Prince Institute

MONTGOMERY, ALABAMA | A STENOGRAPH SCHOOL

Information technology at your fingertips

PRINCE INSTITUTE OF PROFESSIONAL STUDIES

2011 Catalog
Effective Date: 01/04/2011

Licensed by
The Alabama State Department of Education
Department of Postsecondary Education
401 Adams Avenue
Montgomery, AL 36104-4340
Telephone (334) 242-2900

Certified by
The National Court Reporters Association
8224 Old Courthouse Road
Vienna, VA 22182-3808
Telephone 1-800-272-6272

Approved for Veterans by
The State of Alabama Approving Agency

Chartered by
The State of Alabama

Accredited by
The Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
Telephone (202) 336-6780

A Stenograph School
596 West Lamont Road
Elmhurst, IL 60126

TABLE OF CONTENTS

SCHOOL CALENDAR
2011

WINTER QUARTER 2011

First Class Day	Tuesday, January 4, 2011
M.L. King's Birthday Holiday	Monday, January 17, 2011
Course Drop/Add Deadline	Tuesday, January 25, 2011
Midterm	Tuesday, February 8, 2011
Presidents' Day Holiday	Monday, February 21, 2011
Last Class Day	Thursday, March 17, 2011

SPRING QUARTER 2011

First Class Day	Monday, April 4, 2011
Course Drop/Add Deadline	Thursday, April 21, 2011
Midterm	Thursday, May 5, 2011
Annual Spring Picnic	Tuesday, May 24, 2011
Memorial Day Holiday	Monday, May 30, 2011
Last Class Day	Wednesday, June 15, 2011

SUMMER QUARTER 2011

First Class Day	Wednesday, July 6, 2011
Course Drop/Add Deadline	Tuesday, July 26, 2011
Midterm	Tuesday, August 9, 2011
Labor Day Holiday	Monday, September 5, 2011
Last Class Day	Thursday, September 15, 2011

FALL QUARTER 2011

First Class Day	Monday, October 3, 2011
Course Drop/Add Deadline	Thursday, October 20, 2011
Midterm	Thursday, November 3, 2011
Thanksgiving Holiday	Wednesday-Friday, November 23-25, 2011
Last Class Day	Wednesday, December 14, 2011

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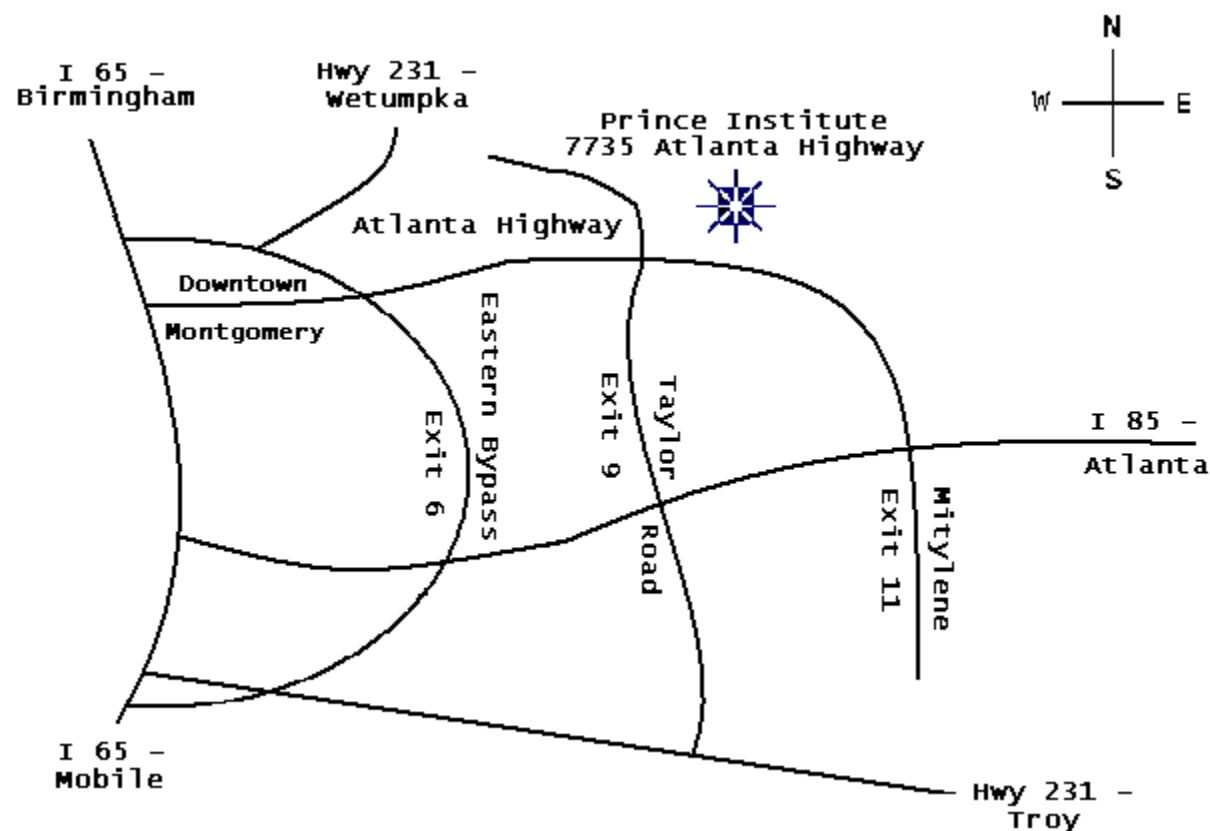
DIRECTIONS

Take I-85 to the Mitylene Exit (Exit 11). From Montgomery turn left at the end of the exit ramp. From Atlanta turn right at the end of the exit ramp. This will put you on the Atlanta Highway. Go approximately 2 miles. You will pass Arrowhead subdivision, The Orchards, and Lake Forest subdivision on the right-hand side of Atlanta Highway. Turn right just before Moses & Moses, CPA. Prince Institute is to your right.

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INTRODUCTION

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GOVERNANCE AND CONTROL

Prince Institute of Professional Studies is owned by Stenograph, LLC, and is governed by its corporate officers:

John Wenclawski, President
Robert Panfil, Senior Vice President
David Wynne, Senior Vice President

Stenograph, LLC, is part of the Heico family of companies and is registered in the state of Delaware.

Mrs. Jeana S. Boggs, CSR, Freelance Court Reporter
Jeana Boggs & Associates
Montgomery, AL

Mrs. Vicki Clark, CSR, Official Court Reporter
Fifteenth Judicial Circuit
Montgomery, AL

Mr. Clifford "Chip" Cleveland II, Attorney at Law
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The Honorable Tracy McCooey, Circuit Court Judge
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Montgomery, AL

Mrs. Eddie Reid, CRI
Retired Instructor
Prince Institute
Montgomery, AL

Mr. David Wynne, Senior Vice President, Sales & Education
Stenograph, LLC
Elmhurst, IL 60126

STUDENT ADVISORY COMMITTEE

Prince Institute recognizes the importance of student input in the Institution's decision-making process; therefore, a student advisory committee consisting of no less than five (5) currently enrolled students will be appointed by administration for one-year terms (from January through December). In the event a student currently serving on the committee graduates or ceases enrollment, administration will appoint another student to serve the remainder of the term. In order to serve, a student must be in good academic standing.

Concerns, recommendations, and requests are presented directly from the committee to the appropriate institution official. Feedback is provided on each item submitted by the committee.
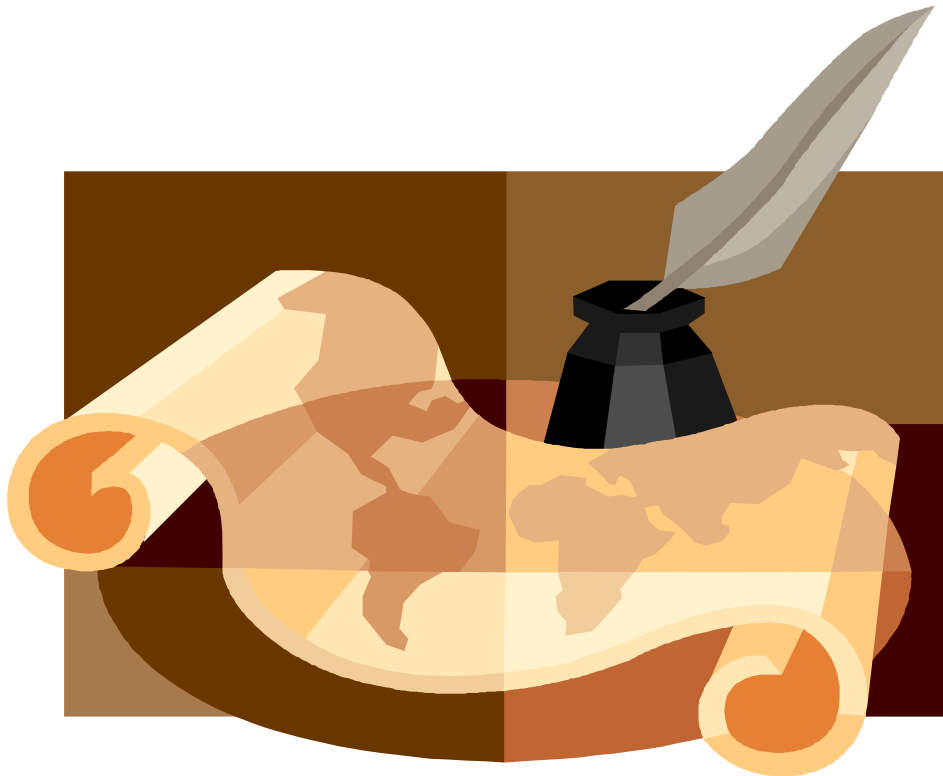
THE INSTITUTE

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HISTORY

Prince Institute was founded in 1976 by Sara Prince, a teacher and former machine shorthand court reporter for the United States Air Force.

The school's first home was in the Frank Leu Building in downtown Montgomery, in classrooms formerly occupied by Jones Law School. In its second year of operation, Mrs. Prince was joined by her husband, Charles, whose background in business administration and education added significant strength to the Institute.

The school was approved by the Veterans Administration for veteran training on January 8, 1979.

In January of 1980, the school moved to Monticello Drive in east Montgomery. In December of 1982, the National Court Reporters Association awarded the school its Certificate of Approval.

Increasing enrollment prompted the move to a larger facility on East Shirley Lane in the spring of 1984. In December of that year, Prince Institute was awarded accreditation by the Accrediting Council for Independent Colleges and Schools.

In the summer of 1986, a branch school was opened in Mobile, Alabama, remaining in operation until the fall of 1991, at which time Prince Institute returned to a one-campus status.

Increased enrollment again necessitated a move to a larger facility, and in the fall of 1992, the school was moved to its present location, 7735 Atlanta Highway.

In June of 1992, a second program, Advanced Medical Transcription, was added. Recent years have been distinguished by rapid advances in technology and increasing developments in the marketplace. The focus has changed from typewriters and word processors to the electronic writer-computer production of online translation of stenonotes, a process known as "realtime."

Employing realtime skills, Prince Institute, in 1992, began working with personnel at Auburn University and Auburn University at Montgomery to assist students with profound hearing loss to more fully participate in the classroom.

During this period, three full-time faculty members enhanced their professional status by earning the designation of Certified Reporting Instructors, granted by the National Court Reporters Association. Additionally, two faculty members became Certified Program Evaluators, professionally qualifying them to evaluate court reporting programs in other educational institutions throughout the United States.

In 1995, approval was granted to Prince Institute by the appropriate approval agencies to award an associate degree to students graduating from the Court Reporting and the Advanced Medical Transcription programs.

In 1997, approval was granted to Prince Institute to award a certificate to students graduating from the Certificate Medical Transcription program.

In January 2000, after 23 years as President of the Institute, Sara Prince retired to Florida to pursue a career as a writer.

Patricia Hill, a long-time instructor at Prince Institute, became the new President and owner of the school.

In April 2002, Prince Institute purchased the land and building where the school is presently located.

In April 2003, The Accrediting Council for Independent Colleges and Schools recognized Prince Institute as an honor roll institution.

In August 2003, approval was granted to offer a program in Realtime Reporting with a Concentration in Judicial Reporting. Students graduating from this program will receive an associate degree.

In April 2004, approval was granted to offer a program in Scoping/Proofreading. Students graduating from this program will receive a certificate.

In April 2004, Prince Institute was also granted approval to offer certain courses through distance education.

In September 2005, Stenograph acquired Prince Institute. Stenograph is the largest supplier of shorthand machines, software, and educational products to the court reporting and captioning professions.

Again in April 2009, The Accrediting Council for Independent College and Schools recognized Prince Institute as an honor roll institution.

In June 2009, Prince Institute was granted approval to offer a program in Realtime Reporting with a Concentration in CART/Captioning.

In August 2010, Prince Institute was granted approval to offer an Office Assistant certificate program.

PHILOSOPHY

It is our belief that the work ethic will remain a vital feature of our society, and we sense that this ethic involves much more than a willingness to work. In its purer sense, it embodies a personal decision, at some point in life, to pursue what one perceives to be purposeful and rewarding work. It includes the willingness of that person to subscribe to a discipline which will ensure that the knowledge and skills are acquired which will enable him/her to master the occupation chosen. After knowledge and skills are acquired, it embodies the practice of the occupation in such a way that every day the person has a sense of personal satisfaction that derives from a job well done.

MISSION

The mission of this institution is to offer the best educational and training program possible, within the constraints of its resources, to enable graduates to take to the marketplace the highest possible level of job knowledge and skills. This level of knowledge and skills enables graduates to fill highly skilled and rewarding positions of responsibility.

Approach to Mission Accomplishment: Through information provided by national and state professional associations, specifically, the National Court Reporters Association (NCRA) and the Alabama Court Reporters Association (ACRA), together with the information provided by the Alabama Board of Court Reporters, practicing court reporters throughout the United States, members of the business community, members of the advisory board, and members of the Prince Institute corporate board partnered with its faculty and staff regularly familiarize and update themselves in the matter of training and education needed to produce competent entry-level employees.

Armed with that information and dedicated to the realization of our established mission, the institution will:

➢ Maintain compliance with requirements set forth by the U.S. Department of Education, the Accrediting Council for Independent Colleges and Schools (ACICS), and the State of Alabama Department of Education.
➢ Maintain status as an NCRA-certified school by meeting at least the general requirements and minimum standards set out by NCRA.

- Undergo prescribed site visits by ACICS and NCRA for evaluation of level of compliance and continued accreditation and certification.
- Regularly update itself regarding current entry-level requirements for judicial reporters, captioners, scopists, proofreaders, and office assistants by obtaining information from NCRA, ACRA, the Alabama Board of Court Reporters, the Administrative Office of Courts (AOC), Prince Institute Board of Advisors, and members of the business community.
- Maintain educationally sound curricula based on recommendations from the above-named entities.
- Employ faculty members whose educational, professional, and philosophical qualifications provide assurance that they can contribute to the accomplishment of the overall mission of the school.
- Encourage professional growth of its faculty members by encouraging active involvement in professional associations.
- Encourage faculty members to enhance their teaching credentials through participation in continuing education courses, especially those sponsored by NCRA and ACRA, which offer updated information pertinent to their fields of instruction.
- Encourage faculty members to seek and maintain the Certified Reporting Instructor (CRI) designation from NCRA.
- Perform periodic classroom visits to evaluate the quality of instruction.
- Provide opportunities to students to critique both the courses and the instructors at the end of a quarter.
- Perform an analysis at the end of the quarter of students' written critiques of both the courses and the instructors and if necessary, take the corrective action needed.
- Employ staff members who are trained in the areas in which they are required to function and whose attitudes and personal philosophies equip them to operate as members of a team in pursuit of common goals.
- Provide staff with training opportunities at national and state-sponsored workshops and seminars to ensure that staff personnel operate with current information and technology.
- Maintain a low student/faculty ratio.
- Maintain a student selection process designed to enroll only those students believed to be capable of completing the programs offered.
- Review and supplement the student selection process as new information regarding factors influencing students' likelihood of success becomes available.
- Participate in federal student financial aid programs in order to offer a form of financial assistance to qualified candidates.
- Provide information on scholarships to students.
- Provide an honors program for students who aspire to scholastic achievements beyond the level announced in school programs.
- Explore extracurricular opportunities for students to enhance their professional development.
- Foster professional relationships with court officials, freelance reporters, captioners, and the business community in order to ensure high-quality interning venues for all students.
- Maintain or exceed current levels of retention and placement.
- Maintain 90 percent employer satisfaction with graduates' training.
- Maintain a physical plant which is accessible, eye-appealing, comfortable, and safe and which is spatially adequate and acoustically suited to its educational and training activities.
- Provide appropriate, modern, and well-maintained equipment sufficient in quantity to accomplish the school's training and education mission.
- Implement new technological developments pertaining to the fields of realtime reporting in a timely fashion as resources permit.
- Maintain a record and accounting system appropriate for student files and for the efficient operation of school business.
- Maintain a library available for student use at all times.

