: Indiana State Approving Agency for Veterans Training. Contact Regional VA office.

SCHOLARSHIPS

The National Court Reporters Association offers various scholarships ranging from \$1000 to \$1500.

Other scholarships may be available through community groups and service organizations. These groups and organizations may include Legal Secretaries Association, Business and Professional Women, Tri Kappa sorority, Elkhart County Courts, and the Lions Club. Applications, disclosure forms, application procedures, deadline dates, basis for selection, amounts of awards, etc., vary and are obtained by applying to the local chapters.

BOOKS, SUPPLIES, AND EQUIPMENT – MACHINE SHORTHAND COURSES

Students must have the following equipment:

- Computerized steno machine approved by college
- Current student version of **one** of the following:
 - Case CATalyst Computer Aided Transcription Realtime Software (CAT) (available from Stenograph Corporation)
 - Eclipse CAT Software (available from Advantage Software)
- Textbooks
- Internet Access (High Speed DSL or Cable only)
- USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)
- Microsoft Windows based computer with Windows 7 or higher operating system (no Mac)
- Mozilla Firefox and Google Chrome Internet browsers
- Microsoft Word 2010 or higher

The cost of books varies each semester from \$16 to \$300. Technology fees are \$300 per semester for students. Technology fees provide students with access to state-of-the-art teaching platforms and general technical support. If a student signed up and paid the \$300 technology fee after starting and decides to withdraw and the student is considered a no-start, CCR will credit that charge on their account. If a payment was made toward that charge, CCR will refund that payment.

BOOKS, SUPPLIES, AND EQUIPMENT – VOICE COURT REPORTING COURSES

- Dragon Professional v15
- TalkTechSilencerSmartMic - SM200
- MuffleMitt and Shamwow
- Eclipse VOX Student Version(available from Advantage Software)
- Andrea Pure Audio USB-SA USB Sound Card (with two ports)
- Computer with minimum i7 processor, 7200 RPM rotational drive or a solid state drive, and 16 gigs of memory (RAM)
- Mozilla Firefox and Google Chrome Internet browsers
- Ear buds or headset to plug into Andrea Pure Audio listed above; inexpensive sets are fine; some use iPod ear buds. Some sets can be purchased at Wal-Mart for approximately \$10.

The cost of books varies each semester from \$16 to \$300. Technology fees are \$300 per semester for students. Technology fees provide students with access to state-of-the-art teaching platforms and general technical support.

REFUND POLICY

REFUND POLICY INFORMATION

The Higher Education Amendments of 1998 require all institutions to use a return of funds policy for all Title IV recipients when they fail to register, withdraw, or are terminated. This return of funds policy is used to determine the amount of Title IV aid that students have earned while in attendance. Funds received, but not earned, as of a student's withdrawal date must be returned. All funds will be considered earned upon completion of 60% of the payment period, thus there is no return of funds during the last 40% of the semester.

The college may charge an administrative fee of the lesser of 5% or \$100 as permitted by state and federal guidelines; however, it is not considered in the Return of Federal Funds policy. The State of Indiana and the Federal Pro-Rata Refund policies address the calculation of the appropriate refund to the student and the amount to be retained by the institution based on the amount of institutional charges that the institution has earned associated with a student's date of withdrawal. The State of Indiana and Federal Pro-Rata Refund policies are used in conjunction with the Federal Return of Funds policy for Title IV recipients and as stand-alone policies for non-Title IV recipients. By registering, a student accepts responsibility for charges for the entire semester, regardless of the method of payment used and attendance in class.

In cases where the college cancels a program after expiration of the 72-hour cancellation privilege and prior to classes commence, the school will refund 100% of the registration fee and any paid tuition for the current semester and credit any unearned tuition for the same.

In cases of where the college cancels a course or program either before or after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases where a student is considered a no show prior to or after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases of graduation, termination, withdrawal after classes commence and after expiration of the 72-hour cancellation privilege, the school will retain

100% of the registration fee and will determine if a refund for books and/or tuition is due. Refund calculations will be based on the period for which the student has been charged and the period of financial obligation cannot exceed 12 months.

The effective date of withdrawal, for refund purposes will be:

- (a) the date the student officially notifies the institution of his/her withdrawal. This date, as determined by the institution, is the date that the student either began the withdrawal process, or otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw;
- (b) otherwise, the date the institution terminates the student or determines that the student has withdrawn. The policy that provides the largest refund, after considering unpaid scheduled cash, will be used in making the refund.

All refunds will be totally consummated within 30 days after the effective date of withdrawal from the college. Example calculations for the statutory Federal Pro-Rata, accrediting agency, and the statutory State of Indiana refund policies can be made available upon request.

The State of Indiana and the Federal Pro-Rata Refund policies address the calculation of the appropriate refund to the student and the amount to be retained by the institution based on the amount of institutional charges that the institution has earned associated with a student's date of withdrawal. The State of Indiana and Federal Pro-Rata Refund policies are used in conjunction with the Federal Return of Funds policy for Title IV recipients and as stand-alone policies for non-Title IV recipients.

By registering, a student accepts responsibility for charges for the entire semester, regardless of the method of payment used and participation in class. In cases of where the college cancels a course or program after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases where a student is considered a no show after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases of graduation, termination, withdrawal, or leave of absence after classes commence and after expiration of the 72-hour cancellation privilege, the school will retain 100% of the registration fee and will determine if a refund for books and/or tuition is due. Refund calculations will be based on the period for which the student has been charged.

The effective date of withdrawal, for refund purposes will be:

- a) the date the student officially notifies the institution of his/her withdrawal. This date, as determined by the institution, is the date that the student either began the withdrawal process, or otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw;
- b) otherwise, the date the institution terminates the student or determines that the student has withdrawn. The policy that provides the largest refund, after considering unpaid scheduled cash, will be used in making the refund.

All refunds will be totally consummated within 30 days after the effective date of withdrawal from the college. Example calculations for the statutory Federal Pro-Rata, accrediting agency, and the statutory State of Indiana refund policies can be made available upon request.

STATE OF INDIANA UNIFORM REFUND POLICY

I570 IAC 1-8-6.5 Resident institutions; refunds - Sec. 6.5:

The college shall pay a refund to the student in the amount calculated under the Indiana Uniform Refund Policy. The college must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal. The following refund policy applies to each resident postsecondary educational institution, except as noted in:

- 1) A student is entitled to a full refund if one(1) or more of the following criteria are met:
 - A. The student cancels the institutional student contract or enrollment contract within six (6) business days after signing,
 - B. The student does not meet the postsecondary educational institution's minimum admission requirements,
 - C. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution, or
 - D. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- 2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

FEDERAL RETURN OF FUNDS POLICY

If a student receiving Title IV aid withdraws from the college during a payment period in which the recipient began attendance, the college must calculate the percentage and amount of Title IV aid that the student did not earn and return those funds to the applicable Title IV programs. If the day that the student withdraws occurs after the student has completed 60% of the payment period, 100% of the Title IV aid will have been considered earned. Participation is based on calendar days in the semester/payment period. The last day of attendance will be the official withdrawal date as is the date that will be used in determining the percentage of aid earned.

The percentage of aid earned is determined by taking the total number of calendar days that the student was enrolled at the college (including weekends) and dividing it by the total number of calendar days in the semester/payment period. This percentage is then multiplied by the total amount of Title IV aid that was disbursed for the payment period as well as Title IV aid that could have been disbursed for the payment period. Of the calculated return amount, the school is responsible to the extent of the unearned portion of institutional costs that the student incurred for the payment period. The balance of funds to be returned, if any, is the responsibility of the student. The student (or parent of a Federal PLUS loan) must return the unearned funds, for which they are responsible, to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment.

Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the U.S. Department of Education. A student who refuses to pay, will be ineligible for further Title IV aid, will be reported to other schools as being in an overpayment status on the financial aid transcript, and will be referred to the U.S. Department of Education for collection.

Return of Funds are distributed in the following priority:

1. Unsubsidized Federal Stafford,
2. Subsidized Federal Stafford Loans,
3. Federal PLUS Loans,
4. Federal Pell Grants.

Title IV recipients upon withdrawal from the college will be entitled to the Federal Return of Funds policy during the first 60% of the semester. There will be no return of funds during the last 40% of the semester. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a) if an enrollee is not accepted by the school,
- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course,
- c) if the student's enrollment was procured as a result of any misrepresentation in advertising or promotional materials of the school or misrepresentations by the owner or representatives of the school.

SAMPLE REFUND CHART

Weeks In Period	Pro-Rata Weeks Completed	Pro-Rata Refund	State of Indiana % Completed	State of Indiana Refund
15	3	80%	1 week	90%
15	6	60%	25%	75%
15	9	40%	50%	50%
15	12	20%	60%	40%
15	15	Zero Refund	Greater than 60% completion	Zero Refund

NON-REFUNDABLE FEES

A full refund will be made to students who cancel their applications for enrollment within six business days after the application is signed by the applicant. After expiration of the six business day's cancellation privilege, the school will retain the \$50 registration fee.

CANCELLATION POLICY

1. You have the right to cancel your contract by notifying the college via letter, phone call, email, text, or other means without any penalty or obligation, through participation at the first class session, or the fifth calendar day after enrollment, whichever is later. Once notification is received, a member of the college's staff will confirm the notice via letter, phone call, email, text, or other means and immediately initiate the cancellation notice. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of participation
2. If you request cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, you are entitled to a refund of all monies paid minus:
 - An application/transfer credit evaluation fee of up to \$75 and
 - A one-time registration fee per program of no more than 20% of the tuition and not to exceed more than \$200.
 - Library services fee, if provided by a third party service (e.g., LIRN, Westlaw, ProQuest, EBSCO)
2. Upon cancellation, a student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment. Shipping costs are not refundable.
3. If the contract is cancelled, the college will refund the student 100 percent of any money paid, less a registration or administration fee of no more than 20% of the tuition not to exceed \$200 within 30 days after the notice of cancellation is received. If notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, or if any of the following conditions apply:
 - 1) rejection of enrolled applicant by the college;
 - 2) the program is cancelled by the college;
 - 3) "No Show" by student or the student never starts program.
4. Refund for courses dropped after classes begin and enrollment in other courses remains will be posted to the student's account. Refund amounts for dropped courses will be determined by the date the student drops the course. The refund schedule for students who drop a course or courses and remains enrolled is as follows:
 - 100 percent refund period - first week of classes - student does not owe tuition;
 - 75 percent refund period - second week of classes - student owes 25 percent of credit hours for dropped course;
 - 50 percent refund period - third week of classes - student owes 50 percent of credit hours for dropped course;
 - 25 percent refund period - fourth week of classes - student owes 75 percent of credit hours for dropped course;
 - If student drops the course following the fourth week of classes, they will be obligated to pay for 100 percent of the credits hours for the dropped course.

CLASS PARTICIPATION POLICY

Regular participation are important aspects of the educational program for at least three reasons:

1. Mastery of accuracy and speed skills demands daily practice distributed over the week and rigid self-discipline. Lack of participation cannot be tolerated.
2. To meet the educational needs of its students, the college expects regular participation.
3. Students are trained to be competent, reliable professionals, and they are disciplined in all aspects of the profession.

Lack of participation adversely affects the progress and quality of student education. Participation records will be kept in all classes. Failure to complete and submit assignments on time is handled in the same manner as a lack of participation. Future employment recommendations may be affected by the level that a student participates and contributes to their classes. Academic records may be made available to prospective employers upon request and in accordance with the FERPA laws (see FAMILY EDUCATION AND PRIVACY ACT – FERPA).

DEFINITION OF CLASS PARTICIPATION

Attendance in an online consists of attending all live 60-minute classes online. Class time consists of lectures; group studies; the discussion board; reading assignments; giving a presentation to a class; accessing feedback from instructors; meetings with instructors; research projects; homework assignments; reading, correcting, and editing steno notes; taking tests; listening to guest speakers; field trips; viewing the recorded class; meeting with a court reporter, CART provider, or captioner; and other activities directly relating to the course whether it be an academic or skill-building course.

METHOD OF TRACKING ATTENDANCE

1. Attendance is taken and documented in all classes by the instructor.
2. If students miss a live class, they are immediately notified that there is a recording of the live class. They must access the recording and send a note with the summary of the class to the instructor, post questions and comments in the Discussion Forum, or meet with the instructor if they intend to receive credit. The instructor will verify that they logged in and will review the summary. If attendance cannot be verified, they will be considered absent from the class.
3. Students submit daily or weekly log sheets in 6-credit skill-building classes documenting they spent 18 hours a week for their class (see class syllabi and assignment sheets). The following criteria will determine attendance for students who spent less than 18 hours on their course:
 - a. 6 credit hour course: 10 to 14 hours = 1 day absent
3 credit hour course: 5 to 7 hours = 1 day absent
 - b. 6 credit hour course: 6 to 10 hours = 2 days absent

- 3 credit hour course: 3 to 5 hours = 2 day absent
 - c. 6 credit hour course: 2 to 6 hours = 3 days absent
3 credit hour course: 1 to 3 hours = 3 day absent
 - d. 6 credit hour course: 2 hours or less = 4 days absent
3 credit hour course: less than 1 hour = 4 day absent
4. At the end of each semester, instructors will submit the percentage of class attendance which will be posted on the semester's transcript.
 5. Students will be tracked at the 25, 50, and 75 percent time of their maximum time frame. Anyone with an average of more than 20 percent absenteeism during the specified time frame will be placed on probation (see Standards of Academic Progress).
 6. Students who have more than 20 percent absenteeism at the end of their program will not be eligible to graduate.

