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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 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 proprietary Learning Management System, EV360 Technologies. CCR instructors meet students where they are educationally in order 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 more than 30 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 accredited by the Distance Education Accrediting Commission 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. The Accrediting Commission 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 bulletin 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, medical transcription, 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. 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
- Kay A. Moody, Director
- Kathleen A. Vettelkal, 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 meet or exceed the standards of the National Court Reporters Association and the National Verbatim Reporters Association.

**GOALS AND HOW THEY ARE ACHIEVED**

To fulfill 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 proprietary 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.

- 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, most 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). 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), 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 labs, 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, Fourth of July, Labor Day, Thanksgiving, Thanksgiving Friday, and Christmas. Faculty, staff, and administrators may be contacted through their respective CCR email accounts.

NON-DISCRIMINATION POLICY

College of Court Reporting is committed to maintaining a community which 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.

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.

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. 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 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 through its affirmative action program.

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 age, race, creed, or sex. 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](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 Visa/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 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](http://ccr.edu/index.php/registration/college-admissions)

- 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.](http://ccr.edu/index.php/registration/college-admissions) [Click here to download the Disability Disclosure and Accommodation form.](http://ccr.edu/index.php/registration/college-admissions)

- Please download and print this application form to apply for acceptance. [Click here to download the Application.](http://ccr.edu/index.php/registration/college-admissions)

- 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 contact. 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 $50.00 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. Students service 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, high-speed Internet connection, 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 Blackboard Collaborate. Teachers post Websites for reference in the respective coursesites. There are numerous reference and library resources available on the Web like https://openlibrary.org/, http://www.thefreelibrary.com/, http://www.gutenberg.org/, http://worldlibrary.org/, etc. that students have available to them. Additionally, we encourage students to utilize their local libraries.

**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 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 Blackboard Collaborate and its proprietary EV360 Technologies platforms to deliver instruction. EV360 Technologies were developed from the ground up. It is a complete learning management system and software developed based on the educational philosophy for court reporting skill development in an online or onsite learning environment. EV360 Technologies enables students to be on the leading edge of communication technology that provides immediate, effective, and interactive communication tools that quickly engage and inform. EV360 Technologies empower educators to use the most efficient means possible to improve efficiencies, teaching, and information sharing. It uses Moodle which is an open source platform and the world’s most used LMS. EV360 Technologies are an interactive distance learning, on-demand video, and other web-based learning options delivery system. It is 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.

EV360 Technologies skill development platform allows aspiring court reporters and realtime writers to access thousands of hours on demand of studio quality dictation material at varied speeds with instantaneous evaluation of practice sessions and speed-building evaluations. It is a system that provides comprehensive assessment of speed and skill development while allowing faculty more interactive one-on-one time with students.

EV360 Ultimate 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 a patent-pending 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 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. Structured class, longer practice sessions, 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 actual the CAT realtime translation accuracy. Unique realtime speed adjustments based on translation percentage of accuracy.

**EV360 Ultimate: My Evaluations Program**

My Evaluations presents audio at its natural speed. When the audio is complete, the edited transcript can be submitted for document accuracy results. Easy to understand document comparison information to see transcription errors.

**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.

Blackboard 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, send 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 or a CSR. 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 throughout the semester.
• The executive director or designate 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 plan 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, three 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, four 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. Tim Moody 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), the 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 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. Three evaluations must be passed for exit speeds 180 wpm literary, 200 wpm jury charge, and 225 wpm two-voice testimony for shorthand machine 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 classes 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 or CSR) 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 $375 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
receive 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 request to transfer credits from an authorized
post-secondary institution or elect to schedule courses at another authorized post-secondary
institutions and transfer the credits to CCR in order to meet academic program 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. Students cannot receive more than 25 percent
of the credits required for their program through test-outs.

**PROCEDURE FOR REQUESTING TRANSFER OF CREDITS:**

All applicants must have all documentation of transfer credit or testing. Most courses from a U.S.
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
is received, verified, and evaluated.
F. Transfer credits will count toward a student’s Standards of Satisfactory Academic Progress for credits earned.

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. CR110 – Introduction to Realtime Technology
4. CR120 – Court Reporting Processes and Development
5. CR200 – Court Reporting Procedures
6. CR210 – Technology I
7. CR280 – CSR/RPR Preparation
8. CR290 – Courtroom/Court Reporting Practicum
9. SH240 – Skill Development VII

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 Jay Vettickal, 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. To be eligible for an academic credential, transfer students must complete the following requirements with the College of Court Reporting, including all program graduation requirements:

1. Required program requirements within the allowable time frames for the program of study. The allowable time frame for the Court Reporting - A.A.S. Degree program of study is 20 months minimum, 44 months maximum.