All items and activities listed above are ongoing and all contribute significantly to the accomplishment of the school's mission.

ADMISSIONS

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NONDISCRIMINATION POLICY

It is the official policy of Prince Institute that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment at this institution.

CLASS HOURS

Classes may be scheduled on campus and/or online from 8 a.m. to 10 p.m., Monday through Sunday. Quarterly schedules with class times are distributed to the students.

ADMISSION/REGISTRATION REQUIREMENTS

Prince Institute will admit as regular students only persons having a high school diploma or GED certificate.

Prospective students are interviewed by the Career Planners and the Financial Planner, who explain the characteristics of a successful, employable professional in the programs offered.

Time management and technology assessments are given to prospective students requesting admission to the Institute.

All information obtained is used in a diagnostic and prescriptive manner to enhance the student's individual or group instruction. Assessment results aid in the correct placement of a student in the most appropriate level of training in a given program.

Strict confidentiality is observed in matters of interviewing and testing of prospective students.

Submission of a registration form, payment of the registration fee which is listed in the supplement, submission of an official high school transcript or GED certificate, and approval for admission by the Director complete the initial admission requirements. If a prospective student has made a request for a high school transcript or GED certificate and one is not available, the prospective student may submit a signed statement for verification of graduation to the Dean of Academic Affairs or Director for approval before being admitted, or a college transcript may be submitted for approval by the Dean of Academic Affairs or Director as evidence of completion of high school.

READMISSION OF FORMER STUDENTS

Students wishing to reenter Prince Institute after a prior withdrawal must first obtain the permission of the Dean of Academic Affairs and/or the Director.

Students who have previously attended Prince Institute but who have not been enrolled for the past two quarters must pay a nonrefundable readmission fee which is listed in the supplement.

The reentering student will be given credit for successfully completed academic courses. Students who have been out for an extended period of time and who demonstrate deficiency in any academic field may be required to repeat pertinent courses.

The reentering student will be subject to the catalog that is in use at the time of readmission.

If, during the absence, the student was enrolled at other colleges, transcripts must be sent to Prince Institute.

ONLINE COURSE INFORMATION

Online courses require a great deal of self-discipline and commitment. Not all students are right for this type of virtual classroom setting. Prior to enrolling for an online course, a student should:
- ➢ Be willing and able to commit up to twenty (20) hours per week for some courses;
- ➢ Have the necessary equipment (as explained in the Stenograph U Handbook);
- ➢ Have a working knowledge of the equipment (as explained below);
- ➢ Be self-motivated and self-disciplined; and
- ➢ Be able to communicate clearly in writing.

Online classes are very different from the traditional classroom setting. A student who excels in a traditional classroom setting may find that he/she is not self-disciplined for online classes. On the same note, a person who excels in online courses may have trouble in a traditional face-to-face classroom setting. Prior to enrolling in an online course, a student must be sure that online learning is right for him/her.

To participate in an online course, the student must be self-directed and self-disciplined and should have knowledge of and be able to
- ❖ Manage his/her study time effectively;
- ❖ Log in to an Internet Service Provider (ISP);
- ❖ Feel comfortable with written communication;
- ❖ Send and receive e-mails and attachments;
- ❖ Use search engines on the World Wide Web to locate information;
- ❖ Use a word processing program; and
- ❖ Know how to download, save, and locate files on a computer.

The student's local conditions may affect the quality of materials received, speed of downloads or transmissions, accessibility and processing time. ***Prince Institute cannot guarantee the quality of the student's transmission regardless of equipment used.***

Prior to enrolling for any offered online courses, students are required to have in good working order the equipment/supplies as outlined in the Stenograph U Handbook.
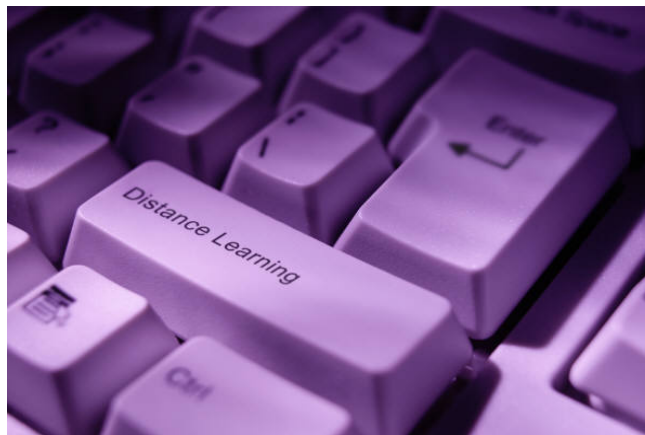
CREDIT TRANSFERS

> Prince Institute makes no blanket guarantee that it will accept transfer credits from any other institution, nor guarantees that any other institution will accept Prince Institute credits. Transfer of credits from Prince Institute to other institutions is entirely at the discretion of those institutions.

Student exemptions for specific courses may be allowed by transfer of credits or by vocational competence evidenced by successful testing. (See Proficiency Examination)

Acceptance of transfer credits will be at the discretion of the Dean of Academic Affairs. Credit transfers will be accepted only from institutions accredited by an agency recognized by the U.S. Department of Education as a national or regional accrediting body of postsecondary institutions.

A request for transfer of credits must be made upon application for enrollment. The applicant's unofficial transcripts can be evaluated prior to official enrollment.

Final evaluation of credits will begin only upon receipt of student's **official** transcripts from all previously attended institutions and catalog course descriptions or course syllabi containing course descriptions. Course descriptions are required in order that Prince Institute personnel may adequately assess the comparable nature of the completed coursework.

It is the student's responsibility to check with the campus to ascertain that all transcripts have been received.

Students transferring in with machine shorthand knowledge will be assessed according to Prince Institute's testing procedures to determine proper placement in each of the three dictation categories (JC, Literary, QA). Students may progress through the speedbuilding levels as rapidly as their skills allow.

The following standards will apply to Credit Transfers:

General standards
1. Acceptance of transfer credits must be approved by the Dean of Academic Affairs.
2. Academic courses must have been completed within the previous ten (10) years for direct transfer of credit.
3. Credits completed within the previous twenty (20) years may be eligible for Proficiency Examination. A student may challenge an academic course and be awarded credits if he or she meets the requirements as set forth in the Prince Institute policy on Proficiency Examination below.
4. Courses for which transfer credit is requested must be parallel in content, length, and level to comparable courses offered at Prince Institute.
5. The courses for which transfer credit is requested must have been completed with a grade of at least
   a. B for those comparable Prince Institute courses which require at least 80 percent for passing; or
   b. C (70 percent) where no such designation is made.
6. Accepted credits will transfer with a grade of EXEMPT. Transfer credits will be applied to the student's transcript within the first quarter of enrollment at Prince Institute.
7. The credit hours from which transfer students are exempt are included in the cumulative credit hours attempted and cumulative credit hours successfully completed but are not included in the cumulative grade point average calculation.

Skill-based courses

8. Skill-based courses are subject to assessment of students' knowledge of theoretical principles and speed levels.
9. Transfer students who have not completed a theory will begin with RWT111.

10. Students who have been out of school for at least a year and have not been using the steno machine on a consistent, daily basis will be evaluated for knowledge of theory principles and may be required to begin with RWT111, Theory I.

11. Transfer students who have been in school recently and have only completed theory with no experience in speedbuilding will be placed in RWT214, Realtime Reporting Theory Transition, the beginning speedbuilding course.

12. Students transferring in with speedbuilding experience will be tested at their last completed speed in each of the three testing categories (Jury Charge, Literary, and Testimony). Satisfactory completion of at least one test in each category will result in placement at the next speed level.

Academic courses

13. Academic subjects in Prince Institute programs, especially the English courses, are highly specific to the professions. Only certain courses are eligible for transfer of credit, and those must be very content specific. Courses comparable to the following Prince Institute courses will be considered for transfer of credit:
    a. GND101, Effective Communication
    b. GND202, College English
    c. GND204, Life Science
    d. MED170, Medical Terminology

14. Proficiency examinations have been developed for the following courses and may be requested based on vocational experience or college courses taken outside the time limit on transfer credits:
    a. ENG131, Basic English
    b. ENG132, Vocabulary and Spelling
    c. ENG236, Business English I
    d. ENG237, Business English II
    e. GND105, Introduction to Microcomputing
    f. LGL121, Legal Principles and Terminology
    g. OAC164, Business Mathematics

15. Certain program-specific courses from NCRA-certified schools may be considered for transfer of credit and will require discussion with the appropriate Prince Institute instructor as well as the Dean of Academic Affairs to determine commonality of content.

16. Certain academic courses are so content specific that they are not eligible for exemption by transfer credit or proficiency examination:
    a. ENG231, English I
    b. ENG232, English II
    c. ENG233, English III
    d. OAC165, Office Procedures I
    e. OAC266, Office Procedures II
    f. PRC160, Fundamentals of College and Career Success
    g. PRC161, Professional Development
    h. PRO162, Career Development I
    i. PRO263, Career Development II
    j. Program practicum
    k. Program test prep courses

PROFICIENCY EXAMINATIONS

Proficiency examinations have been developed for certain courses as listed above and may be requested based on vocational experience or college courses taken outside the time limit on transfer credits. A student may demonstrate competency in those courses through testing and receive credit for them. The dean is the final authority on whether a course may be exempted through the examination process.

The following standards will apply to Proficiency Examinations:

1. The student contacts the Dean of Academic Affairs to request proficiency examination, explaining the basis for the request.
2. The student must be formally enrolled as a student at Prince Institute.
3. The cost of administering the examination is listed on the Supplement page of this catalog and is payable at the time of testing.
4. Students requesting proficiency examination in a particular course must show evidence of having completed the prerequisites, if any, for that course.
5. Students may attempt a proficiency examination for a course only one time.
6. Students must request and complete a proficiency examination for a course before they are enrolled in it.
7. Students may not apply to take a proficiency examination for a course that they have previously taken at Prince Institute and did not pass (i.e., earned an unsatisfactory grade, including WD, Withdrawal, or FA, Failure Due to Absence).
8. A passing score on all proficiency examinations is 90 percent or better.
9. A passing score on the proficiency examination is entered as a PE on the transcript.
10. No record is made on the transcript if the examination was not passed.
11. The credit hours from which students are exempt through testing are included in the cumulative credit hours attempted and cumulative credit hours successfully completed but are not included in the cumulative grade point average calculation.
12. No more than 30 percent of the total program credits may be earned through proficiency examinations.

FINANCIAL INFORMATION

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FINANCIAL AID

It is recognized that many students are not in a position to pay all of the costs of higher education and training. They must either receive financial assistance or forego their plans for this kind of self-improvement. Financial aid programs have been developed to help students who qualify for this assistance. Prospective students are encouraged to contact the Financial Planner for information about aid programs and qualifications for eligibility. It is important for students to note that once they are participants in a financial aid plan, they must requalify annually for financial aid.

Set out below are brief descriptions of the various types of programs which, singly or in combination, are available to qualified students.

FEDERAL PELL GRANT

This program provides grants to students based upon a Federal analysis of family financial strength, which is reflected on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) generated when the student completes a "Free Application For Federal Student Aid" (FAFSA) or a Renewal FAFSA online. A student who has received a bachelor's or professional degree from any institution does not qualify for this grant.

FEDERAL DIRECT LOAN (SUBSIDIZED AND UNSUBSIDIZED)

These are variable low-interest educational loans available to eligible students who are actively enrolled at least half-time in an eligible program of study. This loan program enables the student to borrow directly from the Federal Government after certification of the Master Promissory Note by the Financial Planner. If the student is eligible for any Subsidized Federal Direct Loans, the interest is paid for the student by the Federal Government during the student's period of training, grace period, and periods of certain deferments. The student does not pay or accrue any interest on the Subsidized Federal Direct Loan until the student enters repayment. On any Unsubsidized Federal Direct Loans for which the student is eligible, the student may choose to either pay the interest or allow it to be capitalized. For both loan types, repayment begins six months after graduation, after dropping below half-time enrollment status, or after termination of studies either by withdrawal or expulsion.

FEDERAL DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

These are variable low-interest educational loans available to parents of eligible dependent students who are actively enrolled at least half-time in an eligible program of study. Repayment begins 60 days after the loan is fully disbursed. Parents will begin repayment on the Federal Direct PLUS loan while the dependent student is still enrolled in school. Forbearance, deferment, and consolidation options vary depending upon the previous loan history of the parent borrower.

VETERANS ADMINISTRATION BENEFITS

The Department of Veteran Affairs has rules and special reporting requirements for recipients of veterans' benefits. Students wishing to process veterans benefits should submit their VA Certificate of Eligibility letters to the Financial Planner at Prince Institute.

CHARLES L. PRINCE SCHOLARSHIP

The Charles L. Prince Memorial Scholarship is a tuition credit of $100, available to all students actively enrolled in a program of study at Prince Institute who meet all of the following criteria:

1.   The student must have an enrollment status of at least half time in the current quarter.

2. The student must have perfect attendance in all credit hours carried:
   a. The student must not be tardy for any class meetings.
   b. The only exception will be made for students participating in supervised school-related events such as career days and field trips.
      i. Such students will not be considered absent.
      ii. If the event does not last the entire school day, the student must attend other scheduled classes on that day.
3. The student must satisfactorily complete all credit hours attempted by the final day of the current quarter. A grade of "Incomplete" will render the student ineligible for the scholarship.
4. The student will not qualify for the scholarship if he or she is repeating a course in the current quarter.
5. Scholarships will be awarded during the opening assembly of the quarter following the one in which students qualified.
6. In the event that a student completes his or her program of study with perfect attendance in the final quarter, the scholarship will be applied at that time to any outstanding balance which the student may owe to the school, including the graduation fee, with any remaining funds disbursed directly to the graduate.

THE WYNNE "WIN" SCHOLARSHIP

The Wynne WIN Scholarship is a tuition credit based on academic achievement and financial need.

Students actively enrolled in a program of study at Prince Institute who meet all of the following criteria are eligible to apply:

1. The student must have attended Prince Institute for at least four quarters.
2. The following standards of satisfactory academic progress must be met:
   a. a cumulative Grade Point Average (GPA) of at least 2.0
   b. an overall Percentage of Completion rate of at least 70 percent.

Eligible students must complete an application form and submit it along with any requested documentation to the Director of Prince Institute no later than the last day of the current quarter in order to be considered for the scholarship.

The scholarship recipients will be chosen from among the eligible applicants by a committee appointed by the Director of Prince Institute.

QUARTERLY TUITION AND QUARTERLY TECHNOLOGY/ADMINISTRATION FEE

The tuition and technology/administration fee are listed in the catalog Supplement, and these will not change within any given quarter for which they are quoted. If the school finds it necessary to change tuition or fees for any subsequent quarter, such changes will be announced in writing at least thirty (30) calendar days before the beginning of the next quarter and will be printed in a revised Supplement.

SPECIAL TUITION ARRANGEMENTS

Under the special tuition arrangements and at the discretion of the Director, a student would be able to remain enrolled, complete the program of study, and graduate, provided all course work is completed within the maximum length of time allowed by the Department of Education for completion of the program of study.

A student may be eligible for special tuition arrangements if any or all of the following conditions are met:

1. The student has completed all but one course of his/her program of study;
2. The student has no remaining FFELP fund eligibility (has met the maximum amount allowed by the Department of Education); and/or

3. The required course(s) is assessed at less than six (6) credit hours thereby resulting in the student's being enrolled less than half-time and rendered ineligible for financial aid.