DEFINITION OF TARDINESS AND EARLY DEPARTURES

All classes are a minimum of 50 minutes in length. A student who attends or logs into a class 10 minutes after it began will be considered tardy, and a student who departs 10 minutes or more before the end of the class will be considered an early departure. Students who have been tardy or late to a class more than 3 times in a semester will be counted absent for one full class.

Students who have car trouble, traffic problems, inclement weather, Internet access issues, and other similar issues must notify the instructor before class that he or she may be late; therefore, students will not be counted absent unless it is a chronic situation. Upon arrival, the student is to quietly enter the class without disrupting the instructor or other students.

In academic classes, students who did not attend the entire class will access the recording and submit a summary to the instructor and may be able to receive credit for attending the class.

In a skill-development class, students who did not attend the entire class will submit an assigned drill to the instructor to receive full credit for attending the class.

EXCUSED ABSENCES

Excused absences occur when students notify their instructors in advance that they will be absent from class. Both excused and unexcused absences will count as absences in the calculation of attendance rates and will not increase the maximum time frame. The major difference between excused and unexcused absences is that the work may be made up when the absence is excused; it may not be made up in unexcused absences, therefore, affecting the students' final grades. The following are excused absences:

1. Medical: Students receive an excused absence for up to three weeks of class for a serious illness. If a student knows he/she will be absent for more than 3 weeks, he/she should apply for a leave of absence (see Leave of Absence policy). Students must meet the following criteria to be excused for medical reasons:

- a. Notify their instructors that they will be unable to attend class for medical reasons and comply with the instructors' requirements for making up the class time and/or class work,
 - b. Submit a doctor's excuse.
2. Personal: Students may be excused for no more than three weeks of class for the following personal reasons: death in the immediate family, relocation of a residence, transportation problems, illness of an immediate family member, loss of job. Students must notify the director of student services that they cannot attend class(es).
3. Computer problems: Students may be excused for no more than one week of class for computer problems. They must notify instructors in advance of the class(es) that they have computer problems and the anticipated date of when the problem will be resolved.
4. Internet problems: Students may be excused for no more than one week of class for Internet problems. They must notify instructors in advance of the class(es) that they have Internet problems and the anticipated date of when the problem will be resolved. If students have continuous Internet problems, they should go to a library or other place where the Internet is accessible.

MAKE-UP WORK DUE TO ABSENTEEISM

All make-up work is due within one week after returning to class or at the discretion of the individual instructors and must fit into the criteria outlined in this attendance policy. Make-up work must be comparable to the content, time, and delivery of the classes missed.

APPEALS

If a student feels he/she has been unjustly counted absent or denied an excused absence by an instructor(s), the student should appeal in writing to Mindi Billings as soon as possible.

COPYRIGHT INFRINGEMENT

The College of Court Reporting follows the copyright laws of the United States and includes but are not limited to the misuse of copyrighted material in one's coursework or the use of the college's copyrighted textbooks, software, and website by those who are not enrolled in the college or Educational Solutions. Students who neglect these laws may face civil/criminal liability for the unauthorized use or distribution of copyrighted material.

ACADEMIC INTEGRITY AND CONDUCT/PROFESSIONALISM

It is assumed that adults who have chosen a profession subscribe to a high moral and ethical code. Students are expected to conduct themselves in a manner compatible with the standards of the profession that they are entering. A conduct policy has been adopted by the college. Any student with behavioral problems will be admonished and advised whenever necessary. If such problems continue to exist, the student may be dismissed.

A student who is disruptive in class or whose attitude is so lax and/or inattentive as to deter the morale and/or cause dissension among the class members will be subject to probation or dismissal.

Any student who is insubordinate, uses obscene language, or whose conduct is abusive to instructors or other students will be terminated.

Cheating or plagiarizing on a test, assignment, or other work is a serious offense and grounds for immediate dismissal. A student who performs any school-related work, assignment, quiz, test, evaluation, etc., is the same person who enrolled at CCR and that the results will reflect the student's own knowledge and competence.

Any student whose conduct interferes with the learning of another student will be cautioned. If such conduct continues, that student will be terminated.

All students are reminded that they are preparing for professional fields that will not tolerate unprofessional behavior. Online students are also admonished to refrain from unprofessional language, comments, and discussions online in the live virtual classroom, discussion board, or in other online forums. Students are expected to be of a professional demeanor and will be expected to refrain from making comments that are abusive to an instructor or other students. If a student is having a problem in a class, disagrees with the teacher for some reason or another, or is upset over something, there are a number of professionally accepted ways to deal with the situation. Personal grievances should be handled in private where other students do not have access (e-mail, telephone call, letter to the attention of the instructor or president/executive director).

In recognition of the fact that people are fallible, this policy is announced for the purpose of resolving any grievance a student might have while attending the College of Court Reporting. By definition, a grievance is a circumstance or condition thought to be unjust and the basis for complaint or resentment.

The College of Court Reporting will not knowingly tolerate the unjust treatment of any student. With this in mind, any student having a grievance should promptly bring the matter to a faculty member if appropriate, so the grievance might be resolved. Personal grievances should be handled in private where other students do not have access (e-mail, telephone call, letter to the attention of the instructor or president/executive director).

In conclusion, any student who is disruptive as outlined below:

- All unprofessional behavior and unreasonable conduct will be reported to an administrator.
- The administrator will talk to the student and/or teacher.
- The student's behavior will be documented and such documentation will be placed in the student's personal file.
- The student will be placed on probation with a warning about the behavioral problem.

- A second demonstration of unprofessional conduct will result in termination from the school.

Biennial Review by CCR of its Drug-Free Workplace/Drug-Free School Policy Compliance

The administration of College of Court Reporting will review on a biennial basis the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs if they are needed in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions stated in the CCR Policy Statement are consistently enforced.

Drug-Free Workplace/Drug-Free Schools Policy Statement

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use, or distribution of illicit drugs and alcohol by CCR students and employees on CCR property or as part of any of its activities.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on CCR property or as part of any of its activities. Any CCR employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or any CCR activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use.

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia, delirium, convulsions, depression and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

Psychological dependence on drugs can destroy ties to family and friends, as well as cause the user to abandon outside interests, values, and goals. The user goes from taking drugs to feeling good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition. Such accumulations of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.

Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug. Research shows that drugs erode self-discipline and motivation necessary for learning that causes decline in academic and work performance as well.

The marijuana produced today is from 5 to 20 times stronger than that available as recently as 10 years ago. Its regular use has been associated with a "motivational syndrome," characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains 2 percent THC, its major psychoactive ingredient. Since the early 1980's most marijuana has contained from 4 to 6 percent THC - two or three times the amount capable of causing serious damage.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in high mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

Far more addictive than heroin barbiturates or other illicit drugs is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many addicted users, have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine as well as many other illicit drugs (for example, narcotics, depressants, stimulants and hallucinogens) produce a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest or respiratory failure.

Sources of Text: What works: Schools Without Drugs, United States Department of Education, 1989 revised edition.

Legal Sanctions

Applicable legal sanctions under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol: In the U.S. Department of Justice, Drug Enforcement and Administration 1989 edition of Drugs and Abuse the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.

"The foundation of the federal fight against drugs is Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, commonly known as the Controlled Substance Act (CSA). The basic provisions of that law were strengthened by the Congress in 1984 and again with the Anti-Drug Abuse Act of 1986. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress."

Indiana's laws (directed to discourage persons from driving under the influence of drugs or alcohol) have severe penalties including mandatory minimum incarceration sentences. Other sanctions include:

- Suspension or revocation of driver's license,
- Suspension of vehicle registration and return of license plates, in the case of a multiple offender,
- Mandatory blood testing to determine alcohol or drug levels, and
- Ban on open alcoholic beverage containers in vehicles operating on public highways.

See Appendix A for a statement you must sign.

Campus Alcoholic Beverages Policy

The serving, possession, and consumption of alcoholic beverages shall comply with state and federal laws and city/county ordinances. In addition, the college has formulated the following policies governing the serving, possession, and consumption of alcoholic beverages on CCR property or as part of any of its activities.

Students are required to review and abide by the provisions set forth in the Drug-Free Workplace/Drug-Free Policy. Topics include:

- Review by CCR of its Drug-Free Workplace/Drug-Free School Policy Compliance;
- Guidelines;
- Approval Procedures for Student Groups;
- Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; and
- Applicable Legal Sanctions Under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

FAMILY EDUCATION AND PRIVACY ACT (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It extends to students the right to view their educational records maintained at the college and the right to keep such records private. In conforming to this act, the College of Court Reporting has determined the following to be information accessible to all staff: name, address, telephone listing, date and place of birth, dates of attendance, class schedules, participation in college activities, fields of study, degrees and awards received, and previous educational institutions attended. The college with discretion and upon inquiry will release this information to faculty and staff unless a student specifically requests in writing to the contrary.

Students will receive a copy of his/her cumulative transcript at the end of each semester listing courses completed, GPA, speed levels, credits earned, and attendance. Students have the right to have access to their education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the Department. Under FERPA, a student has the right to request that inaccurate or misleading information in his or her education records be amended. The request will be submitted in writing to CCR's president who will investigate the request and present it to the administrative board to determine whether the records can be amended. If, as a result of the board's decision, the school decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

FERPA also permits a school to disclose to another school if the student was on financial aid. CCR may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

The college releases the following student information to the college's newsletter and area newspapers: scholarship recipients, academic honors, student of the month awards, field trips, graduates, job placement, etc. This information will be released and printed unless a student specifically requests in writing that he/she does not want any information released.

CCR will verify that a student attended CCR and graduated or met completion requirements to prospective and current employers. Other information on the official transcript and personal recommendations will be sent to prospective and current employers upon written consent from the student.

GRIEVANCE POLICY

In recognition of the fact that people are fallible, this policy is announced for resolving any grievance a student might have while attending the College of Court Reporting. If a student is having a problem in a class, disagrees with the teacher for some reason or another, or is upset over something, there are a number of professionally accepted ways to deal with the situation.

By definition, a grievance is a circumstance or condition thought to be unjust and the basis for complaint or resentment. This complain/grievance policy is to establish a method of

processing complaints involving the criteria or policies and procedures of CCR, NCRA or NRVA, Indiana Board of Proprietary Education, or DEAC.

The College of Court Reporting will not knowingly tolerate the unjust treatment of any student. With this in mind, any student having a grievance should promptly bring the matter to a faculty member, if appropriate, so the grievance might be resolved. If the student feels that it is inappropriate to take the matter to a faculty member or if the faculty member does not resolve the matter to the student's satisfaction, the student should take the grievance to the president or Executive Director if appropriate. See the student catalog for forms and procedures in filing a grievance.

Distance education students residing in other states may contact the Indiana Commission for Higher Education concerning complaints after having completed the institution's student complaint process.

The Indiana Commission for Higher Education – Student Complaints

The Commission for Higher Education is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Indiana. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.

- *Discrimination: If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Indiana Civil Rights Commission (ICRC) using the ICRC's complaint form or call them at (800) 628-2909.*
- *Financial Aid: If a student has been denied state of Indiana financial aid, they may file an appeal or direct any questions to the Student Support Center by calling 1 (888) 528-4719.*
- *Law Violations: If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Indiana Attorney General at (317) 232-6201 or by using this comment form.*

After filing a complaint with the Attorney General's Office or ICRC without resolution, the student may still hire an attorney and adjudicate the complaint through the court system.

OTHER COMPLAINTS

Within two years of the incident about which the student is complaining, he/she must contact the Commission for Higher Education using our [complaint form](#)

Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions or discipline/conduct matters. In other areas, such as transferring credits between public institutions, the Commission has greater statutory authority.

Please follow the steps outlined below to submit a complaint:

STEP 1

If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

STEP 2

The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

STEP 3

After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow up may be taken. The Commission will inform both parties involved in the complaint.

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Commission, please feel free to contact complaints@che.in.gov. (<https://www.in.gov/che/2744.htm>)

Distance Education Accrediting Commission

Note that DEAC will process complaints which involve DEAC standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

(<https://www.deac.org/Student-Center/Complaint-Process.aspx>)

DEAC's goal is to permit a fair and timely investigation of complaints against DEAC-accredited institutions or active DEAC applicants concerning non-compliance with DEAC standards and policies. DEAC's accreditation standards and policies can be found in the DEAC Accreditation Handbook.

Complaints concerning DEAC Evaluators, the Commissioners, or Staff should be sent in writing to:

Executive Director
DEAC
1101 17th Street NW, Suite 808

Washington, DC 20036
ATTN: COMPLAINTS

The Distance Education Accrediting Commission expects complainants and institutions to demonstrate genuine effort in resolving disputes directly using the institution's internal grievance procedures. Where issues or educational services, student services, or tuition are concerned, a student complainant must have exhausted all efforts to resolve his/her complaint with the institution before filing a complaint with DEAC. The complainant must demonstrate that he/she has taken the appropriate procedures to resolve the complaint with the institution (which may include claim numbers, grievance files and emails) prior to filing a claim with DEAC.

Where issues of educational quality or compliance with DEAC standards or policies are not central to the complaint, DEAC will refer the complainant to the appropriate federal or state agency or private entity with jurisdiction over the subject matter of the complaint.