2. At least fifty percent of the required credits for their program of study must be taken at CCR;

3. Exit speeds tests, 10-page Mock, Simulated-realtime test, and Simulated-certification skills test; and
TUITION AND FEES

There is a $50 application (registration) fee. Tuition is $375 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/index.php/resources/course-offering-a-book-listing. 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.

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 of race, creed, color, national origin, disability, age, or gender in any of its financial aid policies, practices, or procedures. 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 financial aid administrator is final. There is no appeal to the US Department of Education. Students should set up an appointment with a financial aid officer 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 GRANT AND DIRECT 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.
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 Progress (see Standards of Satisfactory 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 $650.00 a year to a maximum of $6,095.00 for the 2018-2019 award year.

**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

**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
- Most 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
- For Voice Programs: i7 processor, 7200 RPM rotational drive or a solid state drive, and 16 gigs of memory
- Sound: Sound Card and Speakers
- 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
- TalkTech Sylencer SmartMic - SM200
- Eclipse VOX Student Version
- Andrea PureAudio USB-SA USB Sound Card
- Ear buds or headset to plug into Andrea PureAudio 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 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 attendance 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.
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. Attendance 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,

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**

<table>
<thead>
<tr>
<th>Weeks In Period</th>
<th>Pro-Rata Weeks Completed</th>
<th>Pro-Rata Refund</th>
<th>State of Indiana % Completed</th>
<th>State of Indiana Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>3</td>
<td>80%</td>
<td>1 week</td>
<td>90%</td>
</tr>
<tr>
<td>15</td>
<td>6</td>
<td>60%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>15</td>
<td>9</td>
<td>40%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>15</td>
<td>12</td>
<td>20%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>Zero Refund</td>
<td>Greater than 60% completion</td>
<td>Zero Refund</td>
</tr>
</tbody>
</table>

**NON-REFUNDABLE FEES**

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 $50.00 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 attendance 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 attendance.

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 ATTENDANCE POLICY

Regular attendance and punctuality 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. Unnecessary absenteeism cannot be tolerated.

2. To meet the educational needs of its students, the college expects both prompt and regular attendance.

3. Students are trained to be competent, reliable professionals, and they are disciplined in all aspects of the profession.

Chronic absenteeism for onsite as well as online students adversely affects the progress and quality of student education. Attendance records will be kept in all classes. Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. Students absent from more than 20 percent (3 weeks) of their classes during a semester will be placed on probation the following semester and subject to dismissal if their poor attendance is not improved. (See Standards of Satisfactory Progress.) Students who miss three consecutive weeks or 15 consecutive days of class will automatically be considered withdrawn from the course.

Chronic tardiness is handled in the same manner as chronic absenteeism. Future employment recommendations will be affected by attendance, dependability, and punctuality. Attendance records may be made available to prospective employers upon request and in accordance FERPA laws (see FAMILY EDUCATION AND PRIVACY ACT – FERPA).
DEFINITION OF CLASS ATTENDANCE
Attendance in an onsite class consists of attending all 50-minute or 75-minute lecture or skill-building classes at the College of Court Reporting. 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, the students 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 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:
   - 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.
   - 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 Jay Vettickal 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 Jay Vettickal 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.

1 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 (see professionalism).

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

3 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.

4 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).

"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. 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 executive director, if appropriate."

In conclusion, any student who is disruptive as outlined below:
1. All unprofessional behavior and unreasonable conduct will be reported to an administrator.

2. The administrator will talk to the student and/or teacher.

3. The student's behavior will be documented and such documentation will be placed in the student's personal file.

4. The student will be placed on probation with a warning about the behavioral problem.

5. 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.


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.
- 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 conformance 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. Appendix B contains the form to file a grievance.

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 the 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 the 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:

   • 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.

   • 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.
• 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. The Executive Director will review the complaint and the institution's response for compliance with the accrediting standards, policies, and procedures.

6. If the 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 the 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 20191, (800) 272-NCRA. NCRA Complaint Forms:

PROGRAM OF STUDY

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 as well as consults with NCRA and . 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 student-teacher ratio is Court Reporting - A.A.S. Degree program – 22:1.