For more information on the special tuition arrangement, students must see either the Financial Planner or the Director. This special tuition arrangement includes certain requirements and must be approved by the Director.

PAYMENT/LATE FEES

Tuition and fees are due on or before the first day of each quarter before any classes meet. Textbooks that are charged by the students will be posted to the students' accounts as the textbooks are purchased, and payment will be due the following month.

If students and/or the responsible parties cannot pay tuition and fees in full on or before the first day of each quarter before any classes meet, payment arrangements may be made with the approval of the Director prior to the first day of the quarter.

Statements showing total account balances are available to students through the Student Portal of the Prince Institute website. Students' accounts will be subject to late fees (see catalog Supplement) if not paid in full on or before the due date, and students will not be permitted to return to class until their accounts are paid.

RETURNED CHECK FEE

A fee will be charged on all returned checks showing "Insufficient Funds" or "Account Closed." This fee is listed in the catalog Supplement.

INCOMPLETE PERIODS - GRADUATES

If a student, in his/her final quarter, is enrolled entirely in a course, or courses, that the student received an incomplete (INC) for in the previous quarter, and the student successfully completes the course, or courses, by the INC deadline of his/her final quarter, the student will not be charged tuition and fees for the final quarter. A grade for the course, or courses, will be issued to the previous quarter, replacing the INC on the student's transcript. The credit hours pertaining to the successfully completed INC course, or courses, will be recalculated in the cumulative grade point average and the cumulative credit hours successfully completed.

The student will not be considered as enrolled in his/her final quarter and would therefore be ineligible for any financial aid funds designated for the final quarter. If financial aid funds designated for the final quarter are received for a student that is in a situation as described above, the Financial Planner will hold the financial aid funds until after the INC deadline for the final quarter has elapsed. If the student successfully completes the INC course, or courses, all financial aid funds received for the final quarter will be returned.

BOOKS, SUPPLIES, AND EQUIPMENT

Students enrolling in a Realtime Reporting program at Prince Institute will be required to have a computer compatible shorthand machine with realtime capability and all required equipment, including but not limited to, battery and power cord, tripod stand, wide DZ keys, wide asterisk keys, and realtime cable and adapters. The Career Planners will explain the students' options in obtaining the shorthand machine.

Textbooks are available for purchase from the school. Students are not required to purchase these from the school but may do so as a convenience.

Books and equipment are listed in the Supplement. The prices are subject to change without notice. Check with the school for current prices.

REFUND POLICY

Registration Fee: All registration and/or readmission fees are not refundable, in whole or part, if the student has been accepted for enrollment. If the fee(s) has been paid and the applicant is not accepted for enrollment, the fee(s) will be refunded.

Books and Supplies: Books, equipment, and supplies purchased by the student are the property of the student, and the school is under no obligation to buy back these items if the student withdraws.

Tuition and Fees: A new student who withdraws prior to completing 60 percent of his/her first quarter is subject to a pro rata refund. This pro rata refund does not apply to reentering students. The pro rata refund is calculated by dividing the number of weeks remaining in the quarter by the number of total weeks in the quarter. The resulting percentage is rounded down to the nearest 10 percent to represent the percentage of the quarter not attended. A refund of tuition and fees (except as noted above) is issued for this percentage.

A student who withdraws in any subsequent quarter is subject to the following refund of quarterly tuition and fees (except as noted above):

LAST DATE OF ATTENDANCE	PERCENTAGE OF REFUND
Before regular classes begin	100% refund
1st to 4th scheduled school day	90% refund
5th to 11th scheduled school day	50% refund
12th to 22nd scheduled school day	25% refund
23rd scheduled day to the end of quarter	0% refund

Refunds are based on, and computed from, the last date the student was recorded as present for class. Please be aware that if the student attended only four out of eight scheduled school days, but the fourth attended day fell on the eighth scheduled school day of the quarter, the student's refund would be based on eight school days attended.

Prince Institute will notify all students either during orientation or in a special meeting and in writing of any change in its refund policy.

RETURN TO TITLE IV (UNEARNED GOVERNMENT FUNDS) POLICY

Title IV funding eligibility is determined in part by students' credit-hour status. Federal law requires that students complete at least 60 percent of the courses in which they are enrolled in order to be eligible to receive 100 percent of their Title IV funds. When students withdraw, the federal government requires Prince Institute to calculate the amount of disbursed Title IV funding students have earned as of their last date of attendance. To determine whether students have completed 60 percent of their courses as required, Prince Institute uses the federal government's formula to calculate the percentage of the payment period students have attended by dividing the number of calendar days completed in the payment period as of the day the students withdraw by the total number of calendar days in the same period.

If the day the student withdraws occurs when or before the student completes 60 percent of the payment period, the percentage earned is equal to the percentage of the payment period that was completed. If the day the student withdraws occurs after the student has completed more than 60 percent of the payment period, the percentage earned is 100 percent.

In the event that a withdrawing student has not earned all of the funds which have been disbursed, Prince Institute will return the overpayment owed by the Institute as soon as possible, but no later than 45 days after the date Prince Institute determined the student withdrew. Prince Institute will notify the students immediately either in

person, or via mail, e-mail, or telephone concerning the portion of unearned Title IV funds that students must pay back to the government. Title IV funds will be returned in the following order to allow the greatest benefit to students. Unsubsidized loans will be returned first, followed by subsidized loans, and if necessary, Pell Grant funds. Prince Institute uses the Department of Education's FAA web site to ensure that the Institute has met all federal guidelines.

Title IV funds are not disbursed to first-quarter undergraduate students until they have completed the first 30 days of the program. First-year undergraduate students who withdraw before completing the first 30 days of the program will not be eligible to receive Title IV funds, in accordance with the federal government's policy on attendance.

Students who have completed 60 percent of the current quarter and who have not received all of their funds before withdrawal may be due a post–withdrawal disbursement that can be disbursed only by consent from the students and only directly to the students. The students can reject all or some of the funds. Prince Institute can use post–withdrawal funds only for tuition and fees as contracted, but may have the students' permission to use the funds for any other charges.

DELINQUENT STUDENT ACCOUNTS

A student who is in arrears on his/her account balance may not enroll for another quarter until the account balance has been paid, unless satisfactory payment arrangements have been made and approved by the Director.

INDEBTEDNESS

Prince Institute reserves the right to withhold transcripts, grades, and diplomas to any student who has not met full financial obligations to Prince Institute or to students who have failed to return CAT software, steno machines in good working order with all accessories, as well as books, tapes, or CDs to any library used by Prince Institute students.

CODE OF CONDUCT AND DRESS CODE

Prince Institute of Professional Studies prepares students for careers in professions wherein they will interact with professionals from other fields, such as physicians, attorneys, judges, and business executives. These are exacting professions calling for the highest level of integrity.

Visitors to Prince Institute, including potential students and potential employers, are affected by the appearance and demeanor of our students. Additionally, studies over the last 50 years have repeatedly shown that an environment of professionalism promotes excellence and improved performance.

Although Prince Institute endeavors to provide a casual environment for learning, it must also promote professionalism. Therefore, the following code is enacted:

1. All students will conduct themselves in a professional manner; i.e., maintaining cordial and co-worker type communications with all faculty, staff, and coworkers/students, regardless of personal preferences for friendships.
2. Character and integrity are to be exemplified at all times. Lack of honesty through speech or actions is unacceptable.
3. All students will maintain a reasonable level of hygiene.
4. Attire will be neat, orderly, clean, and conservative:
    a. Presence or absence of underwear is not to be noticeable.
    b. Women's cleavage or midriffs are not to be visible.
    c. Torn, transparent, scant, or clinging fabrics are not appropriate.
    d. Short shorts, jogging shorts, and extremely short skirts and dresses are not appropriate.
    e. Women's tops which bare the shoulders, such as spaghetti-strap shirts, are not appropriate.
    f. Men's tank tops and baggy pants are not appropriate. Belts must be worn.
5. In the event of practicums or special events, attire expectations will be appropriately modified.
6. Consumption of food or beverages in class is not permitted. At no time will food, eating utensils, or food or beverage containers be discarded in the classrooms.
7. Cooking on premises is not permitted without prior approval of the Director.

Failure to comply with these expectations may result in being suspended from classes until compliance is made.

Each student who enrolls in Prince Institute of Professional Studies agrees, by the act of enrolling, to abide by all provisions of the Code of Conduct and Dress Code. The Code of Conduct applies to actions on premises, whether in the classroom or elsewhere, or while participating in school-sponsored activities off campus.

Instructors will not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.

Prince Institute reserves the right to terminate, at any time, the enrollment of a student whose continuation in the school is detrimental to himself or herself or to faculty, staff, or fellow students or whose presence is disruptive to the learning environment or the orderly operation of the institution.

ETIQUETTE FOR ONLINE CLASSES

Online courses have rules for interacting with others. The following is a guide of appropriate etiquette for interaction in online courses.

Online courses have some added constraints not present in other courses. Communication in an online course is the written word. Because of this, body language, voice tone, and instantaneous listener feedback are absent. The following rules must be considered when in an online class:

1. An online class is still a class, and comments that would be inappropriate in a regular class are inappropriate in an online class. Treat instructors and fellow classmates with respect.

2. Classes are recorded, so think carefully before posting comments. Be as concise as possible.

3. Stick to the point. Read posts before they are sent to the class. Do not type in all caps. This is regarded as shouting.

4. Don't add your comments to a discussion before you read the comments of others. This is considered rude.

5. Do not create acronyms as shortcuts. The instructor might suggest some that would be appropriate in his/her class.

ILLEGAL DRUG AND SUBSTANCE ABUSE

The Drug-Free Schools and Communities Act Amendments

The school will not knowingly permit a student or employee to unlawfully possess, use, or distribute drugs, including alcohol, on the school's property or at any other place where an official function of the school is being carried on. Any person demonstrating such unlawful behavior will be reported to such authorities as are equipped to deal with these matters. If that person is then determined by law to be guilty of drug abuse, then that person will be expelled or employment will be terminated. If a student or employee is suspected of such unlawful behavior but that person's behavior has not been conclusively shown to be unlawful, then that person will be given the opportunity to dispel such suspicion, or that person will be warned and informed regarding various sources of help, if those measures appear to be indicated.

COUNSELING PROCEDURES

In the event that a student is experiencing difficulty in his/her academic progression, whether due to school-related problems or to external circumstances (personal, financial, emotional, etc.), and desires to seek counseling from a member of the Prince Institute staff and faculty, that student may speak privately with the staff or faculty member with whom he/she feels comfortable. The student is advised to schedule a private appointment with the staff or faculty member at a mutually convenient time.

In addition, the Dean of Academic Affairs is available for consultation. The dean may be able to direct the student to additional external service providers to help resolve the student's difficulties.

STUDENT COACHING

Prince Institute's goal is to help students reach their academic objectives by providing them with the direction and support they need to acquire the necessary tools and skills. Instructors are available to work with students outside of class time to bolster their acquisition of knowledge and skills. In addition, student coaching is available.

Student coaching is defined as a one-to-one relationship between a student and an instructor that occurs over a prolonged period of time. The coach provides consistent support, guidance, and concrete help to the student. The goal of student coaching is to help students gain the skills and confidence to be responsible for their own futures.

Coaching may be requested by the student or recommended by an instructor. Coaching is required based on the student's performance as outlined below in the policy statement.

Failure To Progress In Machine Shorthand Courses

Theory Courses

A student who has failed to satisfactorily complete Theory I, Theory II, or Theory III the first time the course is attempted will be given a probationary second quarter to complete that theory course.

The student will be paired with a faculty coach in the probationary second quarter. The coach will help the student examine and improve work habits and time management.

Conditions of probation will be outlined to the student at the start of the probationary quarter. Failure to complete the theory course by the end of the second quarter may result in termination of the student's enrollment at Prince Institute.

Theory Transition

A student who has failed to complete Theory Transition the first time it is attempted will be required to complete an additional three mandatory lab hours of machine work each week in the second quarter of enrollment in that course. The student will also be paired with a faculty coach who will help the student examine and improve work habits and time management.

A student who has been enrolled in Theory Transition for two quarters without satisfactorily completing it will be given a probationary third quarter to complete that course. In the third quarter, the student will be placed on probation. The additional mandatory lab requirement and coaching will continue, and the student will also be required to follow the "Pump It Up with Pat" program.

Conditions of probation will be outlined to the student at the start of the probationary quarter. Failure to complete Theory Transition by the end of the third quarter may result in termination of the student's enrollment at Prince Institute.

Speedbuilding Courses

A student who has failed to complete a speed level category course the first time it is attempted will be required to complete a mandatory lab hour of machine work each week in the second quarter of enrollment in that course. The student will also be paired with a faculty coach who will help the student examine and improve work habits and time management.

A student who has been enrolled in a speed level category course for two quarters without satisfactorily completing it will be given a probationary third quarter to complete that speed level category course. In the third quarter, the student will be placed on probation. The mandatory lab requirement and coaching will continue, and the student will also be required to follow the "Pump It Up with Pat" program.

Conditions of probation will be outlined to the student at the start of the probationary quarter. Failure to complete the speed level category course by the end of the probationary third quarter may result in termination of the student's enrollment at Prince Institute.

NOTE: All institutional policies regarding satisfactory academic progress (SAP) and probation remain in effect and supersede the course-specific probationary policies. That is, if SAP standards trigger probation in the absence of any machine shorthand course repeats, that probation goes into effect.

FACILITIES

Prince Institute's physical plant is designed especially for use as a school facility. Classrooms are pleasant and attractively decorated.

The parking area, doorways, hallways, and bathroom accommodations are designed to handle the needs of people with disabilities.

CAMPUS SECURITY

Mr. Reginald James is in charge of campus security. All incidents requiring the attention of security should be reported to Mr. James, who will take the next appropriate action. In the event of an illegal activity, Mr. James will contact the proper law enforcement authorities. In the event of Mr. James's absence from campus, security matters should be reported to either the Director or the Assistant Director.

Security reports are distributed to each student by September 1 each year. A copy of this report is available upon request.

HOUSING

While Prince Institute does not have student housing, there are several major apartment complexes within the local area.

PERSONAL PROPERTY

Prince Institute and its faculty and staff are not responsible for any personal property left on the premises.

TORNADO SAFETY PLAN

In the event of a tornado, hurricane, or civil defense emergency, students will be informed and should proceed to the building's interior hallway. The interior hallway is away from flying glass and other foreign objects and is the safest place for students to be.

Students will remain in the interior hallway until the faculty have given them the "All Clear" signal.

FIRE EVACUATION PLAN

In the event of a fire or a fire drill, faculty and staff will alert all occupants of the building. Floor plans of the building are posted throughout the building showing the exit routes.

Faculty, staff, and students are to congregate at a location in the parking lot far enough away from the building to permit the firemen to work without obstruction. Attendance will be taken once everyone is safely out of the building to ensure that no one remains in the building.

PARKING

Parking in front of the building is reserved for faculty, staff, visitors, 225-WAM students, and Students of the Quarter. Parking in the large lots behind and on the side of the building is for student parking. Handicap parking is available in front of the building and on the side of the building.

SMOKING ON SCHOOL PREMISES

Smoking inside the school building is not permitted at any time. This prohibition pertains to any and all persons inside the building and regardless of whether or not school is in session. Smoking is permitted outside the building. Smoking paraphernalia should be properly disposed of in the receptacles provided.

STUDENT LOUNGE

The student lounge is for the use of all students. Eating and drinking are permitted in the lounge area only. Vending machines are available in the lounge, and students are expected to clean up their own papers, cans, and foods after using the lounge. Students are not to use this space for steno machine work.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

Cellular telephones and other electronic devices are not to be used during classes. Students found using these devices during class will be asked to leave the class and will be recorded as absent.

BRINGING CHILDREN TO SCHOOL

Primarily for reasons of school liability, but also for problems which might arise with distraction of other students, students are requested not to bring children to school if they plan to attend classes while the children are here.

COMMUNITY RESOURCES

Prince Institute is fortunate to be located in the capital city of the state of Alabama, where the state legislature is open to visitation by students. Also, federal and state courts are active within the city; field trips are taken to the courts periodically. Montgomery also is home to numerous historical sites, military bases, etc.