DEAC will not intervene on behalf of individuals in cases of a personnel action, nor will it review an institution's internal administrative decisions in such matters as admissions decisions, academic honesty, assignment of grades and similar matters unless the context of an allegation suggests a violation of DEAC standards or policies or if the context of an allegation suggests that unethical or unprofessional conduct or action may have occurred that might call into question the institution's compliance with a DEAC standard or policy.

Further, DEAC will not intervene on behalf of individuals in cases where the situation giving rise to the complaint had occurred so long ago that investigating and ascertaining the facts might prove to be problematic. The Executive Director will exercise professional judgment in determining which cases meet these criteria.

Any complaints not submitted using the Online Complaint Form must be in writing. Written complaints must be legible and include a release from the complainant authorizing the Commission to forward a copy of the complaint - including identification of the complainant - to the institution before it will be processed.

All complaints must include the complainant's name and contact information. Where circumstances warrant, the complainant may remain anonymous to the institution, however all identifying information must be given to DEAC.

In cases where written anonymous complaints are received, DEAC will consider how to proceed and whether the anonymous complaint sets forth reasonable and credible information that an institution may be in violation of the Commission's standards.

DEAC COMPLAINT PROCEDURE

1. After receipt of the complaint, DEAC staff will send a letter or e-mail to the complainant acknowledging receipt of the complaint.

2. DEAC staff will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that an institution may not be in compliance with DEAC's standards, policies, and procedures. If additional information or clarification is required, the Executive Director (acting on behalf of the Commission) will send a request to the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be investigated by DEAC.
3. If DEAC's Executive Director determines after the initial review of the complaint that the information or allegations do not reasonably demonstrate that an institution is out of compliance with DEAC standards, policies, or procedures, the complaint may be considered closed and not investigated by DEAC.
4. If DEAC's Executive Director determines after the initial review of the complaint that the information or allegations reasonably suggest that an institution may not be in compliance with DEAC standards, policies and procedures, the Executive Director will notify the institution that a complaint has been filed. The notice will summarize the allegations, identify the DEAC standards, policies, or procedures that were allegedly violated, and provide a copy of the original complaint to the institution. The institution will be given 30 days to provide a response, except for:
 1. In cases of advertising violations, Commission staff forwards a copy of the advertisement to the institution, citing the standard that may have been violated. The institution is required a response within 15 days.
 2. If a news article or media broadcast carries a negative report on a DEAC accredited institution, the institution is required to respond to the statement(s) within 15 days.
 3. In cases when the complaints are from students concerning administrative services, student services, educational services, or tuition, the institution will be required to respond directly to the student within 15 days to address his/her concerns.
5. DEAC's Executive Director will review the complaint and the institution's response for compliance with the accrediting standards, policies, and procedures.
6. If DEAC's Executive Director concludes that the allegations do not establish there has been a violation of standards, policies, or procedure, he/she will consider the complaint closed, and no further action is required.
7. If DEAC's Executive Director concludes that the allegations may establish a violation of DEAC standards, policies and/or procedures, he/she may take several actions. See the DEAC Accreditation Handbook for more information.

Any student who feels a grievance is not sufficiently resolved may contact the following agencies and associations:

1. The Indiana Board for Proprietary Education (IN BPE), 101 West Ohio Street, Suite 670, Indianapolis, Indiana 46204, (317) 464-4400;
2. Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, D.C. 20036, 202.234.5100;
3. National Verbatim Reporters Association (NVRA), 629 North Main Street Hattiesburg, MS 39401, (601) 582-4345; or
4. National Court Reporters Association (NCRA), 12030 Sunrise Valley Drive, Suite 400, Reston, Virginia 20201, (800) 272-NCRA. NCRA Complaint Forms:
 - a. [NCRA Complaint Procedure](#)
 - b. [NCRA Complaint Form](#)

PROGRAMS OF STUDY

CCR offers students three programs that directly lead to gainful employment opportunities as court reporters, captioners, CART providers, transcriptionists, and other related fields nationwide. The programs offered are Certificate in Voice Writing, Certificate in Court Reporting, and Associate of Applied Science in Court Reporting.

GRADUATION REQUIREMENTS

Certificate in Voice Writing

To be eligible for a Certificate in Voice Writing, a student must meet the following requirements:

1. Earn 37 hours of credit for voice writing in theory and skill development courses as well as other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR/CVR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) or Realtime Verbatim Reporter (RVR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;

6. Complete an internship consisting of one of three options: (1) obtain national or state certification; (2) obtain employment in a court reporting field; or (3) complete 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience;
7. Pass Court Reporting English, Advanced Communications, Introduction to Realtime Technology, Court Reporting Processes and Development, Technology, and CSR/RPR/CVR Preparation; and completion of the court reporting internship requirements.
8. Educated and trained to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Writers Association.

PROGRAM OUTCOMES

The program outcomes below clearly communicate the knowledge, skills, and abilities students will obtain upon graduation with a Certificate in Voice Writing:

1. Earn 37 hours of credit for voice writing in theory and skill development courses as well as other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR/CVR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) or Realtime Verbatim Reporter (RVR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of one of three options: (1) obtain national or state certification; (2) obtain employment in a court reporting field; or (3) complete 60 actual hours of voice writing time and transcribe at least 50 pages from the internship experience;
7. Pass Court Reporting English, Advanced Communications, Introduction to Realtime Technology, Court Reporting Processes and Development, Technology, and CSR/RPR/CVR Preparation; and completion of the court reporting internship requirements.
8. Educated and trained to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Writers Association.

Certificate in Court Reporting

To be eligible for a Certificate in Court Reporting, a student must meet the following requirements:

1. Earn 55 hours of credit for court reporting in theory and skill development courses as well as other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR/CVR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) or Realtime Verbatim Reporter (RVR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience;
7. Pass Court Reporting English, Personal Finance, Advanced Communications, Introduction to Realtime Technology, Court Reporting Processes and Development, Technology, Advanced Transcript Production, and CSR/RPR/CVR Preparation; and completion of the court reporting internship requirements.
8. Educated and trained to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Writers Association.

PROGRAM OUTCOMES

The program outcomes below clearly communicate the knowledge, skills, and abilities students will obtain upon graduation with a Certificate in Court Reporting:

1. Earn 55 hours of credit for court reporting in theory and skill development courses as well as other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;

3. Transcribe simulated CSR/RPR/CVR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) or Realtime Verbatim Reporter (RVR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience;
7. Pass Court Reporting English, Personal Finance, Advanced Communications, Introduction to Realtime Technology, Court Reporting Processes and Development, Technology, Advanced Transcript Production, and CSR/RPR/CVR Preparation; and completion of the court reporting internship requirements.
8. Educated and trained to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Writers Association.

Associate in Applied Science in Court Reporting

To be eligible for an associate degree in court reporting, a student must meet the following requirements:

1. Earn 85 hours of credit for court reporting in skill development, technology, and other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine or other accepted means and transcribe at least 50 pages from the internship experience;
7. Pass Communications, Foundations of Language and Writing, Introduction to Realtime Technology, Medical Terminology, Foundations of Law, Court Reporting Transcript Preparation, Court Reporting Procedures, Personal Finance, Culture & Society, Human

Relations, Technology I, Vocabulary and Usage, introduction to captioning, CSR/RPR Preparation, and complete the court reporting internship.

Students who repeat an SH (skill development) course or exceed the standard time frame may be required to take remedial courses or electives each semester. Recommended electives are: captioning courses, skill development electives or additional English\communications courses.

Students must achieve an overall cumulative grade point average (GPA) of at least 2.0 in all courses completed.

Students enrolled in court reporting and required academic classes online meet the same requirements in all classes as students enrolled in courses onsite at the College of Court Reporting.

PROGRAM OUTCOMES

Upon completion of the program, CCR graduates will:

1. Earn 85 hours of credit for court reporting in machine shorthand, word processing, and other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience;
7. Pass Communications, Foundations of Language and Writing, word processing, Medical Terminology, Foundations of Law, Court Reporting Transcript Preparation, Court Reporting Procedures, Personal Finance, Culture & Society, Human Relations, Technology I, Vocabulary and Usage, introduction to captioning, CSR/RPR Preparation, and complete the court reporting internship.
8. Educated and trained to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Reporters Association.
9. Understand the ethical responsibilities, professionalism, and attitude required to succeed in the field.

GRADING SYSTEM

The college permits the use of plus and minus grades and utilizes the following formula in attaching varying weights to these grades in computing grade point: A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0; P = Pass; W = Withdrawal; I = Incomplete; T=Transfer or Test-out credit.

Each course syllabus identifies grading criteria and weight for assignments, quizzes, tests, projects, attendance, resubmission, etc., as applicable.

Students may receive a passing grade (T) with no letter grade designation when testing out of such a class. A passing grade (T) does not have a weight attached to it and will not affect the student's grade point average. Students may receive an incomplete (I) when the work of a course is substantially completed and the student's work is of passing quality. Since students have not earned credit for a course in which the incomplete (I) was awarded, the grade for the course will not be calculated in the student's GPA until the coursework is completed and the student receives the grade for the course.

MENTOR TESTS

Tests proctored by mentors are taken to demonstrate mastery of 80 wpm, 120 wpm, 160 wpm, and each exit speed (225 two-voice testimony, 200 jury charge, and 180 literary). The requirements and instructions for these tests are available through the SH130-SH240 teachers.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to successfully complete a program of study, students must maintain satisfactory academic progress (SAP). CCR adheres to the policies and guidelines of the U.S. Department of Education's SAP requirements. To be considered to be making satisfactory progress toward an academic credential, a student must maintain minimum grade point averages, earn a minimum of credits attempted, and proceed through and complete his or her course of study within a specified maximum time frame. Progress is monitored each semester. SAP policies are cumulative throughout enrollment and are applied consistently to all students. All credits attempted starting with the first semester of enrollment, including transfer and test-out credits, are considered whether or not federal financial aid was utilized. Students must be making satisfactory academic progress to be eligible for Title IV financial aid. Financial aid disbursements are credited directly to the tuition accounts of eligible students. SAP policies and standards apply to all students including those who are readmitted and those who transferred from another program or institution.

Transfer credits and test-out credits are accepted by CCR. Transfer credits are determined by the director of alumni and employer relations, Title IX compliance or a designated administrator, and are counted as both attempted and completed hours to determine a student's total credits earned. Transfer credits are not used as part of the calculation to

determine a student's GPA. Students may earn test-out credits for a course by passing the test-out examination. Passing a course test-out examination demonstrates that a student mastered the expected learning outcomes of the course. Test-out credits are counted as both attempted and completed hours to determine a student's total credits earned. Test-out credits are not used as part of the calculation to determine a student's GPA. A student must earn 50 percent or more of their program credits at the College of Court Reporting to earn an academic credential. Transfer credits do not count toward the 50 percent requirement; however, test-out credits do count toward the 50 percent requirement.

SAP includes both quantitative and qualitative measurements equally applied to all students. The quantitative measurement is defined by the minimum percentage of credit hours that must be earned each semester in order for students to complete their respective program within the maximum time frame. Students must earn a minimum of 67 percent of attempted credits each semester and complete all program requirements within the maximum time frame allowed in a given program. The qualitative measurement is determined by the semester and cumulative GPA. Students must earn a 2.0 semester and cumulative GPA to remain on good academic standing.

Students are informed of their progress each semester and standards are applied consistently to all students. Those who are not on track to earn a C or higher in any course are notified after Weeks 5 and 10 each semester.

EVALUATION OF SAP

Students must meet the following criteria at the end of each semester to meet SAP requirements:

1. Maintain a minimum semester and cumulative grade point average (GPA) of 2.0 or higher;
2. Complete at least 67% of all credits attempted; and
3. Be within 150% of the published credits required for program completion.

The director of student services review every transcript at the end of every semester to determine if Satisfactory Academic Progress is being maintained. Any student not meeting the SAP requirements is given a warning and placed on warning status the following semester. All teachers are provided a list of students who are on warning status. Students are also reminded by the director of student services about their warning status during semester registration.

Students placed on warning status must improve their performance to the stated standards within the warning status period to be considered meeting SAP requirements. The college offers additional assistance to students placed on warning status. Students are notified by the director of student services by mail and a phone call at the beginning of any semester that a student is on warning status. Students are told why and what they need to accomplish to return to good academic standing. The director of student services provides initial academic advising and recommends that each student make an appointment to develop a strategy to return to good academic standing.

For financial aid purposes, grades of D- (D minus) or higher are considered completed credits and are calculated in a student's semester and cumulative GPA. Withdrawals (W),

Incompletes (I), and grades of F (fail), and withdrawal fail (WF) are not considered completed credits and will affect the percentage of credits attempted.

NOTE: Students who have earned a semester grade point average of 0.0 (zero) by receiving all or a combination of F, I, NP, W or WF will be immediately disqualified for financial aid and have to appeal the disqualification of their financial aid.

Maximum Allowable Credits: The maximum allowable credits that can be earned to complete a program and remain eligible for federal financial aid is as follows: 127 for the A.A.S. in Court Reporting, 82 for the Certificate in Court Reporting, and 55 credits for the Certificate in Voice Writing. Students will receive a Warning status when they have earned 90 percent of the maximum allowable credits in their program and each semester thereafter. Students who reach the maximum allowable credits in their program are immediately ineligible for federal financial aid and will need to submit a SAP Appeal for reconsideration. Note: students may only receive an approved appeal (probation) for Maximum Credit Limit one time.

