



Court Reporting Institute
of
HOUSTON

2010-2011
Campus Catalog



COURT REPORTING INSTITUTE

2010-2011

**Court Reporting Institute of Houston
Campus Catalog**

13101 Northwest Freeway, Suite 100 | Houston, TX 77040

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The information contained in this catalog is true and correct to the best of my knowledge.



Keith Easinsky
Campus Director



A Message from the President

Dear Court Reporting Students,

It is the primary goal of the Court Reporting Institute of Houston to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Court Reporting Institute of Houston staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision, which will positively impact one's personal and professional life.

It is our hope that the Court Reporting Institute of Houston offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Attaining an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to the Court Reporting Institute of Houston and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.

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About Court Reporting Institute of Houston

About Court Reporting Institute of Houston

Our Philosophy

The student is our primary concern at the Court Reporting Institute of Houston. We are student-centered and committed to giving our full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training and career services departments are designed to develop a student's abilities, attitudes and interests so that he/she becomes a skilled and successful professional.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a career. The professional skills taught at the Court Reporting Institute of Houston are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

Mission Statement

Driven by a passion for changing lives, we take committed students and develop the skills and attitudes to unleash their power to build successful lives. In the process, we produce the nation's most outstanding court reporters and paralegals.

History of the Court Reporting Institute of Houston

The Court Reporting Institute of Dallas was founded in 1978. It became the first private college in Texas to offer an Associate of Applied Science in Court Reporting 1983, and received programmatic certification from the National Court Reporters Association (NCRA) in 1984. The Court Reporting Institute of Houston (CRIH), a branch campus, was opened in the fall of 2002. In 2006, CRID launched a completely online Associate of Applied Science degree in Court Reporting program. In the fall of 2008, CRIH received Texas Workforce Commission (TWC) and Accrediting Council of Independent Colleges and Schools (ACICS) approval to offer the Diploma in Paralegal Studies program.

CRIH is a wholly owned subsidiary of Vatterott Educational Centers, Inc. Vatterott College was established in 1969 in St. Louis, Missouri. The original name of Vatterott College was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of National Association of Trade and Technical Schools (NATTS).

Vatterott College operations expanded into Texas in 2004, purchasing Court Reporting Institutes of Dallas and Houston. The Court Reporting Institute of Houston was approved as branch campus of the Court Reporting Institute of Dallas (the main campus) in 2004.

Accreditation, Authorization and Approvals

The Court Reporting Institute of Houston is:

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diploma and associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- Approved by the Texas Veterans Commission to train eligible veterans.
- Associate of Applied Science Degree in Court Reporting is certified by the National Court Reporters Association. (Day and Evening programs).

Memberships

Houston Court Reporter's Association (HCRA)
Better Business Bureau of Houston

Campus Location

Court Reporting Institute of Houston
13101 Northwest Freeway, Suite 100
Houston, TX 77040
713-996-8300
866-996-8300 (toll free)

Campus Facilities

Court Reporting Institute of Houston

The facility is located at 13101 Northwest Freeway, Suite 100. There is ample parking for all students as well as convenient bus service. The campus has a separate library complete with reference materials and a campus book store. The laboratories have modern computers. Maximum class size is 30 students. Enrollment capacity: 800 students. Theory classes are generally limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.

Administrative Hours of Operations:

Monday through Thursday	8:00a.m. - 8:00p.m.
Friday	8:00a.m. - 6:00p.m.
Saturday	9:00a.m. - 1:00p.m.



Admissions Information

Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon their distance from the campus. Parents and/or significant others are encouraged to attend the interview. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a High School Diploma or the equivalent, such as a General Education Diploma.

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
- Applicants with home school diplomas are required to provide evidence of a GED and/or College transcript.
- Financial aid forms (if applicant wishes to apply for financial aid)

The school reserves the right to reject applicants if the items listed above are not successfully completed.

PLEASE NOTE: An individual convicted of an offense involving moral turpitude, fraud, or corruption may not become a Certified Shorthand Reporter in Texas without prior approval from the Texas Court Reporters Certification Board. Other states may have similar rules and/or restrictions. Prospective students should check with their states for licensure requirements.