Students also have access to libraries of five universities within the area, to the Supreme Court Library, and to the Montgomery Community Library.

POST GRADUATION ASSISTANCE

To enable judicial reporting program graduates to prepare for mandatory certification testing, Prince Institute will provide access to the Stenograph U Online dictation library for up to six months following successful completion of the program.

To encourage CART/Captioning program graduates to seek nationally recognized certification through testing, Prince Institute will provide access to the Stenograph U Online dictation library for up to six months following successful completion of the program.

PLACEMENT ASSISTANCE

Administrative personnel at Prince Institute maintain a file on prospective employers for graduates and are in contact regularly with agencies throughout Alabama and other states that are seeking employees.

School personnel take an active part in placing students, arranging interviews between near-graduates and prospective employers, providing opportunities for students to serve an internship with prospective employers, and, in general, endeavoring to match the student with the employer that will be best suited to the student's personality and degree of skill.

While the school offers active job placement assistance to graduates, the school cannot guarantee the placement of any graduate.

GRIEVANCE POLICY

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 Prince Institute. By definition, a grievance is a circumstance or condition thought to be unjust and the basis for complaint or resentment.

Prince Institute 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 the attention of a faculty member, if appropriate, so that 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 may take the grievance to the Dean of Academic Affairs or the Assistant Director.

If the matter is not resolved by the Dean of Academic Affairs or the Assistant Director to the student's satisfaction, the matter may be taken to the Director.

If the student feels that the grievance can better be resolved by an outside agency, then the student should take the grievance to one of the following agencies:

Alabama Department of Postsecondary Education, State Department of Education............................. 1-334-242-2900

Accrediting Council for Independent Colleges and Schools.. 1-202-336-6780

Private Schools Unit, U.S. Department of Education, Office of Inspector General HOTLINE 1-800-647-8733

STATE AND NATIONAL ASSOCIATIONS

Several Prince Institute employees are members of the Alabama Court Reporters Association and/or the National Court Reporters Association.

Alabama students are encouraged to become members of the state association, and out-of-state students are encouraged to become members of their state associations. All students should join the national association and when possible attend conferences and conventions sponsored by these associations.

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-to-Know Act of 1990 (Title I of the PL 101-542), information on withdrawal rates, placement rates, and graduation rates are available from the Dean of Academic Affairs and/or the Financial Planner.

As of the printing of this catalog, Prince Institute has had no crimes committed on its campus, either during the school day or after closing, since the beginning of the school in 1976. Criminal activity on our campus will be reported to students, faculty, staff, and prospective students annually by September 1 in Prince Institute's Annual Crime Statistics Report.

POLICIES PERTAINING TO THE Family Educational Rights and Privacy Act of 1974

A. Student Records

For Prince Institute to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Prince Institute accords all rights under the law to students who are declared independent. For the purpose of this policy only, an independent student is defined as one over the age of 18 years and attending a postsecondary institution. Educational records are defined by

FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Prince Institute shall not permit access to or the release of education records of personally identifiable information, other than directory information as defined below, without the written consent of the student.

FERPA states that certain information from student records may be classified as directory information. The following information has been declared by Prince Institute as directory information:

- Student's name, address, telephone number, and e-mail address
- Date of birth
- Fields of study and full or part-time status
- Degrees and awards received
- Dates of attendance
- Last term attended at Prince Institute, if any, and the most recent previous institution attended

This information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form during the first two weeks of the first term enrolled. These forms may be obtained from the Admissions and Financial Aid Offices.

B. Access to Student Records By Student

The student is accorded the right to inspect and review, in the presence of a school official, any records, files and data directly related to the student. To inspect his or her personal file, a student shall submit a written request to the appropriate school official. This request shall be acted upon within 45 days from the date such request is received.

Prince Institute does not provide copies of the contents of student records unless a student is physically unable to be present to view the records on campus. A copying fee of 25 cents per page will be assessed.

C. Limitations on Access

The student has the right to review his or her educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in his or her file prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically obtained.
3. Confidential letters and statements of recommendations, placed in the records after January 1, 1975, to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
4. Educational records containing information about more than one student; however, in such cases the Institution must allow access to that part of the record which pertains only to the inquiring student.

D. Providing Records to Third Parties

FERPA established rules stating that some personnel and agencies may have access to students' educational records without written consent of the students. Prince Institute retains the right to disclose information from a student's educational record without written consent to the following:

1.   To officials within the Institution who have been determined by the Institution to have a legitimate educational interest in the records. School officials include counselors and instructors, professional and clerical staff who directly relate to the administrative tasks of the Institution.

2.   To certain officials of the U.S. Department of Education and state and local educational authorities in connection with certain state or federally supported education programs.

3.   In connection with a student's request for or receipt of financial aid.

4.   To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

5.   To organizations conducting certain studies for or on behalf of Prince Institute.

6.   To accrediting agencies to carry out their accrediting functions.

7.   To appropriate parties in a health or safety emergency, subject to a determination by the Director or Dean of Academic Affairs.

8.   To personnel complying with a judicial order or lawfully issued subpoena.

E. Annual Notification of FERPA Rights

Prince Institute will give annual notice to current students of their rights under the Act by publishing information in the Institution's catalog. New students will receive information concerning their rights under the Act through distribution of the Institution's catalog.
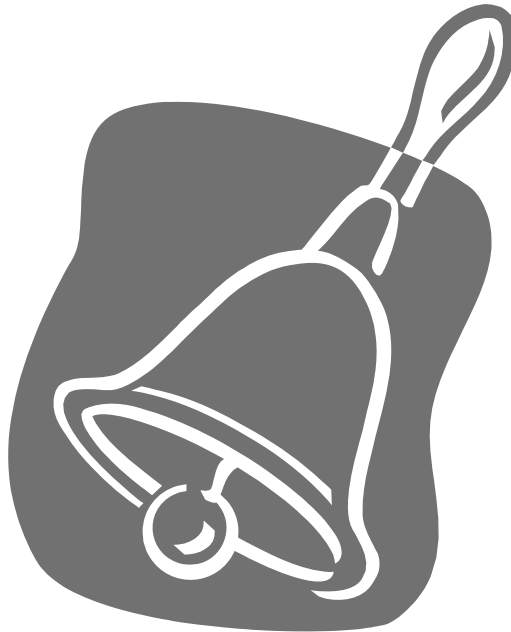
ACADEMIC INFORMATION AND POLICIES

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INTERNET ACCESS

Internet access is available in the classrooms. Please feel free to use this service as schedules permit, with the following restrictions:

- Social networking sites, email, etc., are not to be accessed during any class.
- Transcribing students may not access any internet sites.
- Internet access is provided for school-related work. Limit your use to professional, not personal, applications. Please browse websites responsibly with good moral judgment, avoiding nudity, pornography, gore, violence, and offensive, vulgar language (written, spoken, or gestured).
- Students will be asked to provide the school with an e-mail address for classroom and administrative purposes. This email address must be the student's first initial, last name, pips at hotmail.com. Example: jdoepips@hotmail.com.

MAKE-UP EXAMINATIONS

Make-up examinations will be given at the discretion of the instructor. Arrangements for taking make-up examinations are the responsibility of the student.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are cornerstones of the successful career in realtime reporting. During their tenure at Prince Institute, students are developing desirable work habits as well as acquiring the necessary knowledge, abilities, and skills to enable them to compete successfully in their chosen career fields. Students are reminded that employers want reliable, dependable, dedicated employees. Attendance records are kept, and school personnel may use them in making recommendations to prospective employers.

Adult learners must assume full responsibility for the daily practice and rigid self-discipline required to master the requisite skills of these career fields. School personnel expect that students will attend all regularly scheduled classes.

Attendance and punctuality are a student's responsibility. Attendance is taken for all scheduled classes, labs, and assemblies. If a student is not present in the class or lab for which he or she is scheduled, that student is absent for that period.   There are no exceptions to this policy.

A student who fails to attend a class is responsible for getting all information and assignments for that class period from his/her classmates or from the course sites. Tests may be made up and homework assignments may be turned in late only at the instructor's discretion. Instructors are not obligated to allow an extension of time to complete assigned course work. Instructors are not obligated to notify the student if the student should approach the maximum number of absences for a particular course, although many do so as a courtesy to the student.

Students are warned that repeatedly missing class in any particular course will likely result in the student's failure to meet the objectives of that course. If students fail a course, they must repeat the course in its entirety the next time it is offered. Students should be aware that some courses may not be offered every quarter and that failure in a course may delay completion of the program of study. The school is under no obligation to offer the course out of rotation or as an independent study course to a student who has failed it previously.

Prince Institute has in effect the following attendance and punctuality policy:

- A student is required to be present in class, for the entire class period, a minimum of 80 percent of the time the course is scheduled to meet.
- A student who is absent, for whatever reason, from more than 20 percent of the class meetings absents out of the course and receives a grade of FA (Failure due to Absences) for that course.
- A late arrival to class (10 minutes or less) or an early departure (10 minutes or less) equates to one-third of an absence. A late arrival coupled with an early departure equates to one absence.
- When a student has missed 20 percent of the class meetings, any subsequent absence, late arrival, or early departure, for whatever reason, results in the student's absenting out of the course and receiving the grade of FA. The student must repeat the course in its entirety the next time it is offered.
- A student who exceeds the maximum allowable absences due to mitigating or extenuating circumstances may submit an appeal to explain his/her circumstances and request an attendance policy waiver to enable him/her to complete his/her courses for the quarter. The appeal will be assessed by a committee and a decision rendered.

A student must call the school before 9 a.m. each day if the student will be absent. If a student is absent more than two consecutive days without notice to the school, the administration will place a call to him/her. After a student has missed five (5) consecutive days of school without notice, that student's enrollment at Prince Institute will be terminated. The student may request reinstatement due to mitigating circumstances by following the appeals process outlined in the school catalog.

Continuing students who do not attend any classes within the first eight class days of the quarter and who do not notify the administration of their need for an extended period of absence will be withdrawn from school. For financial aid purposes, the eighth school day will be considered the date of notification of withdrawal and appropriate agencies will be notified of the student's change in enrollment status. Any financial aid funds received on behalf of the student will be returned to the agencies.

Students receiving VA benefits are subject to attendance rules set by the Veterans Administration. VA recipients pursuing an associate degree must attend a minimum of 80 percent of the scheduled class meetings. Students pursuing a certificate must attend a minimum of 85 percent of the scheduled class meetings. Failure to meet these minimum requirements may result in a loss of benefits.

ATTENDANCE AT SCHOOL-SPONSORED FUNCTIONS

When the daily class schedule is altered to accommodate a school-sponsored function such as career days, the annual spring picnic, field trips, etc., students are to attend the function as well as their shortened classes. Students who do not attend the event will be considered absent from their classes that day for record-keeping purposes. Events and the altered schedules will be announced in sufficient time for students to make any necessary changes or arrangements with regard to work or family schedules.

CONSTITUTION DAY

Prince Institute observes Constitution Day on September 17 each year. If this date falls on a weekend, the school observes Constitution Day either the week prior or the week after September 17.

DROP/ADD PERIOD

A student may add courses during the first four school days of each quarter. With the approval of the instructor and the Dean of Academic Affairs, a student may add courses during the fifth through twelfth school days of each quarter. A student may drop courses during the first twelve school days of each quarter.

Students must notify the Dean of Academic Affairs when dropping and/or adding a course. Not going to class or just notifying an instructor that you will not be attending anymore does not constitute dropping a course and will result in a grade of FA if the course is not officially dropped.

LEAVE OF ABSENCE (LOA)

A Leave of Absence may be granted for extraordinary situations which affect a student. Acceptable situations are:

➢ jury duty
➢ unexpected loss of childcare
➢ the need to care for children during school breaks
➢ changes in work schedule
➢ protection in cases of domestic abuse (where a student has been forced into hiding)
➢ dependent care outside parameters of the Family and Medical Leave Act of 1993 (FMLA)
➢ financial reasons
➢ death or illness of a family member
➢ injury or major illness of student
➢ travel
➢ birth of a child
➢ adoption or foster care placement
➢ military duty (National Guard)
➢ marriage

A student may request that he or she be considered actively enrolled but not required to attend classes nor be charged for instruction. This Leave of Absence must be requested in writing and signed by the student PRIOR to the beginning of the Leave of Absence. Only one Leave of Absence may be granted in any twelve-month period. The request for leave must be approved by the Dean of Academic Affairs. The period of the Leave of Absence cannot exceed up to 90 calendar days and must encompass an entire quarter. No Leave of Absence will be granted for only a portion of a quarter or for any quarter that a student has already begun attending. The credit hours pertaining to any course affected by the Leave of Absence are not included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted but not in the cumulative credit hours successfully completed.

All school account balances must be paid in full or payment arrangements made prior to the Leave of Absence being approved.

A student is not eligible to receive financial aid funds while on an approved Leave of Absence. All funds scheduled for the quarter(s) encompassed in the Leave of Absence will be returned to the appropriate programs.

Any student who receives student loans and processes a Leave of Absence needs to be aware that if the student does not return from the Leave of Absence as scheduled, the student will be reported as withdrawn to the appropriate lenders/servicers as of the last date of attendance. The period originally covered by the Leave of Absence would then be voided, and the student would be considered as not enrolled for that time frame. The grace period on the student loans would begin from the date of the student's last date of attendance; and if the full 180 days had been processed in the Leave of Absence, the student loans would enter repayment immediately.

WITHDRAWAL PROCESS

The withdrawal process consists of two parts: notification/administrative exit interview and financial aid exit interview.

- Notification of Withdrawal: A student who intends to withdraw must notify the Dean of Academic Affairs either by telephone, e-mail, in person, or in writing and request a "Notice of Withdrawal" form. Upon receipt of the completed form, the Dean will then begin the withdrawal process.

- Financial Aid: After finalization of the student's school account charges, financial aid awards, and academic adjustments due to the withdrawal, the student will be contacted by the Financial Planner to schedule the financial aid exit interview. If the student is unable to schedule the financial aid exit interview, the exit material will be mailed to the student's last known address. If a student received no financial aid while enrolled at Prince Institute, the financial aid exit interview is not necessary.

SATISFACTORY ACADEMIC PROGRESS POLICIES AND TERMS

As a part of the process for measuring satisfactory progress, certain policies pertain which are related to the following terms and definitions:

Academic Year: An academic year is defined as three quarters. This definition is for financial aid purposes only. Courses are held all four quarters in each calendar year, and students are expected to attend all four quarters in order to progress through the program of study in a timely fashion. The institution does not take the summer term off.

Administrative Error: A miscalculation in the cumulative grade point average, cumulative credit hours attempted, or cumulative credit hours successfully completed.

Auditing (AUD):   Any course which a student chooses to attend or repeat voluntarily, but not for credit. The credit hours pertaining to the course are not included in the calculation of the cumulative grade point average. The credit hours are not included in the cumulative credit hours attempted nor in the cumulative credit hours successfully completed. The credit hours for the course being audited are not included in the enrollment status.

Course Repeats: Any course which a student is required to repeat. The credit hours pertaining to the course are included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted but not in the cumulative credit hours successfully completed.

Cumulative Credit Hours Attempted: The cumulative total of all the credit hours for which the student has enrolled during the student's enrollment history, excluding those credit hours defined by the categories AUD or Dropped. The credit hours defined by the category "leave of absence (LOA)" are included in the cumulative total of credit hours attempted but are not calculated in the percentage of completion nor in the cumulative grade point average.

Cumulative Credit Hours Successfully Completed: The cumulative total of all the credit hours for which a student has earned a passing grade during the student's enrollment history. If the student earned a passing grade for a course, but the passing grade was not the required minimum grade acceptable for the English, Judicial Reporting courses, Realtime Theory, Transcription, or Dictation Speedbuilding course, as outlined in the catalog, the credit hours pertaining to the course are not included in the cumulative credit hours successfully completed until those minimum acceptable grades are earned.

Cumulative Grade Point Average (CGPA):   The CGPA is determined by multiplying the number of credit hours for each course taken by the grade point value corresponding to the letter grade earned for that course. The cumulative total of all such grade points for the entire period of the student's enrollment is then divided by the cumulative total of credit hours attempted to determine the cumulative grade point average.