Failure to maintain Satisfactory Academic Progress: Failure to meet the rate of completion requirement and / or the grade point average requirement will result in the following:

Academic and/or Financial Aid Warning:

1. Students who are not making satisfactory academic progress at the end of a semester will be placed on financial aid warning and will be notified of their financial aid status by the director of student services (or designate) and the director of financial aid (or designated representative in the financial aid department).
2. During the term of financial aid warning, students are eligible for federal financial aid and are encouraged to reevaluate their academic progression toward the completion of their course of study, obtain academic assistance, and other academic support resources to support their academic success.

Academic and/or Financial Aid Disqualification:

1. Students who are not making satisfactory academic progress after at least two semesters of enrollment will be placed on financial aid disqualification and notified of their financial aid status via email.
2. Students who are placed on financial aid disqualification will be ineligible to receive federal financial aid for the next semester of enrollment unless they have an approved SAP Appeal or until their academic standing improves to meet or exceed SAP guidelines.

SAP Appeal Process: Federal regulations restrict those circumstances that may enable a SAP appeal from being successfully approved. There are several reasons a student may file an SAP appeal. These include the following: death of a family member; disabling illness or injury to the student; disabling illness or injury of an immediate family member that required the student's care; the student's emotional or mental health issue that required professional care; or other unusual circumstances beyond the student's control.

Specific steps on how to appeal are outlined in both the disqualification notice. A student will be required to submit all of the following by the posted deadlines:

1. Meeting with the director of student services to discuss circumstances that led to the warning and disqualification;
2. Personal statement outlining the situation that prevented the student from being successful, including the following: specific details on how the situation has been rectified to promote academic and program success in the future; and
3. Supporting documentation of the extenuating circumstance.

Submission of an appeal does not guarantee the reinstatement of financial aid eligibility. The decision of the SAP Appeal Committee is final. Students may not re-appeal the decision of the SAP Appeal Committee, unless additional information supporting original circumstances have been provided.

SAP Appeal Outcomes:

Financial Aid Probation Status:

Students who have demonstrated mitigating circumstances contributed to their inability to meet the SAP requirements will have their financial aid eligibility reinstated on a probationary basis. To receive aid beyond the probationary period, the student must meet the following:

1. Students who lost eligibility due to a GPA and/or completion rate must:
 - a. Follow the prescribed degree plan submitted with the SAP appeal,
 - b. Earn a semester grade point average (GPA) of 2.0 or higher, and
 - c. Successfully complete at least 67% of the courses they attempt within the semester.
2. Students who lost eligibility due to Maximum Allowable Credits must:
 - a. Maintain a cumulative grade point average (GPA) of 2.0 or higher and
 - b. Complete 100% of all courses attempted per semester.

NOTE: If an SAP Appeal is approved for probation and the student does not enroll within one year, they will need to submit a new SAP Appeal to re-affirm academic program completion.

Disqualification Status:

Students who have not demonstrated mitigating circumstances will have their SAP appeal denied and will remain ineligible for financial aid. Students who are placed on Financial Aid Disqualification will have their SAP status evaluated at the end of each semester of enrollment to determine whether the student has complied with overall cumulative SAP standards to be returned to an eligible SAP status.

V. POLICIES DEFINING THE EFFECT ON SATISFACTORY PROGRESS

LEAVES OF ABSENCE

See Class Attendance Policy. A leave of absence is a temporary break in a student's attendance during which the student is considered to be continuously enrolled. Students may take a leave of absence for up to 180 days. A student who has extended the leave of absence over 180 days must withdraw from CCR. Only one leave of absence may be granted during a 12-month period. If a subsequent leave of absence is taken in the second year of school, the two combined cannot exceed 180 days. No loan checks will be negotiated during the leave of absence. A student requesting a leave of absence must do so by applying to the college for the

leave in writing in advance of the beginning date of the leave of absence unless some unforeseen circumstance prevents the student from doing so.

The signed and dated request must outline the medical reasons and/or other valid mitigating circumstance, and the request must be verified by a doctor or other documentation verifying that the student is unable to attend his or her scheduled classes. Requests should contain a reasonable time as to when the student expects to return to classes. Leaves of absence are permitted for the following reasons:

- a. Medical reasons
- b. Maternity
- c. Relocation of residence
- d. Personal reasons: illness or death in the immediate family or change of employment
- e. Military obligation

When a student returns from a leave of absence and if the course or courses that the student was taking are not offered during the returning semester, the student will receive an incomplete grade for each course. The student will be responsible for completing each course during the next semester that it is offered. Upon returning to CCR after a leave of absence, the student's skill level will be reevaluated and he/she may be placed in a lower level course. The student will not be eligible for financial aid for courses that are being completed. Students will not be charged tuition or other fees during the leave of absence. If a student's leave of absence expires before the end of a semester, the student may attend skill classes at no charge until the new semester begins.

Time off for authorized leaves of absence will not be considered as part of the maximum time frame. Student's expected graduation date will be extended in accordance with the amount of time authorized for the leave of absence. The college will complete the U.S. Department of Education's Return to Title IV calculation for students who are approved for a leave of absence.

The student must attest to understanding the procedures and implications for returning or failing to return to school within the time frame of the leave of absence. All documentation of the student's request for a leave of absence and CCR's approval will be kept in the student's file.

WITHDRAWALS

Withdrawal is the termination of a student's attendance in a class or in all classes before the end of a semester. Withdrawal from school will not affect a student's satisfactory academic progress status if the student chooses to reenter the college at a later date.

CHANGE OF CAREER PATH

There are many career paths available for students who take the course of study as outlined for the A.A.S. Degree in court reporting. As students progress, many decide they prefer one career path over the others. Students must be reminded that the same basic skill set is the same for all career paths. Listed below are some of the careers for entry-level court reporters that should help students see a variety of careers and aid them in selecting elective courses to take.

- Freelance reporters are hired by attorneys, corporations, unions, associations, and other individuals. Students entering this career should have an interest in law and legal proceedings.
- Official court reporters work for state and federal judicial systems. Students entering this career should have an interest in law and legal proceedings.
- Broadcast captioners provide captions of live television programs for deaf and hard-of-hearing viewers. Reporters must have excellent vocabulary, communication, and realtime translation skills. Current events and all general education courses are essential.
- A version of the captioning process called Communication Access Realtime Translation (CART) allows court reporters to provide more personalized services for deaf and hard-of-hearing people. CART providers commonly caption classes for college students. CART reporters must have excellent vocabulary, communication, and realtime translation skills. Current events and all general education courses are essential.
- Legislative reporting is a very prestigious and vitally important position and requires a person interested in government and the legislative process.
- International reporting is worldwide and requires a person who likes to travel. Knowing foreign languages is very helpful.
- Webcasters are reporters who use their training to capture financial earnings reports, sales meetings, press conferences, product introductions, and technical training seminars and instantly transmit the captions to all parties involved via the Internet.

WITHDRAWAL FROM COURSES

A student may withdraw from any course during the automatic withdrawal period and automatically receive a grade of W by completing and returning a Drop-Add/Withdrawal Form to the director of student services no later than Friday of the eighth week of the semester. The automatic withdrawal period ends on the Friday of the semester's eighth week. After the automatic withdrawal period, a student may withdraw from a course only with the permission of the college. *This approval is given only for urgent reasons relating to extended illness or equivalent distress.*

To qualify for the grade of W, a student must be passing the course at the date of withdrawal. If the student is failing the course at the time of the requested withdrawal, the grade recorded on the date of withdrawal will be F. A W has no impact on the GPA of a student. Students cannot receive additional funding from Title IV financial aid for retaking a class for which they received an F. If the student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the student's academic record; and both grades will be calculated in the student's cumulative GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

PROCEDURES FOR WITHDRAWING AND ADDING COURSES

After the first week of classes, a student might find that one or more of their courses does not meet his/her expectations. Not attending a class is not withdrawing from a class. Also, failure to pay tuition obligations is also not an acceptable method of withdrawing from classes. You must formally withdraw from the course you do not wish to attend or face a failing grade. Students

who never attend a class or whose lack of attendance is the reason for a failing grade will still receive a failing grade.

PROPER PROCEDURE FOR WITHDRAWING FROM A COURSE:

Obtain and complete a Drop-Add/Withdrawal Form from the director of student services.

Return the form signed and dated by the director of student services as soon as possible, but within seven (7) days of the date on the form.

Refund credits for courses dropped from an existing enrollment after classes begin will be posted to the student's account. Refund amounts for dropped courses will be determined by the date the paperwork is processed by CCR. The refund schedule for students who drop a course or courses and remains enrolled is as follows:

- 100 percent refund period - first week of classes - student does not owe tuition;
- 75 percent refund period - second week of classes - student owes 25 percent of credit hours for dropped course;
- 50 percent refund period - third week of classes - student owes 50 percent of credit hours for dropped course;
- 25 percent refund period - fourth week of classes - student owes 75 percent of credit hours for dropped course; or
- If student drops the course following the fourth week of classes, they will be obligated to pay for 100 percent of the credits hours for the dropped course.

PROCEDURES FOR WITHDRAWING FROM THE COLLEGE

Students withdrawing completely from the college should notify the college. Students may be required to schedule an exit interview with either the director of student services or the president/executive director.

EXIT INTERVIEW

Students withdrawing from the college, who, during their enrollment, received Title IV federal financial aid student loans, will be required to complete their U.S. Department of Education financial aid exit counseling.

REPEATING COURSES

Students who are enrolled in a skill course such as a shorthand/speedbuildingcourse may receive a grade for the work completed. Students not fulfilling the top speed requirements in a skill development speedbuildingcourse(SH130, SH200, SH220, SH230, or SH240) with a high degree of competency may repeat that course in accordance with U.S. Department of Education. Students earn six credits in each required skill development course. Students may receive Title IV funds for repeating a course once in order to improve their skill level if a D- or better was initially earned. Title IV funds are not available for more than one repeat. A maximum of six courses fortheCourt Reporting - A.A.S. Degree program students may be repeated during the training program, therefore, allowing the maximum time frame of 44 months at full-time enrollment for the Court Reporting - A.A.S. Degree program.

Students receive a grade each time they take a course, and each grade will appear on the student's transcript. Both grades for the course, the original grade and "repeat" grade, will be calculated in the student's cumulative GPA.

REMEDIAL COURSES

If necessary, a student may be placed in a remedial class upon the recommendation of a teacher and an evaluation of the student. The remedial class will be required of a student who is having difficulty progressing through the requirements. The student will be tutored and may be charged depending upon the arrangements made with the instructor or tutor of the remedial course. During the second year, a student may enroll in a maximum of four remedial courses for court reporting. Remedial courses are not limited to but include courses in communications, vocabulary, technology, and keyboarding.

Grades for non-credit remedial courses will appear on the transcript, but they will not be calculated in the student's cumulative GPA since academic credits are not awarded for a non-credit course. Remedial courses must be taken during the student's established maximum time frame.

CONTINUATION AS A NON-REGULAR STUDENT

A student who has not progressed and who has been terminated by the college may continue as a non-regular student. The student may work at home and correct skill deficiencies by working on recordings and practicing previously learned skills in order to be reinstated as a regular student. Records and documentation will not be kept on non-regular students. When a student feels competent enough to be reinstated, he/she must appeal to the director of student services in writing. The student's skills will be tested, and the student will be reinstated if adequate progress was made. Upon reinstatement, the student will be placed on probation for the first semester and must maintain satisfactory progress as outlined in this catalog.

Students cannot receive funding from Title IV financial aid when attending school as a non-regular student. Students may attend all classes and pay the regular tuition out of personal funds. Classification as a non-regular student will be computed in the student's time frame; therefore, students enrolled in school beyond their time frame are not eligible for a degree.

TRANSFER OF READMITTED STUDENT

Any student who has transferred from another school or a former student who has been readmitted may be able to transfer credits for courses in which they earned the grade of C or higher. See Transfer of Credits Requirements and the Procedures for Requesting Transfer of Credits in this catalog.

FAILING A COURSE

Any student receiving an F in a course must retake the course. When the course is retaken, it will count as a repeated course. Courses at the College of Court Reporting are offered minimally once every three semesters; many are taught every semester. Students cannot receive funding from Title IV financial aid when repeating a class due to failing that class. If a student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the transcript; and both grades will be calculated in the student's cumulative GPA. The grade of F has a 0.00 value toward the GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

INCOMPLETES

An incomplete (I) may be given when the work of a course is substantially completed and when the student's work is of passing quality. Students have until the end of the semester in which the course is offered again to remove the incomplete and receive the appropriate grade for the course. If the student does not complete the coursework at the appropriate time, the incomplete will become an F. Students cannot receive additional funding from Title IV financial aid when continuing in a class for which they received an incomplete or an F. If the course in which the student received the incomplete is a requirement for a program, the student must complete the course with a passing grade or retake the course and receive a passing grade for the course. If the student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the transcript; and both grades will be calculated in the student's cumulative GPA. Completing the coursework to remove the incomplete or retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

TERMINATION FROM COLLEGE

Students may be terminated from the college for the following reasons in addition to not meeting standards of satisfactory progress:

When students are caught cheating on a test, assignment, or other work.

Upon enrollment, all students are required by the U.S. Department of Education to sign a drug-free statement in compliance with CCR's Drug-Free Workplace/Drug-Free School Policy. Failure to abide by the conditions outlined in the statement of this Catalog are grounds for dismissal. (See Conduct and Professionalism for other grounds for dismissal.)

Students with outstanding balances for tuition, books, or supplies will not be allowed to attend classes; therefore, they are subject to dismissal. Transcripts, diplomas, and other records will not be forwarded to the student or another school when there is an existing past-due account. Students terminated by the college will receive a written dismissal notice by certified mail.