COURT REPORTING - A.A.S. DEGREE GRADUATION REQUIREMENTS

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:
a. 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;

b. 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);

c. transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;

d. produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;

e. 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;

f. 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.

2. 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.

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

4. 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.

**CAPTIONING AND CART ENDORSEMENT**

Students planning on an endorsement in Broadcast Captioning will be required to take the following courses in addition to those listed under COURT REPORTING DEGREE REQUIREMENTS:

- **TE202** Tools of the Trade, Computer Skills, Trouble Management, Captioning and Pre- and Post-Test Banks Development (3 credit hours)
- **TE300** Broadcast Captioning (3 credit hours)

A notation will be made to the student’s official transcript to indicate the Broadcast Captioning endorsement.

Students planning on an endorsement in Communication Access Realtime Translation (CART) Reporting will be required to take the following courses in addition to those listed under COURT REPORTING DEGREE REQUIREMENTS:

- **TE270** Classroom Captioning for the Deaf and Hard-of-Hearing I
- **TE280** Classroom Captioning for the Deaf and Hard-of-Hearing II

A notation will be made to the student’s official transcript to indicate the CART Reporting endorsement.

**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 the students 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 successfully complete their 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 a degree, a student must maintain specific grade averages, good attendance, and proceed through his or her course of study in a specified time frame. Progress is monitored each semester, and progress policies are cumulative including all periods of attendance at CCR. They are applied consistently to all students. 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 transfer from another program.

To maintain Satisfactory Academic Progress a student enrolled part-time or three-quarter time for two semesters will need to enroll and pass three full-time semesters by the 5th semester in order to meet the 51 credit 5th semester requirement. A student cannot maintain a part-time or three-quarter time status and still meet the 5th semester credit requirement without at least three full-time semesters. A student does have the option to enroll in more than 12 credits in a semester, but due to the workload requirements, this not a recommended practice and must be approved by the Executive Director.

Transfer credits are determined by the Director of Alumni and Employer Relations, Natalie Kijurna, or 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. A student must receive 50 percent of their credits at College of Court Reporting to receive their Associate’s Degree.

The SAP includes quantitative measurements for each program that defines the minimum percentages of credit hours that must be earned at specific evaluation points in order for students to complete their respective program within the maximum time frame. The quantitative measurement is expressed in credit hours in these standards.

Students are informed of their progress each semester and standards are applied consistently to all students. Those who are not meeting SAP at the midterm of each semester are sent a letter by the Director of Student Services that they may not meet the required skill level or have below a C average and will be placed on probation or terminated the following semester if their GPA or skill does not improve. Acceptable measures for all full-time students working toward an Associate of Applied Science degree shall include the following six elements:
I. TIME FRAME

A full-time court reporting degree-seeking student should complete the program in seven semesters or 28 months by following all instructions. Students should successfully complete 12 credit hours each semester for a total of 85 credit hours for a degree in court reporting.

Students must earn 60 percent of their credits attempted at the halfway point of the established maximum time to complete the course of study, or they will be terminated. Students will have 1.5 times the standard length of the program in which to complete the required credit hours for that program. Students pursuing the 85-credit Court Reporting - A.A.S. Degree program may earn up to 121 credits.

NOTE: Students exceeding the maximum time frame are no longer eligible to receive financial aid.

TIME FRAME FOR FULL-TIME STUDENTS

<table>
<thead>
<tr>
<th>Course of Study</th>
<th>Credits</th>
<th>Standard Length Months</th>
<th>Maximum Length Months</th>
<th>Minimum Length Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Reporting - A.A.S. Degree</td>
<td>85</td>
<td>28</td>
<td>44</td>
<td>20</td>
</tr>
</tbody>
</table>

EVALUATION POINTS

Students must maintain a 2.0 (C average) GPA throughout his/her education in order to avoid being placed on probation for the following semester. Also students will be evaluated quantitatively at the end of each four-month semester, and the student must have earned credits and attained the following skill levels at each evaluation point (semester) as listed on the following chart. The standards are listed in the chart and the paragraphs following the chart lists the consequences of failure to meet satisfactory progress:

EVALUATION POINTS
(Quantitative Measurement of Student’s Rate of Progress)
(by credit hours, skill level, and attendance)