For example, this student has completed the following courses with the following grades earned in the student's first five quarters of enrollment:

QTR	Course No.	Course Credit Hrs	Grade Rec'd.	Grade Point Value	Grade Points
First	RWT111	12	A	4	48
Second	RWT212	12	B	3	36
Third	GND105	3	C	2	6
Fourth	RWJ100	1	INC	0	0
Fifth	ENG233	3	F	0	0
Cumulative Totals >>>>>		31			90

Cumulative grade points (all qtrs.) 90
divided by cumulative credit hours attempted 31
equals the cumulative grade point avg. 2.90
$(90 \div 31 = 2.90)$

Dropped Courses: Courses that a student drops within the first twelve school days of the quarter. The credit hours pertaining to the course are not included in the calculation of the cumulative grade point average. The credit hours are not included in the cumulative hours attempted nor in the cumulative credit hours successfully completed.

Electives: Courses which significantly add to the knowledge and/or skills of the student and which are required for graduation in addition to those courses specifically listed within each program. The elective credit hours for specific programs are evaluated in the same way as other required credit hours for that program. The students may take electives in addition to required elective credit hours designated for that program. In this event, the additional elective credit hours will not be used for determining enrollment status. All elective credit hours will be included in the calculation of the cumulative grade point average. All elective credit hours will be included in the cumulative credit hours attempted. The credit hours will be included in the cumulative credit hours successfully completed only if the credit hours are successfully completed. The additional electives will be annotated on the student's transcript.

NOTE: A student enrolled in more than one program must satisfy all of the elective credit hours required. These elective credit hours cannot be listed in either core curriculum.

Enrollment Status Minimums:

12 credit hours or more	=	Full time
9 – 11 credit hours	=	Three-quarter time
6 – 8 credit hours	=	Half time
1 – 5 credit hours	=	Less than half time

Other agencies may use different measures for determining enrollment status.

(Special Note: A student must successfully complete an average of 14 credit hours per quarter to finish the Realtime Reporting program in twelve quarter. A student must complete an average of 14 credit hours per quarter to finish the Office Assistant program in three quarters .)

Exempt: Any course from which a student is exempt as a result of placement testing, transfer credits, proficiency examination, or other condition. Exemptions must be approved by the Dean of Academic Affairs. The credit hours pertaining to any exempt course are not counted in the enrollment status.   The credit hours pertaining to the course are not included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted and in the cumulative credit hours successfully completed.

Extended Enrollment Status: For a student to be placed in an extended enrollment status, the student must first have the approval of the Dean of Academic Affairs and the Director. Then the student must sign a written agreement which discloses the following information: A student in this status is not eligible for financial aid funds. The student is not considered a regular student and therefore is not eligible to process in-school deferments on

financial aid received in previous quarters or at previous institutions. A student in this status is considered withdrawn for the purpose of financial aid eligibility. A student may stay enrolled in this status for an indefinite period of time; but if the maximum credit hours attempted have been exceeded, such a student would not be able to receive the original academic credential for which the student was enrolled. Such a student would only be able to receive a certificate of completion.

Freshman Level: A student having successfully completed fewer than the following:

72 cumulative credit hours for the Realtime Reporting program

Incomplete (INC): A student who for reasons beyond his/her control is unable to complete all course requirements during any term may request that the instructor assign a grade of Incomplete (INC). The instructor might approve this request after consultation with the Dean and/or Director. A student who receives such a grade should complete the course requirements within the two-week incomplete period at the beginning of the next quarter. The credit hours pertaining to the course are included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted, but not in the cumulative credit hours successfully completed. If the student completes the course requirements within the specified time period, the INC is replaced by the grade awarded and the cumulative grade point average is changed to reflect the value of that grade. The credit hours will then be included in the cumulative credit hours successfully completed. If the student is unable to meet the course requirements within the specified time period, either a grade of "F" is assigned to the course or the INC remains permanently on the transcript, according to the instructor's discretion. In either case the student must repeat the course.

Leave of Absence (LOA): A Leave of Absence may be granted for extraordinary situations which affect a student. A complete list of acceptable situations is included in the Student Policies and Guidelines handbook. A student may request that he or she be considered actively enrolled, but not be required to attend classes nor be charged for instruction. This Leave of Absence must be requested in writing and signed by the student PRIOR to the beginning of the Leave of Absence. Only one Leave of Absence may be granted in any twelve-month period. The request for leave must be approved by the Dean of Academic Affairs. The period of the Leave of Absence cannot exceed 90 calendar days and must encompass an entire quarter. No Leave of Absence will be granted for only a portion of a quarter or for any quarter that a student has already begun attending. The credit hours pertaining to any course affected by the Leave of Absence are not included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted but not in the cumulative credit hours successfully completed.

All school account balances must be paid in full or payment arrangements made prior to the Leave of Absence being approved.

A student is not eligible to receive financial aid funds while on an approved Leave of Absence. All funds scheduled for the quarter(s) encompassed in the Leave of Absence will be returned to the appropriate programs.

Any student who receives student loans and processes a Leave of Absence needs to be aware that if the student does not return from the Leave of Absence as scheduled, the student will be reported as withdrawn to the appropriate lenders/servicers as of the last date of attendance. The period originally covered by the Leave of Absence would then be voided, and the student would be considered as not enrolled for that time frame. The grace period on the student loans would begin from the date of the student's last date of attendance.

Mitigating Circumstances: These include such occurrences as:

➢ the death of a relative of the student
➢ a severe injury or illness of the student
➢ undue hardship as a result of special circumstances.

Percentage of Completion: The percentage of completion is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted, excluding those credit hours defined by the category "leave of absence (LOA)."

Proficiency Examinations: Credit hours earned through this process are treated as exempt credit hours.

Probationary Status: A student in probationary status is eligible for financial aid funds. Such a student is eligible to process in-school deferments on financial aid received in previous quarters or at previous institutions. A student in this status is evaluated quarterly until the next evaluation checkpoint is reached or the student regains status as a regular student, whichever comes first. At the discretion of the Dean of Academic Affairs, a probationary agreement may be requested outlining special assignments, attendance requirements, etc., that are expected of the student in order to maintain probationary status. If the conditions of the probationary agreement are not met, the student is no longer considered to be maintaining probationary status and the student's enrollment will be terminated.

Program of Study Transfers: All successfully completed credit hours will transfer into the new program of study chosen. A new CGPA and percentage of completion will be computed. If there are no successfully completed credit hours to transfer into the new program of study, the CGPA and percentage of completion will be reset at zero. The maximum credit hours allowed to attempt and all other evaluation checkpoints for the new program of study will be used to assess the student's Satisfactory Academic Progress. A student may transfer into and out of a program only two times during the entire enrollment history at Prince Institute. At the time of the second transfer, all grades (successful and unsuccessful) will transfer to the program if returning to the original program of study.

Regular Student Status: A student who is enrolled in an eligible program leading to a certificate, diploma, or degree at an institution and who is making satisfactory academic progress as defined in this catalog.

Sophomore Level: A student having successfully completed at least the following:

72 cumulative credit hours for the Realtime Reporting program

Transfer Students: The credit hours from which transfer students are exempt are used to place them at the freshman or sophomore level in their program, as explained above. The credit hours from which transfer students are exempt are included in the cumulative credit hours attempted and cumulative credit hours successfully completed but are not included in the cumulative grade point average calculation.

Withdrawn (WD):   All courses affected when a student withdraws from a program.

For all withdrawals, the credit hours pertaining to the course are included in the cumulative credit hours attempted but not in the cumulative credit hours successfully completed. The credit hours are included in the calculation of the cumulative grade point average and in the calculation of the percentage of completion.

NOTE: Withdrawing will adversely affect the cumulative grade point average and percentage of completion. If the student must withdraw, it is best to do so after successfully completing the quarter.

STANDARDS OF SATISFACTORY PROGRESS

Minimum Grade Requirements: Several courses have minimum passing grade requirements which are clearly stated in the course descriptions. Students who do not meet the minimum grade requirement must repeat the course to establish an acceptable passing grade.

Maximum time allowed to complete program: The cumulative-credit-hours maximum that a student may attempt to complete a program listed in this catalog is 1.5 times the standard number of credit hours in that program. A student's enrollment is terminated if the cumulative credit-hours-attempted maximum is exceeded.   At the discretion of the Director and the Dean of Academic Affairs, such a student may be considered for an extended enrollment status.

Standard credit-hour lengths and cumulative credit-hours-attempted maximums, by program, are as follows:

	Realtime Reporting	Scoping/ Proofreading	Office Assistant
Standard Credit Hours	149	87	40
Cumulative-credit-hours-attempted maximum (1.5 times standard)	224	131	60

NOTE: If any of the following evaluation points occur during a quarter, the evaluation will be conducted at the end of the previous quarter.

PROGRESS CHECKPOINT – QUARTERLY: Students who show no measurable progress in a quarter will be determined to have failed to meet satisfactory academic progress for the term. Failure to pass any attempted hours or the official or unofficial withdrawal from all courses within the term will be a sign of "no progress." Failure to make progress terminates financial aid eligibility. Students may submit an appeal to explain mitigating or extenuating circumstances and may be allowed to receive assistance for a probationary quarter.

PROGRESS CHECKPOINT – *25 Percent Point in Program*: Each student is required to have successfully completed 55% of the cumulative credit hours attempted at the 25 percent checkpoint of that student's program while maintaining a cumulative grade point average of at least 2.0. The checkpoints are based upon the cumulative credit-hours-attempted maximum for that program.

25 percent checkpoint by program:

	Realtime Reporting	Scoping/ Proofreading	Office Assistant
Standard Credit Hours	56	33	15
Required minimum credit hours that must be successfully completed	31	18	8

PROGRESS CHECKPOINT — *Each Academic Year:* A student is expected to make at least minimally acceptable progress toward graduation requirements during enrollment by successfully completing a minimum percentage of the cumulative credit hours attempted each academic year while maintaining a cumulative grade point average of at least 2.0. The minimum percentage of successful completion of the cumulative credit hours attempted up to the cumulative credit-hours-attempted maximum are as follows:

Cumulative Credit Hrs Attempted for Realtime Reporting and Scoping/Proofreading	Realtime Reporting	Scoping/Proofreading	Cumulative Credit Hrs Attempted for Office Assistant	Office Assistant
36	55%	55%	33	55%
72	60%	65%	39	65%
112	60%	66%	40	66%
131		67%	41	67%
144	65%			
180	66%			
224	67%			

Failure to Meet Required Minimum of Credit Hours Successfully Completed and Cumulative Grade Point Average by the 25 Percent Point in the Program or each Academic Year: As an example, a student enrolled in Realtime Reporting who has cumulatively attempted 36 credit hours must have successfully completed at least 55% of those cumulative credit hours attempted (36 x 55% = 20 credit hours) and have a cumulative grade point average

of at least 2.0 in order to be making satisfactory progress. Any student who has not successfully completed the minimum percentage of cumulative credit hours attempted or who has a cumulative grade point average of less than 2.0 is placed on satisfactory academic progress probation for the following quarter. The probationary status is reviewed at the end of each quarter for consideration of that student's progress.

If the student successfully completes the minimum percentage of cumulative credit hours attempted and has a cumulative grade point average of at least 2.0, the student is reinstated as a regular student as of the beginning of the following quarter.

PROGRESS CHECKPOINT — *Second Academic Year:* All students must have a cumulative grade point average of 2.0 or better by the end of the second academic year. The end of the second academic year would be at the conclusion of the student's sixth quarter of attendance.

PROGRESS CHECKPOINT — *Midpoint in Program:* Each student is also required to have successfully completed 60% in the Realtime Reporting and 65% in the Scoping/Proofreading and Office Assistant of the cumulative credit hours attempted at midpoint of that student's program while maintaining a cumulative grade point average of at least 2.0. The midpoint checkpoints are based upon the cumulative credit-hours-attempted maximum for that program.

Midpoint checkpoint, by program:

	Realtime Reporting	Scoping/ Proofreading	Office Assistant
Cumulative credit hours attempted	108	66	30
Required minimum credit hours that must be successfully completed	65	43	20

Failure to meet Required Minimum of Credit Hours Successfully Completed and Cumulative Grade Point Average by Midpoint and End of Second Academic Year in Program: A student's enrollment is terminated if the cumulative grade point average is less than 2.0 by the end of the second academic year or by the midpoint checkpoint. A student's enrollment is also terminated if the required minimum credit hours are not successfully completed by the midpoint checkpoints as listed above. At the discretion of the Director and the Dean of Academic Affairs, the student may be considered for an extended enrollment status. Evaluation of progress is checked at the end of each quarter. If the minimum credit hour requirement of successfully completed credit hours and a cumulative grade point average of at least 2.0 have been attained, the student is reinstated as a regular student with one quarter's probation. At the end of the probationary quarter, the student's progress is evaluated. If the minimum credit hour requirement of successfully completed credit hours and a cumulative grade point average of at least 2.0 are maintained, the student is reinstated as a regular student as of the beginning of the following quarter. If the student fails to attain the required minimum number of credit hours successfully completed or the cumulative grade point average of at least 2.0, the student's enrollment is terminated.

NOTE: A student whose enrollment is terminated due to Satisfactory Academic Progress failure cannot return to Prince Institute for at least one academic year (three quarters).

APPEALS

If it is determined that the student is not making satisfactory progress and that student is placed on probation or an extended enrollment status, or that student's enrollment is terminated, the student may appeal for review of that determination on one of two bases — administrative error or mitigating circumstances. The appeal must be submitted in writing to the Director, explaining the mitigating circumstances or citing the administrative error. Upon reviewing the appeal, the Director will respond in writing to the student outlining the actions to be taken and acknowledging her approval or denial.

Students with Mitigating Circumstances: Upon termination of enrollment due to failure to maintain satisfactory academic progress, a student that has mitigating circumstances which have affected the student's progress may appeal to the Director, in writing, explaining the mitigating circumstances which brought about the unsatisfactory academic progress and which circumstances could justify reinstatement. Upon approval by the Director, the student would be allowed to remain enrolled for one additional quarter. The student's progress is evaluated at the end of the additional quarter. If the student successfully completes the required credit hour minimums and the cumulative grade point average is at least 2.0, the student is reinstated as a regular student as of the beginning of the following quarter. If the student is unable to regain reinstatement as a regular student by the end of the additional quarter and fails again to meet the minimum requirement of successfully completed credit hours or the cumulative grade point average of at least 2.0, the student's enrollment is terminated. (See Satisfactory Progress Terms for definitions of mitigating circumstances.)

CREDIT HOURS/QUARTER VALUE

The credit hours/quarter value listed for courses in this catalog provide a basic unit of measure for each program. One credit hour/quarter is equal to 10 classroom lecture periods of not less than 50 minutes each, 20 laboratory periods of not less than 50 minutes each, 30 internship hours, or an appropriate combination of all three. One quarter consists of 40 school days. From time to time, exceptional situations, such as computer accessibility, may require meeting at times other than regularly scheduled class times.

GRADING SYSTEM AND GRADE POINT VALUE

Grade	Range	Evaluation	Grade Point Value
A	90-100	Excellent	4
B	80-89	Very Good	3
C	70-79	Average	2
D	60-69	Poor	1
F	0-59	Failing	0
FA	__	Failure due to Absences	0
AUD	—	Audited	0
EXEMPT	—	Exempt	—
LOA	—	Leave of Absence	—
INC	—	Incomplete	0
PE	—	Proficiency Examination	0
WD	—	Withdrawn	0

GRADUATION REQUIREMENT POLICY

Students who have mastered the objectives of their chosen program and have a cumulative grade point average of at least 2.0 are eligible to graduate. Specific requirements regarding speed and accuracy of technical skills are described under Program Offerings. Students eligible for graduation will be assessed a graduation fee which is listed in the catalog Supplement.

To be awarded a degree or certificate of graduation from Prince Institute, students must have discharged all financial obligations to the Institute.

All graduates are required to hold a Degree Audit discussion with the Dean of Academic Affairs prior to the student's receiving a degree or certificate.

TRANSCRIPT REQUESTS

Transcripts, full and complete records of every course for which a student registers, are maintained for any previously or currently enrolled students. A record of all credits attempted and earned is posted on this record concurrent with the issuing of quarterly grade reports to the students.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the Institution does not release transcripts of a student's work except upon the student's written request.