VI. APPEALS

A student who has been placed on probation and/or terminated from the College of Court Reporting due to failure of meeting the Standards of Satisfactory Progress may appeal within 30 days in writing to the director of student services or the president/executive director. The student must outline specific circumstances as to why he or she did not meet satisfactory progress and should not be placed on probation or terminated. This appeal must be accompanied by documentation validating the mitigating circumstances and what has changed in his or her situation that will allow him/her to meet the satisfactory progress standards in the next semester that warrant the appeal. Mitigating circumstances include, but are not limited to the following: injury to or illness of the student, death of a relative of the student, or undue hardship to the student as the result of other special circumstances which made it impossible to achieve satisfactory progress within the required time frame.

All appeals will be reviewed by an appeals board consisting of the entire administrative staff and student representatives, if appropriate, to determine whether the student should be allowed an additional probationary period. Students will be required to follow a written plan to improve their progress. The plan is developed by the director of education with the student and his/her instructor(s) will document adherence to the plan. The student will be notified in writing of the board's decision within five days. The decision of the committee is final. The reinstated student will be on probation for an additional semester. The student must meet Standards of Satisfactory Progress during the extended probationary period. He/she will be reinstated to good academic standing by attaining satisfactory progress requirements during the extended

probationary period. Students who do not meet satisfactory progress during the extended probationary period will be terminated, which will not be appealable.

REINSTATEMENT

Dismissed students and students who withdrew while not within the required time frame as outlined in Standards of Satisfactory Progress may petition to reapply to the college for reinstatement. Dismissed students must remain out of school at least four months before petitioning for reinstatement. If reinstated, the student must maintain all elements of satisfactory progress as defined in this policy. With respect to financial aid, a student must complete one semester demonstrating that satisfactory progress is being achieved and be on good academic standing before financial awards will be made.

As stated previously, when a student feels competent enough to be reinstated, he/she must appeal to the director of student services in writing. In order for the student's appeal to be considered for approval, the student must participate in a college-approved training regimen. The student's skills will be tested, and the student will be reinstated if adequate progress was made to justify reinstatement. Upon reinstatement, the student will be placed on probation for the first semester and must maintain satisfactory progress as outlined in this catalog. A reentering student will be charged at the current tuition rates. If the student reenters within 12 months of withdrawal, the registration fee will be waived. If the student reenters after 12 months, the registration fee will be charged to the student.

ELECTIVES

The College of Court Reporting offers various elective courses as needed. Students may also choose to take electives outside of their major as long as prerequisites are met.

STUDENT-FACULTY RATIOS

Due to the shortage of court reporters, captioners, and CART providers nationwide, CCR does not limit enrollment for court reporting. CCR consistently assesses market needs and trends and consults with NCRA and NVRA. This allows CCR to adapt to the future needs of the profession and adjust maximum enrollment. The maximum number of students for most classes is 30 students. An additional section will be added if more than 30 students enroll in one course as needed.

The following are student-faculty ratios by program:

- The student-teacher ratio for the Certificate in Voice Writing program in 2018 was – Not Applicable (first cohort started November 2018).
- The student-teacher ratio for the Certificate in Court Reporting program in 2018 was – Not Applicable (first cohort started November 2018)
- The student-teacher ratio for the Court Reporting - A.A.S. Degree program in 2018 was – 22:1.

PLACEMENT OF GRADUATES

The college employs a director of alumni and employer relations, Title IX compliance to oversee graduate placement and employer development. The college offers placement assistance to its students and graduates; however, the college does not guarantee employment. Students and graduates are discouraged from placing restrictions on their job search endeavors regarding location, starting salary, and specific benefits; because it may similarly restrict employment options. The college is not responsible for placing

students who refuse to prepare a professional résumé and cover letter or conduct themselves in a professional manner (see Dress Code).

STUDENTS: Whenever possible the college will assist students in finding part-time work. Because of this, many students are able to defray part of their expenses by working while attending college. Students are also sent links via email each semester which provide information about their state's licensure requirements so they may be fully prepared for what type of certification is required, if any, upon graduation.

Throughout their program of study, students participate in employment preparation courses, which cover job-seeking and job-keeping skills and techniques. As students near graduation, a résumé is professionally prepared in C210, Human Relations. Court reporting positions are announced in high-speed classes, posted in the CCR Newsletter, and sent to graduates weekly via email.

GRADUATES: Graduates are encouraged to meet with the director of alumni and employer relations in order to discuss their career and professional development. Graduate career services are available for any graduate or completer for as long as they may need them.

TRANSCRIPTS AND DIPLOMAS

All students' records and official transcripts may be obtained by written request by the student. Records will be sent for a \$15 service fee per record and if the student does not have an outstanding balance with the college. Diplomas will be issued at the end of the semester in which students complete the entire requirements for their program of study. They cannot be ordered until all bills are paid and documentation is complete. It may take two months or longer after the graduation date before diplomas are issued to graduates.

There are occasions when a CCR student wishes to transfer to another institution. The acceptance of earned transfer credits is determined by the receiving institution and not by CCR.

CLASS SCHEDULE

The college campus is open Monday through Thursday, 8 a.m. to 5:00 p.m. Central Time, and Friday, 8 a.m. to 4 p.m. Central Time, unless otherwise posted. Students enrolled in online courses are required to attend live classes at specified times as required by individual instructor's class policy. Live online classes are typically scheduled Monday through Thursday, 6 to 9:15 p.m. Central Time. Each live class is typically 1 hour; however, there are courses that may meet for 1.25 or 1.5 hours weekly.

Each semester consists of 15 academic weeks and lasts approximately four months.

CREDIT HOURS

The U.S. Department of Education defines a credit hour as follows:

"Except as provided in federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester of credit; or
2. At least an equivalent amount of work as required in No. (1) of this definition for other academic activities as established by the institution including laboratory work, internships, internship, studio work, and other academic work leading to the award of credit hours.”

The procedures that the college utilizes to ensure the application of this definition are through scheduled lecture hours, homework assignments, internship hours, etc. Each syllabus lists expected hours devoted for each to ensure its application of the definition.

A credit hour represents one hour of class time per week for a 15-week semester. A one-credit academic course meets for 15 hours during the semester; two credits, 30 hours; three-credit hours meet at least three hours a week for 50 minutes for a total of three hours of lecture per week for three credits for the 15-week semester. A course composed of lab hours meets two hours a week for each credit hour. Skill development and computer courses are a combination of lecture and lab. An internship meets 60 hours for each credit hour awarded to the student.

A student is expected to study three to four hours a week outside of class for each credit hour earned. In order for students to graduate within the normal program time, students must devote two to three hours per day, six to seven days per week in order to meet the skill and speed proficiency needed to complete within the respective program's designated length. An online student is expected to devote 9 hours a week per each 3-credit hour academic and 18 hours per week for each 6-credit skill development course. This involves a combination of academic engagement and preparation.

Academic engagement may include, but is not limited to, attending a live class or the recording of a live class; submitting an academic assignment or dictation test; listening to class lectures or webinars (synchronous or asynchronous); taking an exam, an interactive tutorial, or computer-assisted instruction; attending an assigned study group; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work; reviewing feedback from instructors on assignments and tests; and live or EV360 skill development and speedbuilding classes.

Preparation is typically homework, such as reading and study time, and completing assignments and projects. All student work is documented in the curriculum materials and syllabi. A 6-credit hour course requires a combination of academic engagement, drill work, homework assignments, and practice totaling a minimum of 18 hours a week or 270 hours each 15-week semester; a 3-credit hour course requires a total of 9 hours a week or 135 hours each 15-week semester of academic engagement and preparation. A one-credit internship course in the Court Reporting - A.A.S. Degree program consists of 60 documented and verified hours writing on a stenographic machine or using voice-to-text technology in the courts, deposition, captioning, CART, etc., settings.

COURSE NUMBERING SYSTEM

Courses are numbered according to the following plan:

The letter prefix before a course indicates the type of course: C=communication courses, CR=court reporting academic courses, SH=shorthand, M=medical, LT=legal terminology, T=technology and computer courses, TE=text entry, and VB= Voice Theory.

Most courses are numbered in the order in which they are taken. It is recommended that students enroll in lower-numbered courses first and higher numbers later in their education. First-year courses begin with a number “1”; second year courses begin with a number “2.”

CURRICULUM REQUIREMENTS

Certificate in Voice Writing**3 Semesters – 37 Credit Hours – 45 Academic Weeks**

Certificate in Voice Writing

Program Objective: Completers of the Certificate in Voice Writing program are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative and government reporters, and realtime reporters. They are employed by law firms, court reporting agencies, the government, universities and other educational bodies, and private businesses.

Many court reporters work in the freelance field and are self-employed. This skill is used in a variety of occupations within the legal field as well as CART for the Deaf and Hard-of-Hearing communities. Students receiving their Certificate in Voice Writing must complete all classes as well as all graduation requirements.

Sample schedule (specific student schedules are dependent on courses offered):

			Credits	
Semester I:				
VB101	Realtime Theory (for Voice)		6	
CR100	Court Reporting English		3	
C130	Advanced Communications		3	
Semester Credits			12	
Semester II:				
SB202-V	Speedbuilding II		6	
CR120	Court Reporting Processes and Development		3	
CR110-V	Introduction to Realtime Technology			3
Semester Credits			12	
Semester III:				
SB203-V	Speedbuilding III		6	
CR210-V	Technology I		3	
CR280 -V	CSR/CVR Preparation		3	
CR290 -V	Courtroom/Court Reporting Practicum		1	
Semester Credits			12	
Total Credits			37	

It is recommended that court reporting students choose elective(s) from the following list (General Education courses are indicated with an asterisk.):

*C100	Communications	CR290-V	Courtroom/Court Reporting Practicum
*C110	Foundations of Language and Writing	*MT100	Medical Terminology/Related Anatomy
*C150	Vocabulary and Usage	SB201	Speedbuilding I
*C160	Culture & Society	SB202-V	Speedbuilding II
*C210	Human Relations	SB203-V	Speedbuilding III
*LT200	Foundations of Law	T110	Court Reporting Transcript Preparation
CR200	Court Reporting Procedures	T210	Introduction to Realtime Technology
CR280-V	CSR/RPR/RVR Preparation	TE201	Advanced Transcript Production

Certificate in Court Reporting

5 Semesters – 55 Credit Hours – 75 Academic Weeks

Program Objective: Completers of the Certificate in Court Reporting program are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative and government reporters, and realtime reporters. They are employed by law firms, court reporting agencies, the government, universities and other educational bodies, and private businesses.

Many court reporters work in the freelance field and are self-employed. This skill is used in a variety of occupations within the legal field as well as CART for the Deaf and Hard-of-Hearing communities. Students receiving their Certificate in Court Reporting must complete all classes as well as all graduation requirements.

Sample schedule (specific student schedules are dependent on courses offered):

			Credits
Semester I:			
SB101	Realtime Theory I(for Machine Shorthand)		6
CR100	Court Reporting English		3
Semester Credits			9
Semester II:			
SB102	Realtime Theory II (for Machine Shorthand)		6
C260	Personal Finance		3
C130	Advanced Communications		3
Semester Credits			12
Semester III:			
SB201	Speedbuilding I		6
CR110	Introduction to Realtime Technology		3
CR120	Court Reporting Processes and Development		3
Semester Credits			12
Semester IV:			
SB202	Speedbuilding II		6
CR210	Technology I		3
TE201	Advanced Transcript Production		3
Semester Credits			12
Semester V:			
SB203	Speedbuilding III		6
CR280	CSR/RPR Preparation		3
CR290	Courtroom/Court Reporting Practicum		1
Semester Credits			12
Total Credits			55

It is recommended that court reporting students choose elective(s) from the following list (General Education courses are indicated with an asterisk.):

*C100	Communications	SH202	100-120 Skillbuilder II
*C110	Foundations of Language and Writing	SH220	Skill Development V
*C150	Vocabulary and Usage	SH221	140-160 Skillbuilder I
*C160	Culture & Society	SH222	140-160 Skillbuilder II
*C210	Human Relations	SH230	Skill Development VI
*LT200	Foundations of Law	SH231	160-180 Skillbuilder I
CR200	Court Reporting Procedures	SH232	160-180 Skillbuilder II
*MT100	Medical Terminology/Related Anatomy	SH240	Skill Development VII
SH130	Skill Development III	SH241	200-225 Skillbuilder I
SH131	60-80 Skillbuilder I	SH242	200-225 Skillbuilder II
SH132	60-80 Skillbuilder II	T110	Court Reporting Transcript Preparation
SH200	Skill Development IV	T210	Introduction to Realtime Technology
SH201	100-120 Skillbuilder I	VB101	Realtime Theory (for Voice)

A.A.S. Degree in Court Reporting

7 Semesters – 85 Credit Hours – 105 Academic Weeks

EDUCATIONAL OBJECTIVES: Graduates are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative and government reporters, and realtime reporters. They are employed by law firms, court reporting agencies, the government, universities and other educational bodies, and private business. Many court reporters work in the freelance field and are self-employed. This skill is used in a variety of occupations within the legal field as well as CART for the Deaf and Hard-of-Hearing communities. Students receiving their Associate of Applied Science degree in Court Reporting must complete all classes as well as all graduation requirements listed under COURT REPORTING - DEGREE REQUIREMENTS.