Placement Testing

Remedial Testing Policy

Effective June 2009, all Vatterott Educational Centers Inc. schools will require that all newly enrolled students are to complete math and English placement testing. Students who can provide the school with their SAT and/or ACT scores from their official high school transcript may not be required to take the placement assessment. Students who receive a score of 530 on the verbal and mathematics sections of the SAT examination and/or a score of 22 or better on the verbal and 21 or better on the mathematics ACT examination will not be required to take the placement examination.

Students may also have the option of transferring courses from previously attended post-secondary institutions. Courses considered developmental in nature at another institution are not transferrable for credit at Court Reporting Institute.

Prospective students may request transfer credit for developmental courses offered at Court Reporting Institute by providing an official transcript to the campus registrar within the first 2 weeks of the student's enrollment program start date. Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Examination Details

Students are required to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Students who receive a score of Level 2 – 265 or higher will test out of the remedial courses and transition directly into their program of study. Students scoring below this level will be required to take the designated remedial course.

Prerequisite Assignment

All students are required to complete remedial testing. Students who are enrolled in a Diploma program are not required to complete the remedial courses until they convert into an Associate's program. Although not required until the student reaches the Associate's level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs.

Online Distance Education Program

The online court reporting program is designed to mirror the on-ground program. Instruction in the online program involves a combination of synchronous and asynchronous learning activities conducted over the Internet. All of the online classes will be delivered and conducted in a suitable online delivery platform. Students interested in online education should have a high degree of self-discipline, be committed to a significant amount of coursework on a weekly basis and possess good computer, keyboarding and writing skills.

Online Program Technology Requirements

To be considered for enrollment in the college's online court reporting program, students must certify that they possess the following minimum technology requirements:

1. Personal computer or laptop with Pentium 4 or higher processor
2. Minimum of 1GB RAM
3. Minimum 40 GB hard drive
4. Monitor, printer, keyboard, mouse
5. Two available USB ports
6. Operating system (Windows XP, 2000, or Vista)
7. Sound card and speakers
8. CD ROM drive(s)
9. Video graphics accelerator card
10. Java, Flash and cookies-enabled internet browser such as Microsoft Internet Explorer 6.0 or higher (AOL and WebTV browsers are not supported and cannot be used to access courses)
11. Cable, DSL, or other high speed internet connection (AOL and WebTV browsers are not supported and cannot be used to access courses)
12. Unique personal email address
13. Software: Microsoft Word 2000 or higher, Adobe Reader, Microsoft PowerPoint Viewer
14. Steno machine – 200SRT or 400SRT or higher (not necessary at time of enrollment; CRIH will assist student with acquisition)
15. Case CATalyst Student Software Version 6.08 or higher (not necessary at time of enrollment; CRIH will assist student with acquisition)
16. Surge protection device for PC.

Re-Entering Students

Students who previously attended CRIH will be subject to the same admission requirements and procedures as new applicants. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Academic Assessment

The Court Reporting Institute assesses incoming students to determine their readiness for college-level coursework. Test results are used to identify students' strengths and weaknesses, to assist in advisement of course selection, and to ensure that students possess or are provided assistance to develop the skills necessary for academic success at the Court Reporting Institute of Houston.

Students may be exempted from some parts of the assessment based upon military service, previous education, or on their ACT or SAT scores. Students will need to submit their military records, college transcripts, or official ACT or SAT scores for review.

Tuition/Fees Policies

1. Tuition for the program of study may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
2. All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the college.
3. Any student delinquent in the payment of any sum owed to the college may be suspended from the school (at the college's sole discretion) until the college receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the college.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
5. If a student repeats any portion of the program, the student must pay the current tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the college, specifying the terms of the repeat.

See Catalog Appendix for current tuition and fees.

Consortium Agreement

The institution maintains a consortium agreement that enables enrolled students in an eligible program of study at Court Reporting Institute of Houston, to enroll in online courses delivered by Court Reporting Institute of Dallas.