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<thead>
<tr>
<th>SAP Measurement</th>
<th>Month</th>
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<tr>
<td>Attendance and Credits</td>
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<td>*Students must earn 60 percent of their credits attempted at the halfway point of the maximum time frame to complete the course of study or they will be terminated.</td>
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<td>25 percent of the maximum time frame:</td>
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<tr>
<td>Students must pass a five-minute dictation test at 95 percent accuracy or higher at a shorthand speed of at least 80 words per minute (wpm) in Q&amp;A, 60 wpm in jury charge, or 60 wpm in literary at the end of the first 12 months of enrollment. Online students will be tested under supervision for</td>
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<tr>
<th>Speed</th>
<th>Month</th>
<th>Month</th>
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<th>Month</th>
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<th>Month</th>
<th>Month</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>60L or 80Q</td>
<td>80+ percent Attendance</td>
<td>80L</td>
<td>100L or 120Q</td>
<td>100L 120J or 140Q</td>
<td>120L 140J or 160Q</td>
<td>140L 160J or 180Q</td>
<td>160L 180J or 200Q</td>
<td>180L 200J AND 225Q</td>
<td></td>
</tr>
</tbody>
</table>
verification and as a prerequisite for SH220. Students who fail to meet the minimum academic achievement, shorthand speed development, and successful course completion standards at the 25 percent point of their maximum time frame will be placed on academic probation. Students must attain 80 percent or higher attendance at the end of 25 percent of the maximum time frame, or they will be placed on probation.

50 percent of the maximum time frame: Students must pass a five-minute dictation test at 95 percent accuracy or higher at a shorthand speed of at least 120 wpm in Q&A, 100 wpm in jury charge, or 80 wpm in literary at the end of the first 20 months of enrollment. Online students will be tested under supervision for verification and as a prerequisite for SH230. The college will terminate students who fail to meet the minimum academic achievement, shorthand speed development, and successful course completion standards at the 50 percent point of their maximum time frame. Students must attain 80 percent or higher attendance at the end of 50 percent of the maximum time frame, or they will be placed on probation.

75 percent of the maximum time frame: Students must pass a five-minute dictation test at 95 percent accuracy or higher at a shorthand speed of at least 160 wpm in Q&A, 140 wpm in jury charge, or 120 wpm in literary at the end of the first 28 months of enrollment. Online students will be tested under supervision for verification and as a prerequisite for SH240. Students who fail to meet the minimum academic achievement, shorthand speed development, and successful course completion standards at the 75 percent point of their maximum time frame will be placed on academic probation. Students must attain 80 percent or higher attendance at the end of 50 percent of the maximum time frame, or they will be placed on probation.

100 percent of the maximum time frame: At the end of 44 months, students must pass three five-minute dictation tests at each dictation type at 95 percent accuracy or higher at a shorthand speeds of 180 words per minute in literary, 200 words per minute in jury charge, and 225 words per minute two-voice testimony. Students must be tested at this level and must pass one test in each dictation type (literary, jury charge, and two-voice testimony) under supervision as part of the three required in each dictation type.

Students who have been terminated due to unsatisfactory progress at the one-half point of their maximum time frame may continue as a non-regular student and seek to correct deficiencies by taking remedial courses, repeating courses, or practicing previously learned skills in order to establish satisfactory progress. These students will not be eligible for financial aid. If a student does continue as a non-regular student, he/she cannot exceed the maximum time frame and receive the associate degree for court reporting. Students exceeding the maximum time frame and complete all degree requirements will be considered completers, but there will not be an academic credential issued.

Students must attain 80 percent or higher attendance at the end of the program in order to graduate.

II. GRADE POINT AVERAGE AND ATTENDANCE

SAP includes a qualitative measurement of student progress; therefore, students must maintain a cumulative 2.0 GPA (2.0 is a C grade) throughout the educational program. Any student whose GPA falls below the 2.0 level will be placed on academic probation. Students who have completed skill requirements with a GPA below 2.0 will not be eligible for a degree. Financial aid will continue to be disbursed while on academic probation.
Students who are absent from more than 20 percent of their classes during a semester will be placed on probation the following semester and subject to dismissal from the college if their poor attendance is continued. Periods during which a student has requested and received a leave of absence or has officially withdrawn from the college will not be considered in tabulating attendance percentages. (See Attendance Policy)

A student’s attendance will be taken in every class until the school is notified that the student has withdrawn.

III. PROBATION

Students not meeting satisfactory progress are notified by the Director of Student Services or designate at the end of each semester. Students who have fallen behind in submitting homework assignments, poor attendance, a grade below a C, or has the potential at the end the semester to be on probation receives notification of their standing at the midpoint of the semester by the Director of Student Services or designate.