Online students meet the same requirements as students enrolled in courses onsite at the College of Court Reporting. This course of study meets or exceeds all requirements of the National Court Reporters Association and the National Verbatim Reporters Association. Students must take at least 12 credit hours per semester to qualify as a full-time student.

Students interested in CART Reporting and/or Broadcast Captioning will complete all required courses for the Court Reporting Degree plus the two electives for CART and/or the three electives for Broadcast Captioning.

A **sample schedule** is as follows (specific student schedules are dependent on courses offered):

Courses identified as General Education are indicated with an asterisk (*).

		Credits
Semester I:		
*C110	Foundations of Language and Writing	3
*LT200	Foundations of Law	3
SH100	Theory I(Machine Shorthand)	6
Semester Credits		12
Semester II:		
*C100	Communications	3
*C160	Culture & Society	3
SH120	Theory II (Machine Shorthand)	6
Semester Credits		12
Semester III:		
T110	Court Reporting Transcript Preparation	3
*C260	Personal Finance	3
SH130	Skill Development III (80/100/120/140)	6
Semester Credits		12
Semester IV:		
*MT100	Medical Terminology/Related Anatomy	3
T210	Introduction to Realtime Technology	3
SH200	Skill Development IV (100/120/140/160)	6
Semester Credits		12
Semester V:		
CR200	Court Reporting Procedures	3
CR210	Technology I	3

SH220	Skill Development V (120/140/160/180)	6	
Semester Credits		12	
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Semester VI:			
CR280	CSR/RPR Preparation	3	
*C150	Vocabulary and Usage	3	
SH230	Skill Development VI (140/160/180/200)	6	
Semester Credits		12	
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Semester VII:			
CR290	Courtroom/Court Reporting Practicum	1	
TE201	The Captioning Environment and Producing Captions		3
*C210	Human Relations	3	
SH240	Skill Development VII (160/180/200/225)	6	
Semester Credits		12	
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Total Credits			85

It is recommended that court reporting students choose elective(s) from:

C130	Advanced Communications	SH132	60-80 Skillbuilder II
CR100	Court Reporting English	SH201	100-120 Skillbuilder I
CR120	Court Reporting Processes and Development	SH202	100-120 Skillbuilder II
CR290	Courtroom/Court Reporting Practicum	SH221	140-160 Skillbuilder I
SB101	Realtime Theory I	SH222	140-160 Skillbuilder II
SB102	Realtime Theory II	SH231	160-180 Skillbuilder I
SB201	Speedbuilding I	SH232	160-180 Skillbuilder II
SB202	Speedbuilding II	SH241	200-225 Skillbuilder I
SB203	Speedbuilding III	SH242	200-225 Skillbuilder II
SH131	60-80 Skillbuilder I	VB101	Realtime Theory (for Voice)

DESCRIPTION OF COURSES

SKILL DEVELOPMENT COURSES FOR COURT REPORTING

Students are placed in SH, SB, or VB (skill development) levels each semester. All courses include specific requirements such as transcription, five-minute dictation test requirements, realtime writing, and a review of punctuation rules.

SB201, SB202, SB203, SH130, SH200, SH220, SH230, and SH240 are courses where students are placed in appropriate speedbuilding classes of court reporting testimony, literary, jury charge and legal opinion, and medical classes. In order to give students the most effective means of skill and speed development, students are placed in skill-building classes according to their tested speed. The requirements and grades from these speedbuilding classes are averaged to give students credit for the skill development courses they are enrolled in each semester.

LITERARY, JURY CHARGE-LEGAL OPINION, AND TESTIMONY SPEED CLASSES

Students are placed in live realtime dictation/speedbuilding classes every semester in accordance with speed requirements geared toward building shorthand and voice speeds at each student's individual ability. Throughout their education, students will progress through seven levels of literary dictation classes covering a variety of topics. Congressional Record, Vital Speeches, editorials, medical literature, and current events are the main resources. They must pass one five-minute evaluation at 60, 80, 100, 120, 140, 160 words per minute with 95 percent accuracy and three five-minute evaluations at 180 words per minute with 95 percent accuracy.

Students progress through eight levels of classes covering jury charges, motions, opening and closing statements, and legal opinion material. Court reporting students must pass one five-minute evaluation at 60, 80, 100, 120, 140, 160, 180 words per minute with 95 percent accuracy and three five-minute evaluations at 200 words per minute with 95 percent accuracy.

Students will progress through nine levels of two-voice testimony classes at dictation speeds appropriate for their level of proficiency. Students will be given two-voice testimony and must pass one five-minute evaluation at 60, 80, 100, 120, 140, 160, 180, and 200 words per minute with 95 percent accuracy. They are required to pass three five-minute evaluations at 225 words per minute with 95 percent accuracy.

All evaluations except for exit speeds will be transcribed in 60 minutes or less. Students will be allowed 75 minutes for exit-speed evaluations. A punctuation grade will be given on each evaluation. Material will be a minimum of 1.4 syllabic density. The individual dictation classes fulfill the requirements for SH130, SH200, SH220, SH230, and SH240.

VB101 - REALTIME THEORY(6 CREDITS)

This is a comprehensive course that covers realtime translation theory in the voice writing certificate program. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds using an accepted technology. Students will develop listening and concentration skills, which will aid in accuracy and speed. Students will begin speedbuilding with a high degree of accuracy. Grades for this course will be based on skill and knowledge. Prerequisite: None.

SB101 - REALTIME THEORY I (6 CREDITS)

This is an introduction to conflict-free realtime translation basic theory in the certificate machine shorthand steno program. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds through the fingers to the keyboard. Students learn to read from plated notes at a rapid rate of speed. Students will develop listening and concentration skills, which will aid in machine shorthand writing. Though there is no speed requirement for SB101 students will be introduced to gradual speedbuilding with a high degree of accuracy. Prerequisite: None.

SB102- REALTIME THEORY II (6 CREDITS)

This is a comprehensive course that covers realtime translation theory in the certificate machine shorthand steno program. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds using an accepted technology. Students will develop listening and concentration skills, which will aid in accuracy and speed. Students will reinforce the principles of machine shorthand learned in SB101. They will learn new briefs and logical rules for building phrases and conflict resolution. Students will learn to write court reporting testimony and jury charge. Students will begin speedbuilding with a high degree of accuracy. Grades for this course will be based on skill and knowledge. Prerequisite: SB101 or SH100.

SB201 - SPEEDBUILDING I (6 CREDITS)

Students develop their skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Grades for this course will be based on shorthand skill, weekly transcription, and punctuation grades on dictation evaluations. Students will complete the requirements for this course after passing 5-minute tests at 120QA, 120JC, 120L, and 80 wpm mentor test requirement. Prerequisite: SB102 or SH120.

SB202 - SPEEDBUILDING II (6 CREDITS)

Students will continue to develop their skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Grades for this course will be based on skill, weekly transcriptions, and punctuation grades on dictation evaluations. Students will complete the requirements for this course after passing 5-minute tests at 180QA, 160JC, 160L, and 160 wpm mentor requirement. Prerequisite: SB201 or SH220.

SB203 - SPEEDBUILDING III (6 CREDITS)

Students will continue to develop their skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Grades for this course will be based on skill, weekly transcriptions, and punctuation grades on dictation evaluations. Students will complete the requirements for this course after passing three tests each, including one mentor test in each category, at 5-minutes in 225QA, 200JC, and 180L. Prerequisite: SB202 or SH230.

SH100 - THEORY I(6 CREDITS)

This is an introduction to conflict-free realtime translation basic theory of the shorthand machine. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds through the fingers to the keyboard. Students learn to read from plated notes at a rapid rate of speed. Students will develop listening and concentration skills, which will aid in machine shorthand writing. Though there is no

speed requirement for SH100, students will be introduced to gradual speedbuilding with a high degree of accuracy. Grades for this course will be based on shorthand skill and knowledge. Prerequisite: None.

SH120 - THEORY II(6 CREDITS)

This is a continuation of SH100, Computerized Machine Shorthand Theory I. Students will continue to master learning conflict-free realtime translation basic theory of the shorthand machine. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds through the fingers to the keyboard. Students read from plated notes at a rapid rate of speed. Students will develop listening and concentration skills, which will aid in machine shorthand writing. Students will be introduced to gradual speedbuilding with a high degree of accuracy. Grades for this course will be based on shorthand skill and knowledge. Prerequisite: SH100.

SH130 - SKILL DEVELOPMENT III(6 CREDITS)

Students develop their realtime translation skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will be in a variety of speedbuilding classes a minimum of 8 hours a week and will be required to devote a minimum of 18 hours per week on skill and speed development. They will receive weekly transcription assignments. Grades for this course will be on shorthand skill, weekly transcription, and punctuation grades on dictation evaluations. Prerequisite: SH120.

SH131 - 60-80 SKILLBUILDER I(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH130.

SH132 - 60-80 SKILLBUILDER II(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH131.

SH200 - SKILL DEVELOPMENT IV(6 CREDITS)

Students will continue to develop their realtime translation computerized technology skills and speed development during the fourth semester of their training. They will be in a minimum of eight hours of live dictation in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will be in a variety of speedbuilding classes a minimum of 8 hours every week and will be required to devote a minimum of 18 hours per week on skill and speed development. They will receive weekly transcription assignments. Grades for this course will be based on shorthand skill, weekly transcriptions, and punctuation grades on dictation evaluations. Prerequisite: SH130.

SH201 - 100-120 SKILLBUILDER I(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH200.

SH202 - 100-120 SKILLBUILDER II(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on associated six-credit SH-level course. Prerequisites: SH200, SH201.

SH220 - SKILL DEVELOPMENT V(6 CREDITS)

Students will begin high-speed dictation classes. They will have eight hours of dictation every week in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will be in a variety of speedbuilding classes a minimum of 8 hours a week and will be required to devote a minimum of 18 hours per week on skill and speed development using realtime translation technology. They will receive weekly transcription assignments. Grades for this course will be based on shorthand skill, weekly transcriptions, and punctuation grades on dictation evaluations. Prerequisite: SH200.

SH221 - 140-160 SKILLBUILDER I(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH220.

SH222 - 140-160 SKILLBUILDER II (3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH220.

SH230 - SKILL DEVELOPMENT VI(6 CREDITS)

Students will continue with high-speed dictation classes using realtime translation technology. They will have eight hours of dictation every week in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will be in a variety of speedbuilding classes a minimum of 8 hours a week and will be required to devote a minimum of 18 hours per week on skill and speed development. Students will take simulated Certified Realtime Reporter (CRR) tests, and they will transcribe ten pages of transcript in two hours with 95 percent accuracy involving multiple speakers. Grades for this course will be based on shorthand skill, weekly transcriptions, and punctuation grades on dictation. Prerequisite: SH220.

SH231 - 160-180 SKILLBUILDER I(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH230.

SH232 - 160-180 SKILLBUILDER II (3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH230.

SH240 - SKILL DEVELOPMENTVII(6 CREDITS)

Students will complete all skill development requirements using realtime translation technology. They will have a minimum of eight hours of live dictation weekly on literary, medical, jury charge and legal opinion, and two-voice testimony speedbuilding classes a minimum of 8 hours a week and will be required to devote a minimum of 18 hours. Students will turn in at least two transcriptions per week on skill and speed development. They will receive weekly transcription assignments. Grades for this course will be based on shorthand skill, weekly transcription, and punctuation grades on dictation evaluations.

To fulfill the court reporting graduation requirements for SH240, students must complete the following: pass three tests at each of the exit speeds at 180 literary, 200 jury charge/legal opinion, and 225 two-voice testimony; take a simulated CRR test at a speed of 180 to 200 wpm literary; prepare a salable ten-page transcript utilizing CAT software in two hours with 95 percent accuracy involving multiple speakers; and transcribe a simulated CSR/RPR skills test at 180 literary, 200 jury charge, and 225 two-voice testimony with no more than 3.75 hours transcription time (75 minutes per test). PREREQUISITE: SH230.

SH241 - 200-225 SKILLBUILDER I(3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH240.

SH242 - 200-225 SKILLBUILDER II (3 CREDITS)

Students will be enrolled in this speedbuilding course during the 15-week semester for this elective. The classes will develop speed and skill in machine shorthand. They may consist of literary, jury charge, legal opinion, and/or testimony. Credit will be awarded on class attendance/homework speedbuilding requirements based on the associated six-credit SH-level course. Prerequisite: SH240.

ACADEMIC COURSES**CR100 - COURT REPORTING or REALTIME ENGLISH (3 CREDITS)**

This is a course that includes the study of grammar, vocabulary, word pairs, spelling, and idiomatic expressions and then focuses on the application of punctuation, and capitalization rules -- along with number format, hyphens, and apostrophes -- within the context of the spoken English language and the proofreading of printed, dictated material. Prerequisites: None.

CR110 - INTRODUCTION TO REALTIME TECHNOLOGY (3 CREDITS)

This course prepares students to complete transcripts using basic functionality available in their computer-aided transcription software. By the completion of this course, students will be able to transfer steno notes into their software or write in realtime; translate and edit transcripts; back up, import/export, and print transcript material; modify, create, and use various dictionaries; modify or create and insert files such as title pages and certificate pages; properly establish speaker identification; and utilize time-saving editing shortcuts. Students will learn to maintain their software and troubleshoot both software and hardware issues. Prerequisites: CR100 and SB102 (Steno Certificate); VB101 and CR100 (Voice Certificate).