Financial Information

Financial Information

It is a goal of the Court Reporting Institute of Houston to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Financial Aid Eligibility - for those who qualify

In order to be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a part-time basis (With the exception of Pell and FSEOG.)
- Have a high school diploma or the recognized equivalent
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education
- Maintain satisfactory academic progress
- Provide required documentation for the verification process and determination of dependency status
- Have a valid Social Security Number
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs
- Be registered for the Selective Service, if required and
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

Satisfactory Academic Progress

Students must meet the standards of satisfactory academic progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress, for purposes of continuing eligibility for federal financial assistance, is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures and appeals procedures as outlined in the Academic Information section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically dismissed and are no longer active students of the institution are ineligible for financial aid. Mitigating circumstances that are determined to have negatively impacted a student's eligibility to make Standard Academic Progress can be used as a basis for appeal of financial aid eligibility. Students may appeal using the process outlined in the schools grievance policy. Possible reinstatement of financial aid eligibility will be determined by the financial aid department upon successful readmission to the institution.

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds and the institution will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, grants are awarded on a first-come, first-served basis.

Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school. To be eligible, the student must be enrolled in a degree program and be eligible to receive the Pell grant. Other qualifications may apply. Contact the financial aid office for details.

Federal Stafford Student Loans

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the institution, or attends below part-time enrollment status.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan, another FFELP loan program, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of financial aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

How to Apply

Students must complete a Free Application for Federal Student Aid (FAFSA) each year. Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at the Court Reporting Institute of Houston before financial aid applications can be processed.

Scholarships

Students may apply, when eligible, for the following scholarships. Career Colleges & Schools of Texas (CCST) – the Court Reporting Institute of Houston participates in the CCST Scholarship program. CCST awards four \$1000 scholarships (no actual monetary value; tuition remission only) to every high school in Texas to be awarded to students attending career institutions. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the CCST Scholarship program at: www.ccst.org

Imagine America Scholarship – the Court Reporting Institute of Houston participates in the Imagine America Scholarship program sponsored by the Career College Foundation. This program awards three \$1,000 scholarships (no actual monetary value; tuition remission only) to every high school in the United States, to be awarded by the high school to students attending career institutions. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the Imagine America scholarship at:

<http://www.imagine-america.org/scholarship/01-about-scholarship.asp>

Imagine America Military Award Program (MAP) – This program has been established by the Career College Foundation to help military personnel pursue postsecondary career education, recognizing their important contribution to our nation's armed services. The \$1,000 award (no actual monetary value; tuition remission only) is available to any active duty and honorably discharged or retired veteran of a United States military service branch for attendance at a participating career institution. Each campus is limited in the number of annual awards. Students may find out more information about the Imagine America Military Award Program at: <http://www.imagine-america.org/scholarship/02-about-scholarship-map.asp>

The Top-Student Scholarship is an institutional scholarship available to students that meet certain requirements.

Scholarship Requirements

In order to qualify for the scholarship, candidates must meet all of the following criteria:

1. Complete the term with at least 90% attendance of scheduled days for the term.
2. Have a cumulative GPA of at least a 2.5 at the end of the term.
3. Have a term GPA of at least a 3.0.
4. Be enrolled as a student in the Court Reporting degree program or Paralegal Program.
5. Currently meeting Standard Academic Progress and not exceed maximum time frame as defined by the school catalog.

Qualification for the scholarship is for the term most recently completed and may be earned each eligible term of the program based on the criteria above.

Amount of the scholarship may vary, but is currently \$100 per term for day students and \$75 per term for night students.

Scholarship Committee

The scholarship committee shall include the following individuals:

- Divisional Academic Dean
- Campus Director(s)
- Director of Education(s)

Scholarship Award Procedures

1. At the end of each term the Registrar will produce a list identifying the students who have met the scholarship requirements.
2. The list will be reviewed for accuracy and approved by the Director of Education.
3. The approved list will be forwarded to the scholarship committee for review and final award decision. The final award decision will be made by no later than the end of the third week following the term and will be communicated in writing (Final Award List) to the campus Director of Financial Aid and the Campus Accountant.
4. The Director of Financial Aid will set the scholarship up as a scheduled disbursement and notify the Campus Accountant in writing that it is ready of posting.
5. The Campus Accountant will post the award to the proper students' accounts and notify the DOE that the award has been posted.
6. Student will be notified by the Director of Education that they have been selected to receive the Scholarship.