An official transcript is one that bears the official institution seal and is issued by the Institution. It reflects all transferred credit accepted, nontraditional credit accepted, and credit courses taken at Prince Institute. Official transcripts are sent to institutions, agencies, companies, etc, after the student's written request has been received. Prince Institute honors FAX and e-mail requests to send official transcripts to third parties; however, transcripts will not be faxed to those third parties.

To receive an official transcript, a student must:

1.   Clear all outstanding financial obligations to Prince Institute.
2.   Prepare a Transcript Request Form and pay the appropriate fee.

NOTE: Official copies are mailed from one institution to another. Student copies are stamped, "Issued to Student."

Prince Institute does not issue or reproduce transcripts from other institutions. Requests for transcripts or courses taken at other institutions must be directed to the institution concerned.

PROGRAMS OFFERED

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PROGRAMS BY LEVEL OF AWARD

DEGREE PROGRAMS

An Associate Degree is currently awarded for Realtime Reporting with a Concentration in Judicial Reporting. This Associate Degree program requires the completion of 150 credit hours for graduation. This program is designed for completion within 11 quarters.

An Associate Degree is currently awarded for Realtime Reporting with a Concentration in CART/Captioning. This Associate Degree program requires the completion of 155 credit hours for graduation. This program is designed for completion within 12 quarters.

CERTIFICATE PROGRAMS

A Certificate is awarded for Scoping/Proofreading to students enrolled in the judicial reporting program who choose this certificate program as an alternative to completing a Realtime Reporting degree program.

A Certificate is awarded for Office Assistant to students enrolled in the office assistant program. This certificate program requires the completion of 40 credit hours for graduation. This program is designed for completion within 3 quarters.

REALTIME REPORTING ASSOCIATE DEGREE
WITH A CONCENTRATION IN JUDICIAL REPORTING
▼ ▼
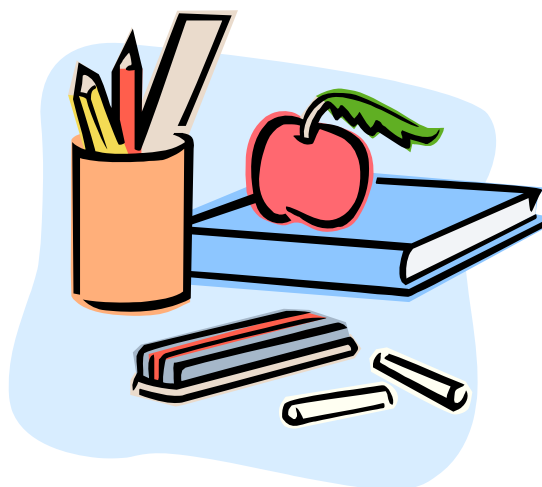
Realtime Reporting in the judicial environment has become an increasingly technical occupation, requiring highly skilled reporters, computers, and software programs to produce official transcripts of legal proceedings. Prince Institute has specialized in reporter training, equipping graduates with the tools needed to move them into the rapidly changing environment of realtime reporting. Successful completion of the program provides a firm foundation upon which to build a successful, rewarding career. A judicial reporting graduate may be employed as an official reporter (working for a judge) or may work for a firm or as an independent contractor, oftentimes working from home. Students completing this curriculum are qualified to fill highly skilled positions of responsibility as verbatim official reporters for the courts or as verbatim free-lance reporters for private reporting firms.

PROGRAM OBJECTIVES:

➢ Students' machine shorthand speed will be developed to a level of 225 WAM so that students will be prepared to sit for the national and state certification exams.
➢ Students' competencies will be developed in those areas in which a judicial reporter is expected to have expertise; specifically, preparation of transcripts using computer-aided transcription (CAT) software, realtime writing, and knowledge of other technology critical to the success of the working reporter.
➢ A variety of academic courses in the disciplines of English, law, and medicine will prepare students with the knowledge and skills necessary to pass the written knowledge portion of the national RPR exam and to perform their duties as judicial reporters and to communicate with other legal professionals.
➢ Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics appropriate to the reporting profession.

GRADUATION REQUIREMENTS

All courses listed in the judicial reporting curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum for graduation in a reasonable sequence of progression within eleven successive quarters.

Specific requirements for skills are as follows:

Students enrolled in the judicial reporting program must pass, with a minimum of 95 percent accuracy, a total of nine speed tests, each at least five minutes long, from unfamiliar material, in the following categories:

❖ Three 225 word-a-minute tests, two-voice testimony (QA).
❖ Three 200 word-a-minute tests, jury charge.
❖ Three 180 word-a-minute tests, literary.

After completing all 180 word-a-minute courses, all students must serve a practicum of at least 60 hours (see Course Description JRC294) and produce a transcript of at least 60 pages. In addition, the student must submit a practicum record verifying the time spent with the supervising reporters and a written narrative summarizing the practicum experience.

Students must successfully complete both the written and skills portions of a simulated certification exam (see Course Descriptions PRJ261A and PRJ261B).

Students must also complete a quota of production work (10-page and 5-page documents in prescribed time periods) in the preparation of transcripts.

An Associate Degree in Realtime Reporting with a Concentration in Judicial Reporting is awarded to students who satisfactorily complete all the graduation requirements.

Students must have discharged all financial obligations to Prince Institute before the associate degree will be issued. Students will be assessed a graduation fee payable before graduation.

MERIT RECOGNITION

Students who have shown exceptional aptitude for machine shorthand and have worked at a higher level of achievement will be given special recognition at graduation as merit students.

Students who achieve the merit recognition will have met the following requirements:

- ❖ Maintained an overall average of 97% or better on speed tests.
- ❖ Maintained grades of A or B in all courses

STATE LICENSURE REQUIREMENTS

The State of Alabama requires all reporters who wish to practice in Alabama to be licensed by means of application and examination. Applicants for licensure must pass the Written Knowledge Examination administered by NCRA and must pass an Alabama Skills Examination or provide documentation of having passed the NCRA Registered Professional Reporter Examination or NVRA CRA Examination.   The skills examination tests the applicant's ability to write Literary material at 180 words a minutes, Jury Charge material at 200 words a minute, and two-voice Question and Answer Testimony at 225 words a minute.

LIST OF COURSES
Core Requirements: Compulsory courses common to students in related programs

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG131	BASIC ENGLISH	4
ENG132	VOCABULARY AND SPELLING	4
ENG231	ENGLISH I	4
ENG232	ENGLISH II	4
MED170	MEDICAL TERMINOLOGY	4
RWD211	CURRENT EVENTS DICTATION	2
RWD212	MEDICAL DICTATION	2
RWD213	TECHNICAL DICTATION	2
RWJ100	100 JURY CHARGE	1
RWJ120	120 JURY CHARGE	1
RWJ140	140 JURY CHARGE	1
RWJ160	160 JURY CHARGE	1
RWL100	100 LITERARY	1
RWL120	120 LITERARY	1
RWL140	140 LITERARY	1
RWL160	160 LITERARY	1
RWL180	180 LITERARY	1
RWQ100	100 QA	1
RWQ120	120 QA	1
RWQ140	140 QA	1
RWQ160	160 QA	1
RWQ180	180 QA	1
RWQ200	200 QA	1
RWQ225	225 QA	3
RWT111	REALTIME WRITING THEORY I	12
RWT212	REALTIME WRITING THEORY II	12
RWT213	REALTIME WRITING THEORY III	12
RWT214	REALTIME WRITING THEORY TRANSITION	6

LGL121	LEGAL PRINCIPLES AND TERMINOLOGY	4
PRC160	FUNDAMENTALS OF COLLEGE AND CAREER SUCCESS	1
PRC161	PROFESSIONAL DEVELOPMENT	4
TEC151	KEYBOARDING	3
TEC251	BEGINNING TECHNOLOGY	3
RWS210A/B/C	SPEEDBUILDING LAB (ELECTIVE)	1
TRL240A/B/C	TRANSCRIPTION LAB (ELECTIVE)	1
	(TOTAL OF THREE ELECTIVES FROM THE TWO CHOICES ABOVE REQUIRED IN CURRICULUM)	1
	TOTAL CORE	104

General Education

COURSE NUMBER	COURSE NAME	CREDIT HOURS
GND101	EFFECTIVE COMMUNICATION	4
GND105	INTRODUCTION TO MICROCOMPUTING	3
GND202	COLLEGE ENGLISH	4
GND204	LIFE SCIENCE	4
	TOTAL GENERAL EDUCATION	15

Other Courses: Specific to the Judicial Reporting Curriculum

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG233	ENGLISH III	3
RWJ180	180 JURY CHARGE	1
RWJ200	200 JURY CHARGE	1
JRC291	DEPOSITION PROCEDURES	4
JRC292	COURTROOM PROCEDURES	4
JRC294	JUDICIAL REPORTING PRACTICUM	2
PRJ261A	RPR WKT PREP COURSE	1
PRJ261B	RPR SKILLS PREP COURSE	2
TEC252	JUDICIAL REPORTING TECHNOLOGY	3
TRN241	BEGINNING DEPOSITION TRANSCRIPTION	3
TRN242	BEGINNING APPEALS TRANSCRIPTION	3
TRN243	ADVANCED DEPOSITION TRANSCRIPTION	2
TRN244	ADVANCED APPEALS TRANSCRIPTION	2
	TOTAL OTHER COURSES	31
	OVERALL TOTAL FOR PROGRAM	150

NOTE ON ELECTIVES: Judicial Reporting students may also select courses listed exclusively in any other program to satisfy their electives requirement. All students enrolled in the Judicial Reporting program must satisfactorily complete 3 elective credits. A student may take more than the required 3 elective credit hours; however, any elective credit hours exceeding the cumulative total of 3 are not included in the student's enrollment status. All elective credit hours are included in the cumulative grade point average, the cumulative credit hours attempted, and, if applicable, the cumulative credit hours successfully completed. (See also Satisfactory Progress Terms.)

REALTIME REPORTING ASSOCIATE DEGREE
WITH A CONCENTRATION IN CART/CAPTIONING

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Realtime Reporting in the communication access and broadcast captioning field is a highly technical occupation requiring skilled reporters, computers, and software programs to produce instantaneous translation of the spoken word into written language so that information can be accessible to all participants of live proceedings or viewers of broadcast programs. Prince Institute has specialized in reporter training, equipping graduates with the tools needed to move them into the rapidly changing environment of realtime reporting. This program is an extension of the Associate Degree in Realtime Reporting program, providing an additional area of concentration for those who wish to use their realtime skills in venues other than judicial reporting.

The overall objective of the CART/Captioning program is to equip graduates with the tools they need to fill highly skilled positions as CART providers and/or broadcast captioners. Successful completion of the program provides a firm foundation upon which to build a successful, rewarding career. A Communication Access Realtime Translation (CART) provider may be employed with a firm or as an independent contractor, providing CART services in person or remotely in a variety of settings wherein a person who is deaf or has hearing or other disabilities may require translation of the spoken word. A broadcast captioner also may be employed with a firm or as an independent contractor, providing captioning services for live broadcasts or webcasts. Students completing this curriculum are qualified to fill highly skilled positions of responsibility as CART providers or broadcast captioners.

PROGRAM OBJECTIVES
- Students' machine shorthand speed will be developed to a level of 225 words a minute so that students will be prepared to sit for the national certification exams.
- Students' competencies will be developed in those areas in which a CART provider and broadcast captioner are expected to have expertise; specifically, realtime writing, CART and captioning technology, preparation of realtime translation and captioned translation using realtime translation software, and knowledge of other technology critical to the success of the working captioner/CART provider.
- A variety of academic courses in the disciplines of English, law, and medicine will prepare students with the knowledge and skills necessary to pass the written knowledge portion of the national CCP and CBC exams.
- Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics appropriate to their chosen professions.

GRADUATION REQUIREMENTS

All courses listed in the CART/Captioning curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum for graduation in a reasonable sequence of progression within 12 quarters.

Specific requirements for skills are as follows:

Students enrolled in the CART/Captioning program must
- Write three five-minute 200 words-a-minute literary material takes with 96 percent verbatim accuracy (CART requirement)
- Write three five-minute literary broadcast material takes at 180 words a minute at 96 percent verbatim accuracy (Captioning requirement)
- Prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience
- Submit unedited captioned translations of three 15-minute programs on varied topics for course evaluation taken from the internship experience

- ➢ Complete 20 hours of research and dictionary preparation and 40 hours of writing for a total of 60 hours CART internship experience
- ➢ Complete at least 20 hours of research and dictionary preparation and 40 hours of actual writing for a total of 60 hours Captioning internship experience
- ➢ Submit for each of the internship experiences a narrative report summarizing the internship experience and a signed internship verification form.

An Associate Degree in Realtime Reporting with a Concentration in CART/Captioning is awarded to students who satisfactorily complete all the graduation requirements.

Students must have discharged all financial obligations to Prince Institute before the associate degree will be issued. Students will be assessed a graduation fee payable before graduation.

MERIT RECOGNITION

Students who have shown exceptional aptitude for machine shorthand and have worked at a higher level of achievement will be given special recognition at graduation as a merit student.

Students who achieve the merit recognition will have met the following requirements:

- ➢ Maintained an overall average of 97% or better on speed tests.
- ➢ Maintained grades of A or B in all courses.

LIST OF COURSES

Core Requirements: Compulsory courses common to students in related programs.

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG131	BASIC ENGLISH	4
ENG132	VOCABULARY AND SPELLING	4
ENG231	ENGLISH I	4
ENG232	ENGLISH II	4
LGL121	LEGAL PRINCIPLES AND TERMINOLOGY	4
MED170	MEDICAL TERMINOLOGY	4
PRC160	FUNDAMENTALS OF COLLEGE AND CAREER SUCCESS	1
PRC161	PROFESSIONAL DEVELOPMENT	4
RWD211	CURRENT EVENTS DICTATION	2
RWD212	MEDICAL DICTATION	2
RWD213	TECHNICAL DICTATION	2
RWJ100	100 JURY CHARGE	1
RWJ120	120 JURY CHARGE	1
RWJ140	140 JURY CHARGE	1
RWJ160	160 JURY CHARGE	1
RWL100	100 LITERARY	1
RWL120	120 LITERARY	1
RWL140	140 LITERARY	1
RWL160	160 LITERARY	1
RWL180	180 LITERARY	1
RWQ100	100 QA	1
RWQ120	120 QA	1
RWQ140	140 QA	1
RWQ160	160 QA	1
RWQ180	180 QA	1
RWQ200	200 QA	1
RWQ225	225 QA	3
RWT111	REALTIME WRITING THEORY I	12
RWT212	REALTIME WRITING THEORY II	12

RWT213	REALTIME WRITING THEORY III	12
RWT214	REALTIME WRITING THEORY TRANSITION	6
TEC151	KEYBOARDING	3
TEC251	BEGINNING TECHNOLOGY	3
RWS210AB/C	SPEEDBUILDING LAB	1
TRL240A/B/C	TRANSCRIPTION LAB	1
	(TOTAL OF THREE ELECTIVES FROM THE TWO CHOICES ABOVE REQUIRED IN CURRICULUM)	1
	TOTAL CORE	104

General Education

COURSE NUMBER	COURSE NAME	CREDIT HOURS
GND101	EFFECTIVE COMMUNICATION	4
GND105	INTRODUCTION TO MICROCOMPUTING	3
GND202	COLLEGE ENGLISH	4
GND204	LIFE SCIENCE	4
	TOTAL GENERAL EDUCATION	15

Other Courses: Specific to the CART/Captioning Curriculum

COURSE NUMBER	COURSE NAME	CREDIT HOURS
CCC181	INTRODUCTION TO CART/CAPTIONING	4
CCC281	CART PRACTICUM	2
CCC282	CAPTIONING PRACTICUM	2
CCT281	CART TECHNOLOGY I	3
CCT282	CAPTIONING TECHNOLOGY I	3
CCT283	CART TECHNOLOGY II	3
CCT284	CAPTIONING TECHNOLOGY II	3
CCT285	CART TECHNOLOGY III	4
CCT286	CAPTIONING TECHNOLOGY III	4
PRC262A	CCP WKT PREP	1
PRC262B	CCP SKILLS TEST PREP	2
PRC263A	CBC WKT PREP	1
PRC263B	CBC SKILLS TEST PREP	2
RWL200	200 LITERARY	2
	TOTAL OTHER COURSES	36
	OVERALL TOTAL FOR PROGRAM	155

NOTE ON ELECTIVES: CART/Captioning students may also select courses listed exclusively in any other program to satisfy their electives requirement. All students enrolled in the CART/Captioning program must satisfactorily complete 3 elective credits. A student may take more than the required 3 elective credit hours; however, any elective credit hours exceeding the cumulative total of 3 are not included in the student's enrollment status. All elective credit hours are included in the cumulative grade point average, the cumulative credit hours attempted, and, if applicable, the cumulative credit hours successfully completed. (See also Satisfactory Progress Terms.)