CR120 - COURT REPORTING PROCESSES AND DEVELOPMENT (3 CREDITS)

This is a course that prepares students to work as a court reporter. Students will complete projects, learning all aspects of preparing legal documents and transcripts for depositions, trials, hearings, and statements. They will learn how to transcribe multi-voice dictation using various acceptable forms. They will understand their role in the judicial process and learn the difference between reporting trials, depositions, statements, and hearings. They will learn to interrupt a speaker, various oaths for swearing a witness, research citations, report voir dire, set up a library and use reference materials, study the NCRA Code of Ethics, report on interpreted proceedings, certified questions, and prepare a deposition transcript. Students will transcribe ten pages of transcript in two hours with 95 percent accuracy involving multiple speakers. They will discuss the profession and related job opportunities. Students will create a formbook which includes various title pages, indexes, and certificates from various freelance and official reporters. Students will review legal terminologies and have quizzes during the semester over material covered in class and through readings from required textbooks. Prerequisites: CR100 and VB101 (Voice Certificate Students); and SB102 and CR100(Steno Certificate Students).

CR200 - COURT REPORTING PROCEDURES (3 CREDITS)

Students will be introduced to a variety of topics necessary for the working reporter. They will learn how to transcribe multi-voice dictation using various acceptable forms. They will understand their role in the judicial process and learn the difference between reporting trials, depositions, statements, and hearings. They will learn to interrupt a speaker, various oaths for swearing a witness, research citations, report voir dire, set up a library and use reference materials, study the NCRA Code of Ethics, report on interpreted proceedings, certified questions, and prepare a deposition transcript. Students discuss video applications for court reporters, realtime transcribing, and the latest technological advances in court reporting including an overview in litigation support and its role in the judicial process. Students will transcribe ten pages of transcript in two hours with 95 percent accuracy involving multiple speakers. This project includes a title page, index, opening and closing statements, direct and cross-examination, parentheticals, colloquy, and certification pages. They will discuss the profession and related job opportunities. Students will create a formbook/portfolio which includes various title pages, indexes, and certificates from various freelance and official reporters. Students will review legal terminologies and have quizzes over legal words, which have been assigned. Prerequisites: T110 and SH130 in the Court Reporting A.A.S. Degree program.

CR210 - TECHNOLOGY I (3 CREDITS)

This is a second-level course in the usage of realtime computer-aided transcription software. This course is intended to strengthen students' knowledge in translation and fully editing transcripts, using features such as macros, keyboard maps, additional speaker identification options, creation and automatic insertion of include files, and indexing. Prerequisites: Recommended writing speed of 160 wpm; and T210 and SH220 (Steno Degree Students); CR110 and SB202 (Steno Certificate Students); CR110 and SB202-V (Voice Certificate Students).

CR280 - CSR/RPR (CSR/CVR – Voice) PREPARATION(3 CREDITS)

This is a course for advanced court reporting students preparatory to entering the court reporting field as a certified court reporter. During the second year of school, students will prepare for the national test, the Registered Professional Reporter (RPR), and state tests, the Certified Shorthand Reporter (CSR). They will review all academics and take previous tests for review and evaluation. These tests will be given once a week during the 15-week semester. To prepare for the weekly tests, students will review punctuation, grammar, spelling, word usage, legal and medical terminologies, court reporting procedures, technology, and court reporting ethics. Prerequisites: Recommended minimum speeds: 160L, 180JC, and 200QA; and

CR100, C130, CR120, CR110, SB202-V (Voice Students); CR100, C130, CR120, CR110, SB202 (Steno Certificate Students) ; LT200, MT100, SH220, CR200, T210 (Steno degree Students).

CR290 - COURTROOM/COURT REPORTING PRACTICUM (1 CREDIT)

Students begin an on-the-job internship when they pass the five-minute 180 wpm two-voice testimony SAP requirement. Students will spend 60 hours of actual time writing on the shorthand machine under the supervision of working reporters. Interns will apply all aspects of court reporting procedures: swearing in witnesses, marking exhibits, making a title page, index page, certification page, direct and cross-examination, and parentheticals. They will learn to mark, index, and store notes. Students will transcribe at least 50 pages of a trial and/or deposition, which may be reviewed by the official or freelance reporter and graded by the court reporting instructor. Prerequisites: One 5-minute 180 wpm two-voice testimony SAP Evaluation; and CR120, SB203 (Voice and Steno Certificate Students); T110, CR200, SH230 (Steno Degree Students).

CR290 – COURTROOM/COURT REPORTING PRACTICUM (1 CREDIT)

Students begin an on-the-job internship when they pass the five-minute 180 wpm two-voice testimony SAP requirement. Students will spend 60 hours of actual time voice writing under the supervision of working reporters. Interns will apply all aspects of court reporting procedures: swearing in witnesses, marking exhibits, making a title page, index page, certification page, direct and cross-examination, and parentheticals. They will learn to mark, index, and store notes. Students will transcribe at least 50 pages of a trial and/or deposition, which may be reviewed by the official or freelance reporter and graded by the court reporting instructor. Alternatively, students who obtain national or state certification or obtain employment in a court reporting field, including but not limited to CART, captioning, freelance, official, or transcription will have satisfied all of the requirements of the internship. Verification of alternatives must be supplied and approved. Prerequisites: T110 and CR200; or CR120; SH230; and one 5-minute 180 wpm two-voice testimony SAP Evaluation.

ACADEMIC AND GENERAL EDUCATION COURSES

(Courses identified as General Education are indicated with an asterisk.)

In all courses of study, students are required to take general education courses in addition to the courses directly pertaining to their major. General education courses are those areas of learning which are deemed the common experience of all “educated” persons including subject matter from the humanities, mathematics and the sciences, and the social sciences. Students earning an associate’s degree in court reporting must enroll in eight general education courses.

***C100 - COMMUNICATIONS (3 CREDITS)**

This is a college-level developmental writing and communications course that includes analysis of common writing criteria such as punctuation, sentence structure, paragraph development, essays, and reports. Prerequisite: None.

***C110 - FOUNDATIONS OF LANGUAGE AND WRITING (3 CREDITS)**

This is a college-level English course with emphasis on rhetoric, composition and essay writing, communication, and speech. Students will study and review English grammar and parts of speech, develop proofreading skills, and utilize this in their writing. Prerequisites: None.

C130 - ADVANCED COMMUNICATIONS (3 CREDITS)

This is an advanced college-level vocabulary development course. This course broadens student vocabulary with increased focus on homophones, homonyms, legal terminology, and medical terminology. Prerequisites: None.

***C150 - VOCABULARY AND USAGE (3 CREDITS)**

This is a vocabulary and usage course for realtime court reporting students. Students will study proper English usage with an emphasis on words that are frequently confused and misused. Prerequisite: None.

***C160 - CULTURE & SOCIETY (3 CREDITS)**

As portrayed in the title of this course, the focus is on culture and society as a constant awareness process. Students will gain a theoretical framework of culture and society by using a variety of research techniques. This course is designed to aid the students in the development of the challenges in critical thinking and the knowledge of various aspects of society. Topics may vary according to current trends and present-day news, but they will include issues involving sports, entertainment, meteorology, and fine arts. Prerequisite: None.

***C210 - HUMAN RELATIONS (3 CREDITS)**

Students in this course develop a real-world perspective to human relations. While learning basic sociological principles, students examine and analyze contemporary issues of human relations and build competencies needed for career and personal success in improving self-confidence, developing relationships, and maintaining a positive attitude. Critical thinking is emphasized through teamwork, role-playing, and applying writing skills. Prerequisite: None.

***C260 - PERSONAL FINANCE (3 CREDITS)**

This course examines financial principles, goals, and concepts emphasizing financial stability. Course content includes, but is not limited to, the topics of budgeting, credit management, loans, investing, insurance options, and tax planning. Prerequisite: None.

***LT200 - FOUNDATIONS OF LAW (3 CREDITS)**

This course is an overview of law covering all major areas of American law and the American legal system including lectures, case studies, commentaries, and class discussions. Topics include ethics, legislation; state, federal, and appellate courts; civil, criminal, torts, contracts, property, family law, administrative law, and legal procedures. Prerequisite: None.

*** MT100 - MEDICAL TERMINOLOGY/RELATED ANATOMY (3 CREDITS)**

This is a medical vocabulary building course. The most common medical terms relating to anatomy and general medical terminology will be defined to include prefixes, root words, and suffixes. Students will be responsible for spelling, defining, and pronouncing these terms. The course will include basic instruction in the musculoskeletal system and in the body systems and functions. Students will receive instruction related to psychological and physical diseases and drugs and in the usage of various medical references, including the *Physician's Desk Reference*. They will receive instruction in the methods of researching medical information such as names and descriptions of diseases and drugs. Prerequisite: None.

T100 - FUNDAMENTALS OF KEYBOARDING (3 CREDITS)

Introduction to microcomputers and word processing. Students who have had no previous computer, keyboarding and typing instruction are placed in this lecture/lab course to learn the touch system of the QWERTY keyboard using the computer. They will develop their keyboarding skill to a minimum of 30 words per minute. Prerequisite: None.

T110 - COURT REPORTING TRANSCRIPT PREPARATION (3 CREDITS)

This course introduces the concepts of transcript preparation. Students will work through a project book, learning all aspects of preparing legal documents and transcripts for depositions, trials, hearings, and statements. The two final projects in T110 are created using a word processing program and include the production of a complete trial and deposition transcript, including title page; index; opening and closing statements, if applicable; direct and cross-examinations; parentheticals; colloquy; and certification pages. Prerequisites: SH120, C100, C110, and 5-minute 60 QA.

T210 - INTRODUCTION TO REALTIME TECHNOLOGY (3 CREDITS)

This course prepares students to complete transcripts using basic functionality available in their realtime computer-aided transcription software. By the completion of this course, students will be able to transfer steno notes into their software or write in realtime; translate and edit transcripts; back up, import/export, and print transcript material; modify, create, and use various dictionaries; modify or create and insert files such as title pages and certificate pages; properly establish speaker identification; and utilize time-saving editing shortcuts. Students will learn to maintain their software and troubleshoot both software and hardware issues. Prerequisites: SB102, VB101, CR100 (Voice Students); SB102, CR100 (Steno Certificate Students); SH120, C100, C110, T110 (Steno Degree Students)

TE201 - ADVANCED TRANSCRIPT PRODUCTION (3 CREDITS)

In this course, students will build on becoming proficient with producing salable transcripts. Students will learn to use numerous resources to improve efficiencies and production quality. Prerequisite: CR120 or T110.

STAFF

ADMINISTRATIVE

BILLINGS, MINDI

Mindi.billings@ccr.edu

866-294-3974 X226

Director of Student Services

B.A., Butler University, Indianapolis, IN

FERLUS, KATHLEEN

Kathleen.ferlus@ccr.edu

866-294-3974 X221

Admissions Coordinator

A.G.S., Ivy Tech Community College, Valparaiso, IN

JENNINGS, CARLETTE

carlette.jennings@ccr.edu

Marketing Coordinator

B.A., Pomona College, Claremont, CA

KIJURNA, NATALIE

Natalie.kijurna@ccr.edu

866-294-2974 X229

Director of Compliance, Title IX Coordinator, and Alumni Relations

B.S., Indiana University, Bloomington, IN

J.D., DePaul University College of Law, Chicago, IL

KOSTBADE, CHRIS

Chris.kostbade@ccr.edu

866-294-2974 X328

Student Success Coordinator

M.A., Valparaiso University, Valparaiso, IN,

B.A., University of Wisconsin, Eau Claire, WI,

MOODY, JEFFREY T.

Jeff.moody@ccr.edu

866-294-2974 X224

President/Executive Director

B.S., Indiana University, Bloomington, IN

MOODY, KAY

Kay.moody@ccr.edu

Director of Education

MCRI, CPE

B.S., Indiana University, Bloomington, IN

M.S.E. Southern Illinois University, Carbondale, IL

MOODY, TIMOTHY

Tim.moody@ccr.edu

866-294-2974 X333

Director of Information Technology and Human Relations

FPR, CVR, B.A., Indiana University, Bloomington, IN

NOEL, JANET

Janet.noel@ccr.edu

866-294-2974 X231

Director of Faculty and Curriculum Development

CSR (IL), CRI, CPE

A.A.S., MacCormac Junior College, Chicago, IL

NICKY RODRIQUEZ

Nicky.rodriquez@ccr.edu

866-294-2974 X222

Director of Admissions

M.A.L.S, Valparaiso University, Valparaiso, IN

B.A., Valparaiso University, Valparaiso, IN

FACULTY

Office hours for faculty are posted on their coursesite and syllabi. You can leave a message at 866-294-3974 for instructor who will be notified of your call.

BELTZ, EILEEN

Eileen.beltz@ccr.edu

CRI, CPE

Academy of Court Reporting, Cleveland, OH, A.A.B.

Court Reporting Courses

BILLINGS, MINDI

Mindi.billings@ccr.edu

Butler University, Indianapolis, IN, B.A.

Court Reporting Courses

CONDLEY, JANNIE

Jannie.condley@ccr.edu

CCR, CVR-CM, RVR

General Education Reporting Courses

CONDLEY, JESSICA

Jessica.condley@ccr.edu

Arkansas Tech University, Russellville, AR, M.Ed., B.A.

General Education Courses

CREDIT, TONY

Tony.credit@ccr.edu

University of Missouri-Kansas City, Kansas City, MO, B.A.

St. Louis University School of Law, St. Louis, MO, J.D.

Chicago Theological Seminary, Chicago, IL, M.A.