The Director of Student Services, Mindi Billings, reviews every transcript at the end of every semester to determine if Satisfactory Academic Progress is being maintained. The Director of Student Services evaluates the check points (GPA, speed, and credits earned) and informs the students of their progress each semester. Any student not meeting the requirement (GPA higher than 2.0, speed requirement based on semester, and/or credits earned approaching the midpoint) is placed on probation or terminated the following semester if their GPA or skill does not improve. Students are reminded by the Executive Director during semester registration of the requirements necessary to remain on track for graduation.

Students are advised and placed on one semester of probation when their attendance, grade average, skill level, and/or credits earned fall below the stated standards. Students must improve their attendance and/or performance to the stated standards within the probationary period to be considered making satisfactory progress. The college offers additional assistance to students placed on probation. Students are notified by the director of student services by mail and a phone call at the beginning of any probationary semester. Students are told why they were placed on probation 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 with the executive director to develop a strategy to return to good academic standing. The College of Court Reporting provides students with updates on their Standards of Satisfactory Academic Progress (SAP) before the end of each semester. Students are provided a warning if they are in jeopardy of not meeting SAP before the end of each semester by the executive director or designate. This notification is sent by email to the student with a request to schedule a phone conference.

The director of student services provides all faculty and staff a list of students on probation with reasons for probation at the beginning of each semester. Teachers are required to contact probationary students in their courses and offer additional assistance and to let these students know that their academic performance in the course will be monitored more closely. Students placed on probation are subject to increased scrutiny of their progress.

If at the end of the student’s probationary period of one four-month semester all standards are not achieved and the student's status is considered unsatisfactory, the student will be terminated from the school and will lose their financial aid. The probationary period may not exceed more than one consecutive semester. Students must reach the skill level, have 80 percent or better attendance, and have a 2.0 GPA to be removed from probation.
Students may appeal for one extra semester of probation if they can demonstrate that the cause(s) of the previous poor performance has been eliminated and that their performance during the first probationary period showed improvement. In no case will a student be considered to be making satisfactory progress unless he or she has achieved both grades and attendance requirements by the midpoint of the probationary semester.

Faculty are required to notify a student and administrators through the ALERT! system immediately when a student becomes delinquent in their work. Faculty will attempt to resolve the deficiencies directly with the student and submit a follow-up ALERT! with a summary of the resolution or request intervention from the executive director if not resolved. Students who continue to be deficient are contacted weekly with the goal of encouraging a student to recapture his/her motivation to continue their education.

**IV. APPLICATION OF STANDARDS**

Standards of satisfactory progress apply to all students. This includes full-time and part-time students and students on financial aid, grants, veteran’s assistance, scholarships, and/or those with no financial assistance.

**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 Executive Director 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 their 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 either 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:

1. Obtain and complete a Drop-Add/Withdrawal Form from the Director of Student Services.
2. Return the form signed and dated by the Executive Director to the Director of Student Services as soon as possible, but within seven (7) days of the date on the form.
3. 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;
   - 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 the 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/speedbuilding course may receive a grade for the work completed. Students not fulfilling the top speed requirements in a skill development speedbuilding course (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 in order to improve their skill level if a D- or better was initially earned. A maximum of six courses for the Court Reporting - A.A.S. Degree program students may be repeated during the training program, therefore, allowing the maximum time frame of 44 months 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 Executive Director 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:

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

2. 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 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 president, the Executive
Director, the financial aid director/office, the Director of Student Services, appropriate staff
members, 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 will be developed by the Executive Director or designate 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 Executive Director 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.

PLACEMENT OF GRADUATES

The college employs a director of alumni and employer relations 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 to a $5 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

Students enrolled at the college in day classes typically meet from 9:00 a.m. to 12:20 p.m. Monday, Tuesday, Thursday, and Friday. Students can use the technology lab to work on projects, receive extra help, and access dictation material, accelerators, or recorded classes when they are not scheduled for class or when there is not another class scheduled in the technology lab. The school is open weekdays until 5:00 p.m. for students, 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.

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 schedule 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.

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**COURSE NUMBERING SYSTEM**

Courses are numbered according to the following plan:

1. 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 VT=Voice Captioning.

2. 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.