Amount of the scholarship may vary, but is currently \$100 per term for day students and \$75 per term for night students.

Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits

The Court Reporting Institute of Houston is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS, ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS.

NOTE: All College locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

Company Tuition Reimbursement

The Court Reporting Institute of Houston may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that students receiving Federal Family Educational Loans be notified concerning their loans. The institution counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview form regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform students of the tentative total amount of loans received while in attendance at the institution, refunds that may be made, and to provide students with an estimated payment amount. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed to him/her.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school
 - b. The date of receipt of written notice from the student, or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student who enters a residence or synchronous distance education course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:

- a. During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees
 - b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees
 - c. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees
 - d. During the second quarter of the course, 50 percent of the remaining tuition and fees
 - e. During the third quarter of the course, 10 percent of the remaining tuition and fees, or
 - f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
 6. For residence or synchronous distance education courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
 7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student
 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course, or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 9. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
 - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without

- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. Satisfactorily completed at least 90 percent of the required coursework for the program, and
 2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.

Veterans Cancellation And Refund Policy

In the event a veteran or other student eligible for VA educational benefits fails to enter the course, or withdraws, or is discontinued therefore at any time prior to completion (but after expiration of the aforementioned 72-hour cancellation period) of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

Return of Title IV Funds

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The formula is the number of calendar days the recipient has been enrolled for the payment period up to the day the student withdrew divided by the total number of calendar days in the payment period (or term). That percentage is multiplied by the amount of the recipient's Title IV financial aid awarded for that payment period to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period, and which must be returned, is the complement of the amount earned. The amount of the Title IV earned and the amount of Title IV not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower's permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies and contracted room and board charges.

To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt to the school.

There are some Title IV funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no FFEL or Direct loan funds can be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) must repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

Any unearned grant funds that the student must return are called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).*

Student Loan Default Prevention

To seek counseling related to repayment of your student loan, contact the financial aid office. The college has an active program encouraging students to pay back student loans to prevent negative repayment status. Failure to repay loans may jeopardize your credit.

Withdrawal Date / Policy

The withdrawal date used to determine when the student is no longer enrolled at the Court Reporting Institute of Houston is:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other school activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but continues to attend classes or other school activities will not be considered to have officially withdrawn from school.
- If a student does not complete the official withdrawal process, the school will determine the student's withdrawal date based upon federal regulations and institutional records.
- For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.
- Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal.



Academic Information

Academic Information

Grading Systems

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Numerical Percentage	Description	Included in Credits/ Clock Hours Earned	Included in Credits/ Clock Hours Attempted	Included in CGPA	Quality Points
A	90 - 100	Outstanding	Yes	Yes	Yes	4.00
B	80 - 89	Above Average	Yes	Yes	Yes	3.00
C	70 - 79	Average	Yes	Yes	Yes	2.00
D	60 - 69	Below Average	Yes	Yes	Yes	1.00
F	0 - 59	Failing	Yes	Yes	Yes	0.00
P	-	Pass	Yes	Yes	Yes	4.00
W	N/A	Withdrawn	No	Yes	No	N/A
WF	N/A	Withdrawn/ Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
IP	N/A	In Progress	No	Yes	No	N/A
/R	N/A	Retake	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A

Application of Grades and Credits

The chart on previous page describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (failure), W (withdrawn), WF (withdrawn fail) and I (incomplete), IP (in progress) and R (retake) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of "F" or "W" is received. In the case of a "D" or "F", the better of the two grades is calculated into the CGPA. The original grade will include a double asterisk "**" indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete "I", the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Intermediate Grade

The "." follows an Intermediate Grade in speed building course(s)

Grades and Grade Point Averages

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student's mastery of the objectives of the course. The instructors' grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit hours for which grades were awarded. The grade points are cumulative grade point average (CGPA), which is based on all grades and credit hours earned in the declared program of study to date. Both the term GPA and CGPA only include classes that are required for graduation in the student's current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. The CGPA helps determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Unit of Credit

One credit is earned by satisfactorily completing the course work included in approximately 12 hours of lecture. Credits earned by lab/manipulation skills enhancements will vary from 25 to 51 hours per credit earned.

Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure will remain on the transcript.

Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded. Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. All required coursework must be completed and submitted within fourteen calendar days after the end of the term. The “I” must be converted by the Friday of the second week of the next term.

If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor, and
- The student presents these reasons in writing, with any required documentation prior to the time the final grades are due.

Under Texas Education Code, Section 132.061 (f) a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the students’ academic performance. A student receiving a grade of incomplete is allowed to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

In Progress

An IP grade is used in skill courses to indicate “in progress” from one quarter to the next. The IP grade may be given only once during each course. If an IP is given at the end of one quarter and if the student does not pass any speed tests or transcripts by the end of the following quarter, the student must receive an F for the course.

Audit Grade

If a course is offered by the institution during a given term or quarter, a student must declare the intention to audit a course and receive permission from the Director of Education. Tuition is charged for audited courses unless the student is a graduate or completer of the CRIH/CRID program. Financial aid is not available for audited classes. Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completes the course.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of his/her audit status.

Withdrawal Grade

A student enrolled in courses within the first week of class who wishes to withdraw must apply through the Director of Education or designee (See Course Withdrawal). If the withdrawal occurs within the deadline as stated in the Course Withdrawal Date/Policy, the course remains on the transcript and is designated with a “W.” A course withdrawal after this deadline receives a designator of “WF”.

Transfer Credit

Court Reporting Institute of Houston will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a at an accredited, post-secondary institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Upon completion of an evaluation and determination of outcome, the Institute will notify the student and appropriate agencies (i.e. Veteran Administration, Voc. Rehab etc.). Transfer credits must be earned in courses that are similar in nature to the course offered by the CRIH. Credits that were earned more than five (5) years prior to the current year will not be considered for transfer. At a minimum, 25% of the credits required for graduation must be completed through the Court Reporting Institute of Houston. It is the responsibility of the student to request an official transcript be mailed to the Court Reporting Institute of Houston in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit, advanced placement, or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Institutional Credit

Institutional credit is granted when developmental or skills classes are successfully completed. These credits are not included in the grade point average or rate of progress but are used in the time frame measurement.

The CGPA becomes fixed at graduation, except for authorized grade changes. In addition:

- If a course is repeated, the highest grade is used for the CGPA.
- Courses may be taken for credit after proficiency or transfer credit has been awarded. The grade earned is then used for both the term GPA and CGPA.
- External transfer credit may be granted for a course previously taken. Credit hours and grade points previously earned for the course is removed from the CGPA at the point the transfer credits are posted. The course and the grade earned remain on the transcript in the term the course was attempted.

- The term GPA reflects the actual term performance and is not affected by subsequent repeats or other adjustments in the CGPA.

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations.

Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process, and for setting fees as outlined in the academic catalog. The Court Reporting Institute of Houston may charge tuition for courses for which they have been awarded proficiency credit. Proficiency examination requests will not be honored for students in the following categories:

- A student is currently enrolled in the course beyond the first week of classes
- A student was previously enrolled in the course for which the exam is being requested, and
- A student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit, or successful completion of the course. All tests and supporting documentation must be retained in student's academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized exams such as the College Level Examination Program (CLEP), the Advanced Placement (AP), and the Defense Activity for Non-Traditional Education Support Program (DANTES). The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit. Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board and not upon the student's performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Standards of Satisfactory Academic Progress (SAP)

At the Court Reporting Institute of Houston, satisfactory progress is defined and measured by the following two criteria: (1) grade point average and (2) maximum time frame.

Grade Point Average

Paralegal

Grade Point Average is evaluated at the end of every six-week grading period for Paralegal students. Students must maintain an overall GPA of 2.0. If a student's GPA falls below a 2.0, he or she will be placed on Probation for the next term. A student receiving Title IV financial aid funds will remain eligible for these funds while on probation and be considered satisfactory. If at the end of the probation quarter a student's overall GPA has not risen above a 2.0 but his/her quarterly GPA was at least 2.0, he/she will be allowed another quarter of Probation. If the student's GPA has not risen above a 2.0 at the end of the second probation quarter, his/her enrollment will be terminated.