SCOPING/PROOFREADING CERTIFICATE

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Scoping/proofreading is a highly technical career using sophisticated computer technology, application programs, and text transmittal application systems. Scopists/proofreaders could work as employees of reporting firms in the office or at home or could work as independent contractors from their homes. Realtime reporters depend upon the scopist's/proofreader's technical knowledge as well as his/her English, notereading, proofreading, and formatting skills to produce a salable transcript.

The training that Prince Institute provides equips a student with the foundational skills required to enter the job market – notereading, specialized terminology, and transcript formatting using a CAT system. Completion of this certificate program qualifies students to assist in producing a verbatim record of proceedings. A verbatim record is one which accurately reflects the spoken word and nonverbal communication and action.

PROGRAM OBJECTIVES:

The scoping/proofreading program is designed to meet the growing market need for skilled scopists/proofreaders within the community of realtime reporters. Students enrolled in the judicial reporting program who have demonstrated sound knowledge of theory principles and good skills in English and technology may choose this certificate program as an alternative to completing the judicial reporting program. This program will enable those students to acquire additional marketable skills which will allow them to be employed in the realtime reporting profession in an auxiliary capacity.

Students' skills in reading and writing a conflict-free realtime machine-shorthand theory will be developed so that the student is prepared to accurately read and translate the notes of working judicial reporters.

Fundamental knowledge and skills will be developed in core curriculum and general education courses so that the student is able to perform the functions necessary for transcript production and to communicate with others in the field.

Students' technical skills, so vital to this occupation, will be developed using industry-standard, computer-aided transcription software and hardware.

GRADUATION OBJECTIVES:

All courses listed in the scoping/proofreading curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum in a reasonable sequence of progression within six quarters. The actual length of time to completion will be determined by the individual student's completion of judicial reporting program courses which will transfer into the scoping/proofreading program.

Students must have discharged all financial obligations to Prince Institute before the certificate will be issued. Students will be assessed a graduation fee payable before graduation.

LIST OF COURSES

Core Requirements: Compulsory courses common to students in related programs

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG131	BASIC ENGLISH	4
ENG132	VOCABULARY AND SPELLING	4
ENG231	ENGLISH I	4
ENG232	ENGLISH II	4
MED170	MEDICAL TERMINOLOGY	4
RWT111	REALTIME WRITING THEORY I	12
RWT212	REALTIME WRITING THEORY II	12
RWT213	REALTIME WRITING THEORY III	12
LGL121	LEGAL PRINCIPLES AND TERMINOLOGY	4
PRC161	PROFESSIONAL DEVELOPMENT	4
TEC151	KEYBOARDING	3
TEC251	BEGINNING TECHNOLOGY	3
	ELECTIVES	2
	TOTAL CORE	72

General Education

COURSE NUMBER	COURSE NAME	CREDIT HOURS
GND105	INTRODUCTION TO MICROCOMPUTING	3
	TOTAL GENERAL EDUCATION	3

Other Courses: Specific to the Scoping/Proofreading Curriculum

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG233	ENGLISH III	3
ENG235	TERMINOLOGY RESEARCH	3
TEC256	SCOPING TECHNOLOGY I	3
TEC257	SCOPING TECHNOLOGY II	3
	TOTAL OTHER COURSES	12

	OVERALL TOTAL FOR PROGRAM	87

PRINCE INSTITUTE
OFFICE ASSISTANT CERTIFICATE
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An office assistant may work in a variety of settings, from solo-practitioner businesses to governmental offices, on a temporary or permanent basis. The office assistant may serve as a receptionist, clerk, or record-keeper, for example, and assist other staff members with administrative details and office functions.

The training that Prince Institute provides equips a student with the foundational knowledge and skills required to enter the job market. These include knowledge of basic computer applications, such as word processing, spreadsheets, and presentation software; general office procedures; and basic mathematical computations. A strong emphasis is placed on developing oral and written communication skills, sound interpersonal relationships, and the ability to handle several demands at the same time.

PROGRAM OBJECTIVES:

The overall objective of the Office Assistant Certificate Program is to equip graduates with the tools they need to fill entry-level positions in a variety of business offices. Specific knowledge, skills and abilities include the following:

- ➢ Students' keyboarding skills will be developed to a minimum level of 50 words a minute with no more than five (5) errors.
- ➢ Students' competencies will be developed in those areas in which an office assistant is expected to have expertise; specifically, oral and written communication skills; the ability to perform basic mathematical computations; the ability to create, proofread, and edit business communication; and knowledge of general office procedures.
- ➢ Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics and etiquette appropriate to business settings.

GRADUATION OBJECTIVES:

All courses listed in the office assistant curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum in a reasonable sequence of progression within three quarters.

Students must have discharged all financial obligations to Prince Institute before the certificate will be issued. Students will be assessed a graduation fee payable before graduation.

LIST OF COURSES
Core Requirements: Compulsory courses common to students in related programs

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG131	BASIC ENGLISH	4
PRC160	FUNDAMENTALS OF COLLEGE AND CAREER SUCCESS	1
	TOTAL CORE	5

Other Courses: Specific to the Office Assistant Curriculum

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ENG236	BUSINESS ENGLISH I	4
ENG237	BUSINESS ENGLISH II	4
OAC164	BUSINESS MATHEMATICS	4
OAC165	OFFICE PROCEDURES I	3
OAC266	OFFICE PROCEDURES II	3

PRO162	CAREER DEVELOPMENT I	3
PRO263	CAREER DEVELOPMENT II	3
TEC152	COMPUTER APPLICATIONS	3
TEC157	KEYBOARDING I	3
TEC258	KEYBOARDING II	3
TEC259	KEYBOARDING III	2
	TOTAL OTHER COURSES	35

OVERALL TOTAL FOR PROGRAM	40
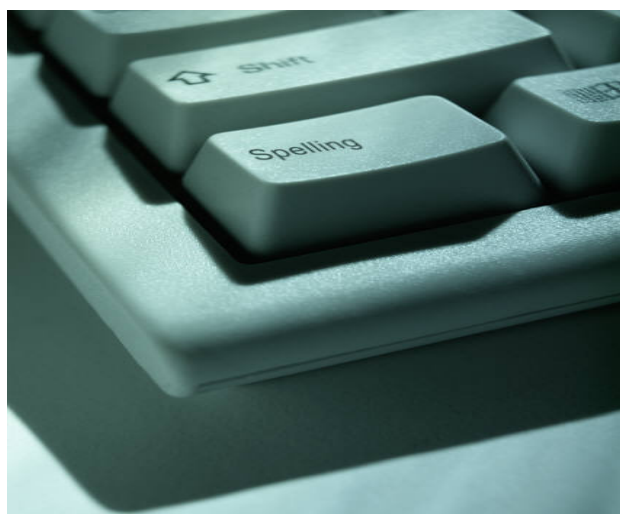
COURSE DESCRIPTIONS

NUMBERING KEY

The first two letters of the course number's alphabetic prefix indicate courses in the disciplines outlined below.

The numeral 1 at the beginning of the numeric prefix generally indicates a course for which there is no prerequisite.

The numeral 1 or 2 at the beginning of a Realtime Writing speedbuilding course is part of the speed designation for that course, such as 120 words a minute, etc.

The numeral 2 at the beginning of the numeric prefix indicates a course for which there is at least one prerequisite.

The second numeral in the numeric prefix of courses other than Realtime Writing speedbuilding courses generally indicates courses in the following disciplines:

ALPHABETIC PREFIX	SECOND NUMBER IN PREFIX	DISCIPLINE DESIGNATION
GND	0	GENERAL EDUCATION COURSES

RW-	1	REALTIME WRITING COURSES
		    RWT THEORY COURSES
		    RWJ/L/T SPEEDBUILDING COURSES
		    RWD DICTATION COURSES
		    RWS ELECTIVE SPEEDBUILDING LABS

LGL	2	LEGAL COURSES
ENG	3	ENGLISH COURSES
OAC	6	OFFICE ASSISTANT COURSES

TR-	4	TRANSCRIPTION COURSES
		    TRN TRANSCRIPTION COURSES
		    TRL ELECTIVE TRANSCRIPTION LABS

TEC	5	TECHNOLOGY COURSES
PR-	6	PROFESSIONAL COURSES
MED	7	MEDICAL COURSES

CC-	8	CART/CAPTIONING CONCENTRATION COURSES
		    CCC CART/CAPTIONING CONCENTRATION COURSES
		    CCT CART/CAPTIONING TECHNOLOGY COURSES

JRC	9	JUDICIAL REPORTING CONCENTRATION COURSES

CCC181   Introduction to CART/Captioning
4 Credit Hours/quarter
Prerequisites: None
CCC181 is a lecture course of the history, culture and terminology of CART and Captioning. A minimum grade of B is required to complete this course.

CCC281   CART Practicum
2 Credit Hours/quarter
Prerequisites: CCT283
CCC281 provides the student the opportunity to experience firsthand the CART environment by completing a practicum of at least 40 hours of writing and 20 hours of research and dictionary preparation under the supervision of a practicing CART provider off-site or the onsite instructor. A minimum grade of B is required to pass this course.

CCC282   Captioning Practicum
2 Credit Hours/quarter
Prerequisites: CCT284
CCC282 provides the student the opportunity to experience firsthand the captioning environment by completing a practicum of at least 40 hours of writing and 20 hours of research and dictionary preparation under the supervision of a practicing captioner off-site or the onsite instructor. A minimum grade of B is required to pass this course.

CCT281   CART Technology I
3 Credit Hours/quarter
Prerequisites: CCC181
CCT281 is designed to give students instruction and hands-on experience in computer-aided translation for maximum benefit of CART recipients. A minimum grade of B is required to successfully complete this course.

CCT282   Captioning Technology I
3 Credit Hours/quarter
Prerequisites: CCC181
CCT282 is designed to give students instruction and hands-on experience in computer-aided translation for maximum benefit of the consumer. A minimum grade of B is required to pass this course.

CCT283   CART Technology II
3 Credit Hours/quarter
Prerequisite: CCT281
CCT283 is a continuation of CART Technology I, and the student will also learn to build endurance by writing class lectures, meeting/seminar programs or webcast meeting segments. A minimum grade of B is required to successfully complete this course.

CCT284   Captioning Technology II
3 Credit Hours/quarter
Prerequisite: CCT282
CCT284 is a continuation of Captioning Technology I, and the student will also become familiar with broadcast news production and other varieties of television programming. A minimum grade of B is required to pass this course.

CCT285   CART Technology III
4 Credit Hours/quarter
Prerequisites: RWL 180 & CCT283
CCT285 is a continuation of CART Technology I & II, and the student will also learn to build endurance by writing class lectures, meeting/seminar programs or webcast meeting segments. A minimum grade of B is required to successfully complete this course.

CCT286   Captioning Technology III
4 Credit Hours/quarter
Prerequisites: CCT284, RWJ160, RWL160 & RWQ160
CCT286 is a continuation of Captioning Technology I & II, and the student will also learn to build endurance by writing literary broadcast material. A minimum grade of B is required to pass this course.

ENG131   Basic English
4 Credit Hours/quarter
Prerequisite: None
ENG131 includes a review of the parts of speech, the parts of the sentence, subject-verb agreement, and phrases and clauses.   A minimum grade of B is required to successfully complete this course.

ENG132   Vocabulary and Spelling
4 Credit Hours/quarter
Prerequisite: None
ENG132 provides instruction in the basics of English vocabulary and spelling. A minimum grade of B is required to successfully complete this course.

ENG231   English I
4 Credit Hours/quarter
Prerequisite: ENG131
ENG231 provides instruction in the rules governing the use of the period, question mark, comma, semicolon, and colon as they are applied to the transcription of spoken English into written English, specifically in the area of judicial reporting proceedings. A minimum grade of B is required to successfully complete this course.

ENG232   English II
4 Credit Hours/quarter
Prerequisite: ENG231
ENG232 provides instruction in the rules governing the use of the dash, quotation marks, parentheses, apostrophe, hyphen, numbers, capitalization, and abbreviations as they are applied to the transcription of spoken English into written English, specifically in the area of judicial reporting proceedings. A minimum grade of B is required to successfully complete this course.

ENG233   English III
3 Credit Hours/quarter
Prerequisite: ENG232
ENG233 provides instruction and practice in the use of proofreading symbols and techniques; the use of audio backup techniques in the production, editing, and proofreading of transcription documents; and a systematic approach to the editing and proofing of transcripts. Application of the rules governing the use of punctuation in the transcripts is provided. A minimum grade of B is required to successfully complete this course.

ENG235 Terminology Research
3 Credit Hours/quarter
Prerequisite: Completion of or current enrollment in ENG132
ENG235 provides instruction and practice in specialized terminology with emphasis on scientific and professional contexts; methods of determining the spelling of foreign words and phrases; and various research sources for verifying spellings of uncommon and difficult words. Internet sources will be discussed. A minimum grade of B is required to successfully complete this course.

ENG236   Business English I
4 Credit Hours/quarter
Prerequisite: ENG 131
ENG236 provides instructions in business communication principles and their written applications. A minimum grade of C is required to successfully complete this course.

ENG237   Business English II
4 Credit Hours/quarter
Prerequisite: ENG236
ENG237 provides instruction in the principles and skills of proofreading and editing written communication. A minimum grade of C is required to successfully complete this course.

GND101   Effective Communication
4 Credit Hours/quarter
Prerequisite: None
GND101 focuses on the concepts and strategies of successful communication skills in both written and oral forms.

GND105   Introduction to Microcomputing
3 Credit Hours/quarter
Prerequisite: None
GND105 is designed to introduce the students to the computer as a versatile and powerful instrument for information processing and problem solving. Students will be introduced to computer history, theory, and applications.

GND202   College English
4 Credit Hours/quarter
Prerequisite: ENG131
GND202 provides instruction in sentence and paragraph structure, expository writing, research writing, and the concepts of language and logic in writing. A minimum grade of B is required to successfully complete this course.

GND204   Life Science
4 Credit Hours/quarter
Prerequisite: Completion of or concurrent enrollment in MED170
GND204 provides a general overview of the structures and functions of the human body in health and disease.

JRC291   Deposition Procedures
4 Credit Hours/quarter
Prerequisite: Completion of RWJ140, RWL140, and RWQ140 with instructor's permission
JRC291 is the study of realtime judicial reporting as a career. Students are instructed in the role of the reporter in depositions (i.e. telephonic, discovery, perpetuation/evidentiary, and in aid of execution) administrative hearings, and other judicial proceedings. A minimum grade of B is required to successfully complete this course.

JRC292   Courtroom Procedures
4 Credit Hours/quarter
Prerequisite: Completion of RWJ140, RWL140, and RWQ140 with instructor's permission
JRC292 is the study of realtime judicial reporting as a career. Students are instructed in the role of the reporter in trials and other judicial proceedings. A minimum grade of B is required to successfully complete this course.

JRC294   Judicial Reporting Practicum
2 Credit Hours/quarter
Prerequisite: RWJ180, RWL180, and RWQ180
JRC294 provides the student the opportunity to experience firsthand the judicial reporting environment by completing a practicum of at least 60 hours. This practicum shall include a minimum of 50 hours spent in actual writing time under the direction of a practicing reporter and a minimum of 10 hours in observation and consultation. All practicum hours shall be verified by the person(s) under whom the practicum is performed. The student is required to prepare a complete and accurate transcript of at least 60 pages from a freelance, official, or realtime experience.   The student also submits a written summarized report of the practicum. A minimum grade of B is required to successfully complete this course.