3. First-year courses begin with a number “1”; second year courses begin with a number “2.”

**COURT REPORTING CLUB**

The students at the college formed a court reporting club. The primary objective of the club is to promote camaraderie and fellowship among students. We encourage all students to attend state and national conventions in order to develop their personal and professional networks.
CURRICULUM REQUIREMENTS

COURT REPORTING – A.A.S. DEGREE
Associate of Applied Science
7 Semesters -- 85 Credit Hours – 28 Months

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.

PREREQUISITES: Students must be a high school graduate or equivalent and have a firm foundation in technology and English.

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

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

<table>
<thead>
<tr>
<th>Semester I:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*C110 Foundations of Language and Writing</td>
<td>3</td>
</tr>
<tr>
<td>*LT200 Foundations of Law</td>
<td>3</td>
</tr>
<tr>
<td>SH100 Computerized Machine Shorthand Theory I</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*C100 Communications</td>
<td>3</td>
</tr>
<tr>
<td>*C160 Culture &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>SH120 Computerized Machine Shorthand Theory II</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>T110 Court Reporting Transcript Preparation</td>
<td>3</td>
</tr>
<tr>
<td>*C260 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>SH130 Skill Development III</td>
<td>6</td>
</tr>
<tr>
<td>(80/100/120/140)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT100 Medical Terminology/Related Anatomy</td>
<td>3</td>
</tr>
</tbody>
</table>
T210  Introduction to Realtime Technology  3  
SH200  Skill Development IV  6  
(100/120/140/160)  
  Total Credits  12  

Semester V:  
CR200  Court Reporting Procedures  3  
CR210  Technology I  3  
SH220  Skill Development V  6  
(120/140/160/180)  
  Total Credits  12  

Semester VI:  
CR280  CSR/RPR Preparation  3  
*C150  Vocabulary and Usage  3  
SH230  Skill Development VI  6  
(140/160/180/200)  
  Total Credits  12  

Semester VII:  
CR290  Courtroom/Court Reporting Practicum  1  
TE201  The Captioning Environment and Producing Captions  3  
*C210  Human Relations  3  
SH240  Skill Development VII  6  
(160/180/200/225)  
  Total Credits  13  

Credits for Degree 85  

It is recommended that court reporting students choose elective(s) from:  
SH110  Theory  
CR100  Court Reporting English  
CR110  Introduction to Realtime Technology  
CR120  Court Reporting Processes and Development  
CR110  Introduction to Realtime Technology  
TE201-VC  Introduction to Captioning (Voice Captioning)  
TE202  Captioning Processes and Development  
TE270  Classroom Captioning for the Deaf and Hard-of-Hearing I  
TE280  Classroom Captioning for the Deaf and Hard-of-Hearing II  
TE300  Broadcast Captioning  
SH131, SH132, SH201, SH202, SH221, SH222, SH231, SH232, SH241, SH242  (Machine Shorthand electives)  
VT100, VT120, VT130, VT200  (Captioning specific dictation)  
VT290  Captioning Internship  

The above curriculum prepares a graduate to work as a judicial (freelance or official) reporter. Students who want an endorsement to work as a broadcast captioner are required to take the following additional courses:  
  • TE202 Captioning Processes and Development (3 credit hours)  
  • TE300 Broadcast Captioning (3 credit hours)  

Students who want an endorsement to work as a CART reporter are required to take the following additional courses, which may be taken in place of TE201 (noting that they are rarely offered):  
  • TE270 Classroom Captioning for the Deaf and Hard-of-Hearing I  
  • TE280 Classroom Captioning for the Deaf and Hard-of-Hearing II  

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DESCRIPTION OF COURSE REQUIREMENTS

SKILL DEVELOPMENT COURSES FOR COURT REPORTING

Students are placed in SH (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. SH100 and SH120 are the basic computerized skill development theory courses that are required courses for court reporting steno students attending the College of Court Reporting.

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 shorthand speed. The requirements and grades from these speedbuilding classes are averaged to give students credit for the SH levels they are enrolled in each semester.

Online students will be online in a variety of situations such as dictation, chat rooms, etc., which is the same amount of time that onsite students are in class each week. In addition to the online interactive dictation and speedbuilding, online students will submit documented practice from CDs, audio and video dictation, textbook, straight copy, and other materials as assigned by their instructor.

**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.

**SH110 - THEORY (12 CREDITS)**

This is a comprehensive course that covers realtime translation theory. 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.

**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 theirs 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 the associated six-credit SH-level course. Prerequisite: 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 DEVELOPMENT VII (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.