Court Reporting

Grade Point Average is evaluated at the end of every quarter. Students must maintain an overall GPA of 2.0. If a student's GPA falls below a 2.0, he or she will be placed on Probation for the next quarter. A student receiving Title IV financial aid funds will remain eligible for these funds while on probation and be considered satisfactory. If at the end of the probation quarter a student's overall GPA has not risen above a 2.0 but his/her quarterly GPA was at least 2.0, he/she will be allowed another quarter of Probation. If the student's GPA has not risen above a 2.0 at the end of the second probation quarter, his/her enrollment will be terminated. If a student's GPA at the program's MIDPOINT (7 quarters for day and online students/15 quarters for night students) is below 2.0, probation is not allowed and the student is ineligible for Title IV financial aid.

Maximum Time Frame

Paralegal

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credit hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credit for Paralegal students is 72 quarter credit hours.

Court Reporting

Maximum time frame progress will be evaluated at the end of every three quarters and at the Midpoint. A student's progress is considered satisfactory if the student is progressing through the program at a rate necessary to complete the program within a maximum time frame equal to 1.5 times the normal program length. For a full-time day or online college student with no credit on entry, the normal program length is 10 quarters and the maximum time frame is 15 quarters. For a part-time night or online college student with no credit on entry, the normal program length is 20 quarters and the maximum time frame is 30 quarters. Students exceeding the maximum time frame become ineligible for Title IV financial aid but may be able remain in college on a cash pay basis. The tables below illustrate full-time and part time progress with respect to maximum time frame to complete. Students who fail to meet the requirements at an evaluation point will be placed on probation for the next academic year (9 months). Students on probation are considered satisfactory and eligible for Title IV financial aid. If the student fails to meet the evaluation

point requirements by the end of the probation period, he/she becomes ineligible for Title IV financial aid. Students who fail to meet the MIDPOINT requirement immediately become ineligible for Title IV financial aid. There is no probation for failure to meet the midpoint requirement.

Court Reporting Full-time progress

Evaluation Point	Requirement
End of 3 Quarters	--- Complete Theory 1-A & Theory 1-B
End of 6 Quarters	--- Complete 80/100 Speed Level
Mid-point (7 Qtrs.)	--- Complete 80/100 Speed Level
End of 9 Quarters	--- Complete 120/140 Speed Level
End of 12 Quarters	--- Complete 160/180 Speed Level
End of 15 Quarters	--- Complete 200/225 Speed Level

Court Reporting Part-time progress

Evaluation Point	Requirement
End of 3 Quarters	--- Complete Theory 1-A
End of 6 Quarters	--- Complete Theory 1-B
End of 9 Quarters	--- Complete 80 Speed Level
End of 12 Quarters	--- Complete 100 Speed Level
End of 15 Quarters	--- Complete 120 Speed Level*Mid-point(15 Qtrs.)
End of 18 Quarters	--- Complete 140 Speed Level
End of 21 Quarters	--- Complete 160 Speed Level
End of 24 Quarters	--- Complete 180 Speed Level
End of 27 Quarters	--- Complete 200 Speed Level
End of 30 Quarters	--- Complete 200/225 Speed Level

Maximum Time Frame Status

Paralegal

Paralegal students that exceed the maximum allowable attempted credits of 72 quarter credit hours must be terminated from the program and are not eligible for Maximum Time Frame status.

Court Reporting Students Only

A student who has surpassed the maximum time frame of 15 quarters for full-time (day or online) or 30 quarters for part-time (night or online) and has reached the 200 speedbuilding class, will be eligible for maximum time frame status.

Non-Program Non-Degree Students

It is the policy of Court Reporting Institute of Houston to permit new Court Reporting students not seeking and/or not eligible for the Associates Degree in Court Reporting to enroll in no more than two terms of course work. Such students will be classified as Non-Program students.

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum time frame allowed for a program of study. Maximum time frame (MTF) will be evaluated based upon the speed level of the entering students.