General Education Course Specialties: Law and Sociology

EGGERS, LYNETTE

Lynette.eggers@ccr.edu

CPE, CRI, CPC

Bristol University, Bristol, TN, A.A.S.

University of Minnesota, Minneapolis, B.S.

Bristol University, Bristol, TN, M.B.A. and M.S.

General Education Courses

HALL, ALLISON

Allison.Hall@ccr.edu

Central Pennsylvania College, A.A.S.

RDR, CRR, CSR

Court Reporting Courses

KIJURNA, NATALIENatalie.kijurna@ccr.edu

Indiana University, Bloomington, IN, B.S.

DePaul University College of Law,

Chicago, IL, J.D.

*General Education Course Specialties: Law***KOSTBADE, CHRIS**Chris.kostbade@ccr.edu

Valparaiso University, Valparaiso, IN, M.A.

University of Wisconsin, Eau Claire, WI, B.A.

*General Education Courses***LAZART, JULIE**Julie.balog@ccr.edu

CCPR

Indiana University, Gary, IN, B.A.

*Court Reporting Courses***LEE, MELISSA**Melissa.lee@ccr.edu

CCR, CRI

Prince Institute of Professional Studies, Montgomery, Alabama, A.A.S.

*Court Reporting Courses***MOODY, JEFF**Jeff.moody@ccr.edu

Indiana University, Bloomington, IN, B.S.

*Court Reporting Courses***MOODY, KAY**Kay.moody@ccr.edu

MCRI, CPE

Indiana University, Bloomington, IN, B.S.

Southern Illinois University, Carbondale, IL, M.S.E.

*Court Reporting and General Education Courses***MOODY, TIM**Tim.moody@ccr.edu

FPR, CVR

Indiana University, Bloomington, IN, B.A.

*Court Reporting Courses***MORTON, LISA**Lisa.morton@ccr.edu

Indiana University Northwest, Gary, IN, A.A.G.S

College of Court Reporting, Certificate

*Court Reporting Courses***NAUGHGLE, JAMI**Jami.naughgle@ccr.edu

CRI, CSR (IL)

Chicago College of Commerce, Chicago, IL, Graduate

*Court Reporting Courses***NOEL, JANET**Janet.noel@ccr.edu

CSR (IL), CRI, CPE

MacCormac Junior College, Chicago, IL, A.A.S.

*Court Reporting Courses***RODRIQUEZ, MARCO**Marco.rodriquez@ccr.edu

Indiana University Northwest, Gary, IN, M.B.A.

Valparaiso University, Valparaiso, IN, B.A.

*General Education Courses***RODRIQUEZ, NICKY**Nicky.rodriquez@ccr.edu

Valparaiso University, Valparaiso, IN, M.A.L.S.

Valparaiso University, Valparaiso, IN, B.A.

*General Educations Courses***SKORO, ALICE**Alice.skoro@ccr.edu

College of Court Reporting, Hobart, IN, A.A.S.

*Court Reporting Courses***STEINWART, LANIE**Lanie.steinwart@ccr.edu

University of Phoenix, Phoenix, AZ, Ph.D.

Valparaiso University, Valparaiso, IN, M.A.L.S.

Valparaiso University, Valparaiso, IN, B.A.

*General Education Course Specialties: Communications and English***THOMPSON, TRACY**tracy.thompson@ccr.edu

CRR, RDR, CRC

Zigler School of Court Reporting, Graduate

General Education Reporting Courses

ACCREDITATIONS

Regulated by the Indiana Board for Proprietary Education (BPE)
101 West Ohio Street, Suite 670
Indianapolis, IN 46204
(317) 464-4400
Web Site: <http://www.in.gov/cpe/>

Accredited by Distance Education Accreditation Commission
to award Occupational Associate Degrees.
Distance Education Accreditation Commission (DEAC)
1101 17th Street NW
Suite 808
Washington, DC 20036
(202) 234- 5100
Web Site: <http://www.deac.org>

PROGRAM APPROVAL

The National Court Reporters Association (NCRA)
(Approved onsite and online court reporting programs)
8224 Old Courthouse Road
Vienna, Virginia 22182-3808
(703) 556-6272
(800) 272-NCRA
Web Site: <http://www.ncraonline.org>

ADVISORY BOARD

Ms. Stacy Drohosky, RPR, FCRR, CRR, CRI, CSR
Federal Court Reporter
U.S. District Court - Northern District of Indiana
Hammond, Indiana

Mr. Rob Leifer, CET
Chief Operating Officer - LegalTran Transcription Services, Inc.
Los Angeles, California

Mr. Stephen A. Zinone, RPR
Past President - NCRA
CEO - Universal Communications & Consulting Services LLC
Pittsford, New York

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APPENDIX A: DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY COMPLIANCE

_____ I certify that I have read the Drug-free Workplace/Drug-free School Policy.

_____ I certify that as a condition of my enrollment at the College of Court Reporting, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of that enrollment.

_____ I certify that my eligibility for enrollment at the College of Court Reporting is not currently suspended or terminated under Section 5301 of P.L. 100-690 for a conviction or convictions for drug distribution or possession.

Warning: To become eligible or remain eligible for enrollment, you must read the Drug-free Workplace/Drug-free School Policy and complete the Drug-Free Statement. If you purposely give false or misleading information, you may be subject to a fine, imprisonment, or both.

STUDENT'S SIGNATURE: _____ DATE: _____

COLLEGE OFFICIAL: _____
DATE: _____

APPENDIX B: APPEAL OF COMPLAINT

TO: _____

FACTS:

[illegible]

ACTION REQUESTED:

[illegible]

STUDENT'S SIGNATURE: _____

DATE: _____ PHONE: _____ EMAIL: _____

APPENDIX C: College of Court Reporting A.A.S. in Court Reporting Program Expectations

What can I expect from court reporting school?

Court reporting is a non-traditional course of study in that it requires a performance-based outcome. The length of a program is largely determined by the individual, based on their progression through the speed levels. Court reporting schools prepare you for an entry-level position in the field; however, there will still be many things to learn on the job once you graduate. Some states require that you pass a state exam or that you hold certifications through the National Court Reporters Association. These requirements vary from state to state.

Progression Plan

Each student enrolled in a theory or skill development course will be evaluated weekly through various assessments. Teachers will provide individualized weekly feedback and instructions to students based on performance on submitted weekly assignments, tests, and self-evaluations.

A.A.S. in Court Reporting

To be eligible for an associate degree in court reporting, a student must meet the following requirements:

1. Earn 85 hours of credit for court reporting in skill development, technology, and other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine or other accepted means and transcribe at least 50 pages from the internship experience;
7. Pass realtime Theory I and II, all required speedbuilding courses, Communications, Foundations of Language and Writing, Introduction to Realtime Technology, Medical Terminology, Foundations of Law, Court Reporting Transcript Preparation, Court Reporting Procedures, Personal Finance, Culture & Society, Human Relations, Technology I, Vocabulary and Usage, introduction to captioning, CSR/RPR Preparation, and complete the court reporting internship.

Your Realtime translation theory and Speedbuilding courses will include instruction using a realtime translation theory, speed and accuracy development, dictation, read-back and analysis of steno notes, weekly transcription requirements.

What are some of the characteristics that make a successful reporting student and future reporter?

- Concentration/focus
- Organized
- Flexibility
- Maturity
- Promptness
- Professionalism
- Self-motivation
- Impartiality/objectivity
- Confidentiality
- Attention to detail
- Excellent vocabulary and word skills
- Good memory

Practice

Simply put, practice, practice, and doing more practice is part of the equation to succeed. Your practice must be effective. Practicing bad skills makes those bad skills perfect; however, practicing correctly makes those correct skills perfect. Think of what it takes to become a concert pianist who plays well enough to charge folks to his/her performance. **Practice is in addition to your academic coursework.** One of the greatest distinguishing factors between students who progress quickly and those who do not is the amount of time they spend practicing. *At a **minimum**, you are required to practice 18 hours a week. However, best practices have shown greatest success when students practice 18-25 hours per week. **The more you practice effectively, the better the results.*** Creating a designated quiet area that you can go to practice and dedicating a specific time to practice each day will make it easier for you to meet the minimum standards.

What else will increase my chances of success in the program?

Successful students have embraced the following Best Practices while in school:

- Practicing 18-25 hours per week (combined classroom/self-monitored)
- Being accountable for your practice hours
- Accessing all resources, consultations with instructors, all available means of dictation, job shadowing, peer review, mentoring, internships
- Implementing the individualized feedback and instructions provided by your teachers
- Take responsibility for your success
- Seek feedback from instructors on daily/weekly basis
- Join NCRA or your state association to surround yourself with positive encouragement

Internship and Graduation

As you reach higher speeds, you will be involved in an internship program which includes sitting out on assignment with a working reporter, producing a 60-page transcript, logging your experiences in a journal and writing a summary. To graduate, you will need to pass three Testimony (Question/Answer) tests at 225 words per minute, three Jury Charge tests at 200 words per minute, and three straight matter tests at 180 words per minute, all with 95 percent accuracy.

APPENDIX D: College of Court Reporting Certificate in Court Reporting Program Expectations

What can I expect from court reporting school?

Court reporting is a non-traditional course of study in that it requires a performance-based outcome. The length of a program is largely determined by the individual, based on their progression through the speed levels. Court reporting schools prepare you for an entry-level position in the field; however, there will still be many things to learn on the job once you graduate. Some states require that you pass a state exam or that you hold certifications through the National Court Reporters Association. These requirements vary from state to state.

Progression Plan

Each student enrolled in a theory or skill development course will be evaluated weekly through various assessments. Teachers will provide individualized weekly feedback and instructions to students based on performance on submitted weekly assignments, tests, and self-evaluations.

Certificate in Court Reporting

To be eligible for a Certificate in Court Reporting, a student must meet the following requirements:

1. Earn 55 hours of credit for court reporting in theory and skill development courses as well as other specified courses. The student must complete the following specific requirements:
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy;
3. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
4. Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience;
7. Pass Realtime Theory I and II, all required speedbuilding courses, Court Reporting English, Personal Finance, Advanced Communications, Introduction to Realtime Technology, Court Reporting Processes and Development, Technology, Advanced Transcript Production, and CSR/RPR Preparation; and completion of the court reporting internship requirements.

Your Realtime translation theory and Speedbuilding courses will include instruction using a realtime translation theory, speed and accuracy development, dictation, read-back and analysis of steno notes, weekly transcription requirements.

What are some of the characteristics that make a successful reporting student and future reporter?

- Concentration/focus
- Organized
- Flexibility
- Maturity
- Promptness
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Practice

Simply put, practice, practice, and doing more practice is part of the equation to succeed. Your practice must be effective. Practicing bad skills makes those bad skills perfect; however, practicing correctly makes those correct skills perfect. Think of what it takes to become a concert pianist who plays well enough to charge folks to his/her performance. **Practice is in addition to your academic coursework.** One of the greatest distinguishing factors between students who progress quickly and those who do not is the amount of time they spend practicing. *At a **minimum**, you are required to practice 18 hours a week. However, best practices have shown greatest success when students practice 18-25 hours per week. **The more you practice effectively, the better the results.*** Creating a designated quiet area that you can go to practice and dedicating a specific time to practice each day will make it easier for you to meet the minimum standards.

What else will increase my chances of success in the program?

Successful students have embraced the following Best Practices while in school:

- Practicing 18-25 hours per week (combined classroom/self-monitored)
- Being accountable for your practice hours
- Accessing all resources, consultations with instructors, all available means of dictation, job shadowing, peer review, mentoring, internships
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College of Court Reporting - Student Catalog

Certification

Student's Name: _____

Last 4 of Social Security #: _____

The student catalog certification statement is required for all students who are planning on attending the College of Court Reporting, Inc. This statement must be signed and included in each student's file at the college. Students must download and read the college's student handbook prior to completing this statement.

Print two copies of this statement, read the student handbook catalog entirely. When you feel you completely understand the college's policies, procedures, and regulations, sign and date both copies. Keep one for your records and forward the other to the college.

CERTIFICATION STATEMENT:

I have carefully read and understand the policies, procedures and regulations as outlined in the current edition of the student handbook catalog at the College of Court Reporting, Inc. The topics include the following:

ADMISSION REQUIREMENTS AND TESTS	ELECTIVE CLASSES	PRIVACY ACT
ALCOHOL POLICY	EVALUATION POINTS	PROFESSIONALISM
APPEAL PROCESS	EXIT INTERVIEW	REFUND POLICY
ATTENDANCE POLICIES		REPEATING A CLASS
AUTOMOBILES/PARKING	FINANCIAL ASSISTANCE	SCHOLARSHIPS AND GRANTS
COLLEGE OF COURT REPORTING A.A.S. IN COURT REPORTING PROGRAM EXPECTATIONS	FINANCIAL OBLIGATIONS	SPEEDBUILDING ASSISTANCE
COLLEGE OF COURT REPORTING CERTIFICATE IN COURT REPORTING PROGRAM EXPECTATIONS	GRADING POLICY	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
CHANGING MAJORS	GRADUATION REQUIREMENTS	STUDENT IDENTITY VERIFICATION
CHEATING POLICY	GRIEVANCE POLICY	STUDENT RIGHTS
COMPLAINTS	INCOMPLETE GRADES	TIME FRAME
CONDUCT	LEAVES OF ABSENCE	TRANSFER CREDITS
DISMISSALS	NON-DISCRIMINATION POLICY	WITHDRAWALS
DRUG POLICY	OFFICE HOURS	

Student's Signature: _____

Date: _____

NOTES