**ELECTIVE DICTATION/SPEEDBUILDING CLASSES**

Students will be placed in live realtime dictation/speedbuilding classes throughout their computerized development in accordance with shorthand speed requirements. The following
dictation classes are offered throughout the program and are geared toward building shorthand speed at each student's individual ability. All levels of testimony, jury charge/legal opinion, literary, and medical dictation are offered every semester in onsite and online classes. The individual dictation classes fulfill the requirements for SH130, SH200, SH220, SH230, and SH240.

**60-240 - TESTIMONY CLASSES**

Throughout their education, court reporting 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. Prerequisite: SH120.

**60-200 - JURY CHARGE - LEGAL OPINION CLASSES**

Throughout their education, court reporting 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. All evaluations must be transcribed, except for exit speeds, in 60 minutes or less. Students will be allowed 75 minutes for exit-speeds. A punctuation grade will be given for each evaluation. Material will be a minimum of 1.4 syllabic density. Prerequisite: SH120.

**60-180 - LITERARY CLASSES**

Throughout their education, court reporting 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. Students will take simulated Certified Realtime Reporter (CRR) exams at 80 to 180 words per minute. 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. All evaluations except for exit speeds will be transcribed in 60 minutes or less. Students will be allowed 75 minutes for exit speed evaluations. Students will receive a punctuation grade on each evaluation. Material will be a minimum of 1.4 syllabic density. Prerequisite: SH120.

**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: SH110 and CR100.

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: SH110 and CR110. CR120 can be taken at the same time as CR110 or before.

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: T210 and SH220; or CR110 and SH220; recommended writing speed of 160 wpm.

CR280 - CSR/RPR 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: LT200, MT100, SH220, CR200, T210, and SH220; or CR120, CR210, LT200, MT100, and SH220 (recommended minimum writing speeds: 160L, 180JC, and 200QA).

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: 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 at least four 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 English course. It is a continuation of Communications and Foundations of Language and Writing and is for advanced students with an emphasis on critical thinking and research. Prerequisite: C100 and C110.

**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.

**LT100 - LEGAL TERMINOLOGY (3 CREDITS)**

This is a course covering legal history pertaining to present-day court jurisdiction and personnel. Emphasis will be placed on legal terms used in criminal law. Students will receive instruction in civil law, the judicial system and various courts, the legislative process, medicolegal problems, and hearings and arbitrations. This is a legal vocabulary building course including Latin terminologies. The most common legal terms will be defined. Students will be responsible for spelling, defining, and pronouncing these words. 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, contacts, 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: SH130, C100, C110, and T110.
TE201 - THE CAPTIONING ENVIRONMENT AND PRODUCING CAPTIONS (3 CREDITS)

The purpose of this course is to impart the skills and knowledge necessary to become a qualified realtime closed captioner. Prerequisite: CR110 or T210

TE201-VC - INTRODUCTION TO VOICE CAPTIONING (3 CREDITS)

The purpose of this course is to impart the skills and knowledge necessary to become a qualified realtime voice captioner.

TE202 - CAPTIONING PROCESSES AND DEVELOPMENT (3 CREDITS)

The purpose of this course is to impart the skills and knowledge necessary to become a qualified realtime closed captioner. The focus of this course will be on tools of the trade, computer skills, trouble management, and pre- and post-test banks. Prerequisite: TE201 or TE201-VC.

TE270 - CLASSROOM CAPTIONING FOR THE DEAF AND HARD-OF-HEARING I (3 CREDITS)

Students apply realtime translation applications for the deaf and hard-of-hearing. They will learn the hardware and software needed, set up equipment, and interact with faculty and students. They will attend a 3-credit lecture class and write all lectures and class discussions on their steno machine. Notes will be edited and prepared in readable format. Students will be familiar with the deaf culture. Prerequisites: Passing of 140 literary requirement and Prerequisite: CR110 or CR210.

TE280 - CLASSROOM CAPTIONING FOR THE DEAF AND HARD-OF-HEARING II (3 CREDITS)

This is an advanced application of TE270. Students will continue to apply realtime translation applications for the deaf and hard-of-hearing and attend a 3-credit course. Notes will be edited, error free, and prepared in readable format. Prerequisites: TE270 and Prerequisite: CR110 or CR210.