When a student elects to change programs of enrollment at the Court Reporting Institute the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Satisfactory Progress Table for Day School Students Entering CRIH With Credit on Entry:

Enter in 80/100's	
End of 3 Quarters	--- Complete 80/100 Speed Level
Mid-point (6 Quarters)	--- Complete 120/140 Speed Level
End of 9 Quarters	--- Complete 160/180 Speed Level
MTF (12 Quarters)	--- Complete 200/225 Speed Level
Enter in 120/140's	
End of 3 Quarters	--- Complete 120/140 Speed Level
Mid-point (4 Quarters)	--- Complete 120/140 Speed Level
End of 6 Quarters	--- Complete 160/180 Speed Level
MTF (9 Quarters)	--- Complete 200/225 Speed Level
Enter in 160/180's	
Mid-point (3 Quarters)	--- Complete 160/180 Speed Level
MTF (6 Quarters)	--- Complete 200/225 Speed Level
Enter in 200/225's	
MTF (3 Quarters)	--- Complete 200/225 Speed Level
No Mid-point	

Probation

At the end of each term after grades have been posted, each student's CGPA and term attendance is reviewed. If the student's CGPA or attendance are not acceptable according to the satisfactory progress and attendance policies, the student will be placed on probation.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the school Director within ten days of receiving notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the school Director is final and may not be further appealed.

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the school Director. The request should be in the form of a letter explaining the reasons why the student should be readmitted. Students may be required to wait at least one grading period before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and may be eligible for federal financial aid.

Under Title 40, Texas Administrative Code, Section 807.241-245 students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses within the maximum time frame allowed (see standards of satisfactory progress, maximum time in which to complete section). Students must also be current on all financial obligations in order to receive final transcripts.

Additionally, all attendance requirements must be met, and all financial obligations to the college must be satisfied. Students in the Court Reporting program must pass three 5-minute 225 words per minute Q & A tests, three 5-minute 200 words per minute Jury Charge tests, and three 5-minute 180 words per minute Literary tests at 1.4 syllabic density with 98% accuracy; pass two 5-minute timed writings, typing unfamiliar material at 50 net words per minute with a maximum of 5 errors; complete 60 verified hours of internship of which 50 hours shall be actual writing time; and must produce a 50-page transcript that meets the college's standards. Students who complete all the requirements in the Court Reporting program earn an Associate of Applied Science degree in Court Reporting.

Students in the Court Reporting program who do not complete the program within the maximum time frame cannot receive the Associate of Applied Science Degree.

Court Reporting

Students are allowed to continue past the maximum time frame in order to complete the program requirements and qualify for certificates of proficiency which allow them to sit for the Texas State CSR exam. Because these students are not eligible for financial aid after exceeding the maximum time frame of

the program, they can only remain in classes on a cash pay basis. Students who complete their program after exceeding the maximum time frame allowed are classified as Completers, not Graduates.

Graduates will be identified on their final transcript with an enrollment status of "Graduate" and a corresponding graduation date listed. Completers will be identified on their final transcript with an enrollment status of "Complete" and there will be no graduation date listed.

Leave of Absence

A student may be granted a Leave of Absence (LOA) under mitigating circumstances including but not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Financial, Military Duty or Jury Duty.

In order to be eligible for a LOA, the following procedures must be followed:

- The request must be submitted in writing with appropriate documentation. In addition, the student must have completed his/her most recent quarter and received academic grades (A-F) for that term.
- No more than 2 leaves in a 12 month period.
- The leave cannot exceed 60 calendar days for CRI program.
- Must have clear beginning and end dates.
- Students MUST return no later than the date scheduled for the end of the LOA or they must be dropped.
- Reason for approval must be documented and signed by both the student and school official. Must be maintained in the file.

Students on a leave of absence may be required to complete additional financial aid documents and failure to return from a leave of absence may affect a student's loan repayment obligations. A leave of absence may also affect the disbursement of student financial aid.