LGL121   Legal Principles and Terminology
4 Credit Hours/quarter
Prerequisite: None
LGL121 examines the judicial system (discovery, trials and appellate); distinguishes criminal and civil law precepts; identifies the methods for researching citations; considers agency and business organization and structure.

MED170   Medical Terminology
4 Credit Hours/quarter
Prerequisite: None
MED170 provides instruction in the prefixes, word roots/combining forms, and suffixes commonly used in the formation of medical terms.

OAC164   Business Mathematics
4 Credit Hours/quarter
Prerequisite: None
OAC164 provides instruction in math skills needed for basic business and personal applications.

OAC165   Office Procedures
3 Credit Hours/quarter
Prerequisite: None
OAC165 provides instruction in the characteristics of the workplace, appropriate workforce behaviors including ethical standards and the importance of communication skills and business etiquette.

OAC266   Office Procedures II
3 Credit Hours/quarter
Prerequisite: OAC165
OAC266 continues instruction in the characteristics of the workplace, with a focus on technology, records and financial management, meetings and travel, and career advancement.

PRC160   Fundamentals of College and Career Success
1 Credit Hour/quarter
Prerequisite: None
PRC160 is designed to provide students with the tools to identify their personal strengths and utilize them in developing a successful plan for completing their educational and professional objectives.

PRC161   Professional Development
4 Credit Hours/quarter
Prerequisite: None
PRC161 provides instruction in ethical issues and the development of a professional demeanor, including such topics as goal setting, time management, money management, and proper grooming and professional attire for the business environment. Resume writing and practice employment interviews are also included.

PRC262A   CCP WKT Prep
1 Credit Hour/quarter
Prerequisites: RWL180 & CCT283
PRC262A provides the student the opportunity to prepare for the written knowledge portion of the CCP Exam. The student is required to successfully complete the written portion of a simulated CCP written knowledge exam with a minimum grade of C on the written knowledge component.

PRC262B   CCP Skills Test Prep
2 Credit Hours/quarter
Prerequisites: RWL180 & CCT283
PRC262B provides the student the opportunity to prepare for the skills portion of the Certified CART Provider Exam. The student is required to successfully complete the skills portion of a simulated CCP exam with a minimum grade of 96% on the skills component.

PRC263A   CBC WKT Prep
1 Credit Hour/quarter
Prerequisites: RWL180 & CCT284
PRC263A provides the student the opportunity to prepare for the written portion of the Certified Broadcast Captioner Exam. The student is required to successfully complete the written portion of a simulated CBC exam with a minimum grade of C on the written knowledge component.

PRC263B   CBC Skills Test Prep
2 Credit Hours/quarter
Prerequisites: RWL180 & CCT284
CBC Skills Test Prep Course provides the student the opportunity to prepare for the skills portion of the Certified Broadcast Captioner Exam. The student is required to successfully complete the skills portion of a simulated CBC exam with a minimum grade of 96% on the skills component.

PRJ261A   RPR WKT Prep Course
1 Credit Hour/quarter
Prerequisite: Prior completion of or concurrent enrollment in JRC291 and JRC292.
PRJ261A provides the student the opportunity to prepare for the Registered Professional Reporter Written Knowledge Test. The student is required to successfully complete the written portion of a simulated exam with a minimum grade of C.

PRJ261B   RPR Skills Prep Course
2 Credit Hours/quarter
Prerequisite: Prior completion of or concurrent enrollment in RWQ225.
PRJ261B provides the student the opportunity to prepare for the Registered Professional Reporter Exam and the Alabama Certification Exam. The student is required to successfully complete the skills portion of a simulated exam with a minimum grade of C on each portion of the skills component (literary, jury charge, and testimony).

PRO162   Career Development I
3 Credit Hours/quarter
Prerequisite: None
PRO162 provides instruction in the issues and challenges of interpersonal relations with regard to self-management and working with others.

PRO263   Career Development II
3 Credit Hours/quarter
Prerequisite: PRO162
PRO263 continues instruction in the issues and challenges of interpersonal relations with regard to career development and the workplace.

RWD211   Current Events Dictation
2 Credit Hours/quarter
Prerequisite: RWJ120, RWL120, RWQ120, and TEC251
RWD211 is designed to familiarize students with current events--local, national, and international--geography, and cultural diversity. Instruction and dictation in these areas are provided. Random readback and transcription of dictated material are required.

RWD212   Medical Dictation
2 Credit Hours/quarter
Prerequisite: RWJ120, RWL120, RWQ120, and TEC251
RWD212 provides practice in the application of realtime writing principles to medical terminology. Random readback and transcription of dictated material are required.

RWD213   Technical Dictation
2 Credit Hours/quarter
Prerequisite: RWJ120, RWL120, RWQ120, and TEC251
RWD213 provides practice in the application of realtime writing principles to technical vocabularies. Random readback and transcription of dictated material are required.

RWJ100   100 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWT214
RWJ100 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 100 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWJ120   120 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWJ100
RWJ120 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 120 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWJ140   140 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWJ120
RWJ140 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 140 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWJ160   160 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWJ140
RWJ160 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 160 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWJ180   180 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWJ160
RWJ180 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 180 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWJ200   200 Jury Charge
1 Credit Hour/quarter
Prerequisite: RWJ180
RWJ200 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 200 words a minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL100   100 Literary
1 Credit Hour/quarter
Prerequisite: RWT214
RWL100 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 100 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL120   120 Literary
1 Credit Hour/quarter
Prerequisite: RWL100
RWL120 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 120 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL140   140 Literary
1 Credit Hour/quarter
Prerequisite: RWL120
RWL140 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 140 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL160   160 Literary
1 Credit Hour/quarter
Prerequisite: RWL140
RWL160 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 160 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL180   180 Literary
1 Credit Hour/quarter
Prerequisite: RWL160
RWL180 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 180 words a minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWL200   200 Literary
2 Credit Hours/quarter
Prerequisite: RWL180
RWL200 provides speedbuilding practice and evaluation of the student's ability to write literary broadcast material dictated at 200 words a minute. The student must pass three 5-minute speed tests on unfamiliar literary broadcast material, transcribing them within a prescribed time, with a minimum of 96 percent accuracy. A minimum grade of B is required to complete this course.

RWQ100   100 QA
1 Credit Hour/quarter
Prerequisite: RWT214
RWQ100 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 100 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ120   120 QA
1 Credit Hour/quarter
Prerequisite: RWQ100
RWQ120 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 120 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ140   140 QA
1 Credit Hour/quarter
Prerequisite: RWQ120
RWQ140 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 140 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ160   160 QA
1 Credit Hour/quarter
Prerequisite: RWQ140
RWQ160 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 160 words a minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ180   180 QA
1 Credit Hour/quarter
Prerequisite: RWQ160
RWQ180 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 180 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ200   200 QA
1 Credit Hour/quarter
Prerequisite: RWQ180
RWQ200 provides speedbuilding practice and evaluation of the student's ability to write QA material dictated at 200 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to complete this course.

RWQ225   225 QA
3 Credit Hours/quarter
Prerequisite: RWQ200
RWQ225 provides speedbuilding practice and evaluation of the student's ability to write 2-voice QA testimony material dictated at 225 words per minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to successfully complete this course.

RWS210A ,B,C   Speedbuilding Lab
1 Credit Hour/quarter
Prerequisite: None
RWS210A,B,C are individualized elective lab experiences designed to address a student's need or desire for additional skill development in the area of speedbuilding dictation. Skill development may include, but is not limited to, achieving a specific speed on the stenograph machine; accuracy practice in literary, jury charge, or testimony dictation; or reviewing theoretical principles.

RWT111   Realtime Writing Theory I
12 Credit Hours/quarter
Prerequisite: None
RWT111 uses theory instruction and realtime technology to introduce students to the principles of realtime translation theory, operation of the electronic writer, and proper writing techniques. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 40 words a minute. A minimum grade of B is required to successfully complete this course.

RWT212   Realtime Writing Theory II
12 Credit Hours/quarter
Prerequisite: RWT111
RWT212 continues instruction in the principles of realtime translation theory. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 50 words a minute. A minimum grade of B is required to successfully complete this course.

RWT213   Realtime Writing Theory III
12 Credit Hours/quarter
Prerequisite: RWT212
RWT213 continues instruction in the principles of realtime translation theory. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 60 words a minute. A minimum grade of B is required to successfully complete this course.

RWT214   Realtime Writing Theory Transition
6 Credit Hours/quarter
Prerequisite: RWT213
RWT214 introduces the students to the concept of speedbuilding and transcription of speed tests. Additional instruction in briefs and phrases is provided to assist the students in making the transition to testing in the specific categories of Jury Charge, Literary, and 2-voice Question & Answer Testimony dictation. This course also examines the career opportunities open to realtime reporters, the nature of the work involved in the various areas, and the applicability of the realtime reporting curriculum to entry-level positions.   Students must pass two 5-minute speed tests on unfamiliar material at 80 words a minute in each of the three dictation categories, transcribing them within a prescribed time, with a minimum of 95 percent accuracy. A minimum grade of C is required to successfully complete this course.

TEC151   Keyboarding
3 Credit Hours/quarter
Prerequisite: None
TEC151 is a basic course which presents the fundamentals of keyboarding using a computer and word processing software. Instruction includes proper technique to key the alphabetic, numeric, and symbol keys by touch and creating and formatting business letters and reports. Timed writings are 5-minute tests. Speed goal, 25-35 words a minute with no more than five (5) errors.

TEC152   Computer Applications
3 Credit Hours/quarter
Prerequisite: None
TEC152 provides instruction in the fundamentals of popular computer applications used in business and personal settings.

TEC157   Keyboarding I
3 Credit Hours/quarter
Prerequisite: None
TEC157 is a basic course which presents the fundamentals of typing and document formatting. Timed writings are 5–minute tests. Speed goal is 30 words a minute with no more than five (5) errors.

TEC251   Beginning Technology
3 Credit Hours/quarter
Prerequisite: GND105
TEC251 is designed to give students instruction and hands-on experience in computer-aided transcription, to include stenographic writing and input of testimony; maintenance of a personal dictionary; and basic transcript production.

TEC252   Judicial Reporting Technology
3 Credit Hours/quarter
Prerequisite: TEC251
TEC252 is designed to give the student continued instruction and hands-on experience in using a computer-aided transcription system. It also provides an overview of the use of the video camera in trials and depositions and information about NCRA's Certified Legal Video Specialist (CLVS) program.

TEC256   Scoping Technology I
3 Credit Hours/quarter
Prerequisites: TEC251
TEC256 provides instruction in the advanced features offered by computer-aided transcription (CAT) software, including timesaving techniques such as global shortcuts, macros, and include files. Students will demonstrate knowledge of and facility in the use of such techniques by editing transcripts. A minimum grade of B is required to successfully complete this course.

TEC257   Scoping Technology II
3 Credit Hours/quarter
Prerequisites: TEC256
TEC257 continues instruction in the advanced features of CAT software, with particular emphasis on those functions most useful to the scopist, such as speaker lists, automatic indexing, and large-file transferring. Students will demonstrate knowledge of and facility in the use of such techniques by editing transcripts. A minimum grade of B is required to successfully complete this course.

TEC258   Keyboarding II
3 Credit Hours/quarter
Prerequisite: TEC157
TEC258 focuses on production of business correspondence; reports, tables, editing, and graphics. Timed writings are 5 – minute tests. Speed goal is 40 words a minute with no more than five (5) errors.

TEC 259   Keyboarding III
2 Credit Hours/quarter
Prerequisite: TEC258
TEC259 focuses on designing specialized documents. Timed writings are 5 – minute tests. Speed goal is 50 words a minute with no more than five (5) errors.

TRL240A, B, C   Transcription Lab
1 Credit Hour/quarter
Prerequisite: None
TRL240A, B, C is an individualized elective lab experience designed to address a student's need or desire for additional skill development in the area of transcription and punctuation. Skill development may include, but is not limited to, achieving improved ability to properly punctuate and paragraph dictated material when transcribing.

TRN241   Beginning Deposition Transcription
3 Credit Hours/quarter
Prerequisite: RWT214 and TEC252
TRN241 is designed to give the student instruction and hands-on experience in the production of salable quality deposition transcripts using a computer-aided transcription system. Instruction in the definition of and steno strokes for speaker identifications, transcript headings, parenthetical elements, and by-lines found in the deposition format is also included. A minimum grade of C is required to successfully complete this course.

TRN242   Beginning Appeals Transcription
3 Credit Hours/quarter
Prerequisite: RWT214 and TEC252
TRN242 is designed to give the student instruction and hands-on experience in the production of salable quality appeal transcripts using a computer-aided transcription system. Instruction in the definition of and steno strokes for speaker identifications, transcript headings, parenthetical elements, and by-lines found in the appeal transcript format is also included. A minimum grade of C is required to successfully complete this course.

TRN243   Advanced Deposition Transcription
2 Credit Hours/quarter
Prerequisite: ENG233, RWJ120, RWL120, RWQ120, and TRN241
TRN243 is designed to give students additional instruction and hands-on experience in the production of salable quality deposition transcripts using a computer-aided transcription system. Deposition format and proper use of punctuation are emphasized. A minimum grade of B is required to successfully complete this course.

TRN244   Advanced Appeals Transcription
2 Credit Hours/quarter
Prerequisite: ENG233, RWJ120, RWL120, RWQ120, and TRN242
TRN244 is designed to give students additional instruction and hands-on experience in the production of salable quality court transcripts using a computer-aided transcription system. Court format and proper use of punctuation are emphasized. A minimum grade of B is required to successfully complete this course.

OUR GRADUATES TELL OUR STORY BEST!

SIGNATURE PAGE
PLEASE RETURN THIS SIGNED TO THE STUDENT SERVICES COORDINATOR

ACKNOWLEDGEMENT

I have read the entire Prince Institute catalog including supplement pages; and by signing below, I am stating that I understand and agree with and will adhere to the policies set forth in this catalog.

Student's Signature	Date

Parent's Signature (if under 19 years of age)	Date

These prices may change when announced as prescribed in the catalog.

Tuition and Fees

Early Registration Fee - $100
Standard for all programs. This fee is not refundable if the applicant has been accepted for enrollment and it is paid at least one month prior to quarter registration deadline.

One-time Registration Fee - $125
Standard for all programs. This fee is not refundable if the applicant has been accepted for enrollment.

Late Registration Fee - $150
Standard for all programs. This fee is not refundable if the applicant has been accepted for enrollment and it is paid after the registration deadline.

Re-admission Fee - $75
Standard for all programs. This fee is not refundable if the applicant has been accepted for re-enrollment. A readmission fee must be paid upon each readmission after two quarters of nonattendance.

Late Enrollment Fee - $35
Charged if the current student fails to complete the enrollment process by the last day of the current quarter.

Quarterly Tuition – Realtime Reporting/Scoping Proofreading Programs
$2,600 (through June 30, 2011)
$2,800 (as of July 1, 2011)
Office Assistant Program
$2,200 (as of January 1, 2011)

Quarterly Technology/Administration Fee - $295
Standard for all programs. This fee defrays the cost of providing the student administrative and technical support. The fee is charged at the beginning of each quarter to students enrolled in a class/classes on campus and/or online.

Payment Plan/Installment Note Fee - $25
The fee is charged with the implementation of a payment plan/installment note. This fee is not refundable.

Late Payment Fee - $25
This fee will be imposed one time each month that a student's account is in arrears.

Returned Check Fee - $35
This fee will be imposed for each check returned by the bank for such reasons as NSF (Non Sufficient Funds) or Account Closed.

Proficiency Examination Testing - $50
Standard for all courses. This fee is payable at the time of testing. This fee is charged for each proficiency examination administered. This fee is not refundable should the student withdraw or fail to successfully pass the proficiency examination.

Graduation Fee - $50
This fee is charged one time. This fee is due in full before participating in the graduation exercises.

The following prices are subject to change without notice.

The Wave, Student Stentura Protégé, and élan Cybra Machine Lease/Purchase – Information available upon request.

Case CATalyst Student Software – Information available upon request.

PRINCE INSTITUTE OF PROFESSIONAL STUDIES, INC.
Supplement (Cont.) of Catalog, 2011

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Court Reporting: Bad English, Good Punctuation

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The Proofreading Manuel

The Writer's World Paragraphs and Essays, 2nd Edition

Please contact the Business Office for the most current prices.