TE300 - BROADCAST CAPTIONING (3 CREDITS)

The purpose of this course is to impart the skills and knowledge necessary to become a qualified realtime captioner. The focus of this course will be on completing the necessary requirements to become a qualified realtime captioner. This course will be updated to use the latest captioning technology and to meet the requirements of the National Court Reporters Association, the National Verbatim Reporters Association, and the standards of the captioning industry. Coursework can be completed as independent study with written authorization from the college. Prerequisites: TE201 or TE201-VC.
**VOICE COURSES**

**VT100 - COMPUTERIZED VOICE CAPTIONING THEORY (6 CREDITS)**

This course covers voice captioning theory and develops the foundation for voice writing. The student will focus on how to speak properly and learn how to develop and establish a consistent voice in order to improve speech recognition. Students will learn to speak at 80 wpm with 98 realtime accuracy. Grades for this course will be based on skill, speed, realtime accuracy, and knowledge. Prerequisite: None.

**VT120 - COMPUTERIZED VOICE CAPTIONING SPEED DEVELOPMENT I (6 CREDITS)**

Students will continue to develop their voice captioning speech and technology skills. They will be in a minimum of 12 hours of live/recorded dictation in literary and multi-voice speedbuilding dictation each week. Grades for this course will be based on skill, speed, realtime accuracy, weekly evaluations, and punctuation grades on dictation tests. They should pass at least one five-minute dictation test with 98 percent realtime accuracy or better at a minimum of 120 words per minute. Prerequisites: VT100.

**VT130 - COMPUTERIZED VOICE CAPTIONING SPEED DEVELOPMENT II (6 CREDITS)**

Students will continue to develop their voice captioning speech and technology skills. They will be in a minimum of 12 hours of live/recorded dictation in literary and multi-voice speedbuilding dictation each week. Grades for this course will be based on skill, speed, realtime accuracy, weekly evaluations, and punctuation grades on dictation tests. They should pass at least one five-minute dictation test with 98 percent realtime accuracy or better at a minimum of 160 words per minute. Prerequisite: VT120.

**VT200 - COMPUTERIZED VOICE CAPTIONING SPEED DEVELOPMENT III (6 CREDITS)**

During the final semester, students will continue to develop their voice captioning speech and technology skills and complete all graduation requirements. They will be in a minimum of 12 hours of live/recorded dictation in literary and multi-voice speedbuilding dictation each week. Grades for this course will be based on skill, speed, realtime accuracy, weekly evaluations, and punctuation grades on dictation tests. They should pass at least two recorded financial calls lasting 30 to 40 minutes from unfamiliar material with at least 85 percent realtime accuracy; or three five-minute dictation tests with 98 percent realtime accuracy or better at a minimum of 180 words per minute in literary and at least three five-minute dictation tests with 98 percent realtime accuracy or better at a minimum of 200 words per minute in multi-voice. Prerequisite: VT130.

**VT290 - CAPTIONING INTERNSHIP (1 CREDIT)**

Students begin an on-the-job internship and spend actual time under supervision that will include 30 hours of research and dictionary preparation and 15 hours of voice captioning. Interns will apply all aspects of captioning and producing captions as a broadcast captioner. Students will
submit two unedited financial calls of totaling one hour or unedited realtime captioned translation of five hours in each of the following categories: financial calls, television, and government meetings which will be reviewed and graded by the instructor. Prerequisites: TE202-VC and VT130.
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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](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](http://www.ncraonline.org)

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Hammond, Indiana

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President
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Ms. Bettye A. Keyes, CCR, CSR, CVR-M, RVR
Official Court Reporter
State of Maryland Captioner
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Semester End: 02/07/2020  
Semester Break: 02/10/2020-02/14/2020 |
| 10   | Semester Start: 01/10/2022  
Break: 02/14/2022-02/18/2022  
Spring Break: 03/28/2022-04/01/2022  
Semester End: 05/06/2022  
Semester Break: 05/09/2022-05/13/2022 |
| 5    | Semester Start: 02/17/2020  
Spring Break: 03/23/2020-03/27/2020  
Break: 05/04/2020-05/08/2020  
Semester End: 06/12/2020  
Semester Break: 06/15/2020-07/03/2020 |
| 11   | Semester Start: 05/16/2022  
Summer Break: 06/20/2022-07/08/2022  
Break: 08/15/2022-08/19/2022  
Semester End: 09/23/2022  
Semester Break: 09/25/2022-09/30/2022 |
| 6    | Semester Start: 07/06/2020  
Break: 08/10/2020-08/14/2020  
Break: 09/21/2020-10/02/2020 (2 weeks)  
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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:
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STUDENT'S SIGNATURE: ____________________________

DATE: __________________________ PHONE: ______________________ EMAIL: ___________