Make-Up Work

The Court Reporting Institute of Houston is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. The Court Reporting Institute of Houston may allow the student, at the discretion of the instructor, to make up missed work. The guiding principle will be the academic progress of the student. If a student can make up his or her work, then the student will remain academically sound and maintain satisfactory progress. All make up work must be completed within one week of returning to class. Approved make up work will not be used to remove an absence. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

Attendance Requirements

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance. Class attendance is mandatory.

Court Reporting: A student absent for more than 60 hours of day school, 30 hours of night school, or 60 hours of online school during any quarter will be placed on attendance probation the following quarter. A student who exceeds 60 hours of day school absence, 30 hours of night school absence, or 60 hours of online school absence while on attendance probation shall be terminated. A student who exceeds 75 hours of day school absence, 37 hours of night school absence, or 75 hours of online absence during any quarter shall be terminated. Additionally, if a student is absent ten consecutive school days, his/her enrollment will be terminated.

Paralegal: A student absent for more than 20% of the total clock hours of their program will be terminated. Students will be notified if they accumulate 15% of the total clock hours of absence. Additionally, if a student is absent ten consecutive school days, his/her enrollment will be terminated.

Students Receiving Veterans Benefits

Students receiving Veterans benefits are required to maintain an 80% attendance rate in each course.

Course Designation

The prefix of a course designated in the program outline for each program of study stands for the type or nature of the course. In the Court Reporting program, one hundred and two hundred level courses are lower division courses. Three hundred and four hundred level courses are upper division courses. In the Paralegal program, the numerical value of the course code does not correlate to upper or lower division values. All Paralegal courses are lower level courses. Some courses may require pre-requisites. A list of course descriptions and pre-requisites can be found in Appendix A of the catalog.



**Student Information
& Services**

Student Information & Services

The Court Reporting Institute of Houston offer students a variety of success-oriented services as well as activities for the benefit of students and the community. The Institutes endorses an open-door policy with respect to students and staff. Students have a right to request an appointment with any member of the Court Reporting staff regardless of the person's title or function. Office hours for personnel are available from the receptionist.

School Calendar

Classes are not held on the following holidays: New Year's Day, Martin Luther King Jr.'s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Holidays/No Classes	2009	2010
New Year's Day	January 1, 2009	January 1, 2010
MLK Jr. Day	January 19, 2009	January 18, 2010
Good Friday	April 10, 2009	April 2, 2010
Memorial Day	May 25, 2009	May, 31, 2010
Independence Day	July 3, 2009	July 5, 2010
Labor Day	September 7, 2009	September 6, 2010
Veterans' Day	November 11, 2009	November 11, 2010
Thanksgiving	November 26, 2009	November 25, 2010
Day After Thanksgiving	November 27, 2009	November 26, 2010
Winter Vacation	December 24 - Jan. 1st	December 24 - Jan. 1st

Academic Assistance

Students seek help and advice during their college education for many reasons. At the Court Reporting Institute of Houston, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Faculty

The faculty members are the keystone of the Court Reporting Institute of Houston teaching success. Each member of the faculty has industry or professional experience, together with appropriate academic credentials. The faculty members bring an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries. Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the

individual guidance necessary to assure every student that his/her time in class is well spent.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that Court Reporting Institute of Houston cannot and will not guarantee you a job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Court Reporting Institute of Houston to prospective employers. Both students and employers benefit by the referral of qualified employees from Court Reporting Institute of Houston.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of Court Reporting Institute of Houston.

Housing

The Court Reporting Institute of Houston does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Learning Resource Center/Library

The Court Reporting Institute of Houston library provides materials to support the mission and curriculum and assists each student to attain his/her educational goals. The collection includes books and assortments of current periodicals, and DVD/CD-Rom disks. The library schedule is posted each term. Students also have access to an electronic library system (EBSCOhost) to support the programs and students of the college.

Orientation

Prior to beginning classes at the Court Reporting Institute of Houston, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the college schedule. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.

Hours of Operation

The Court Reporting Institute of Houston administrative offices are open from:

- 8 a.m. to 8 p.m., Monday through Thursday
- 8 a.m. to 6 p.m. Friday
- 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities

The Court Reporting Institute of Houston is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. The Court Reporting Institute of Houston will provide reasonable accommodations for students with disabilities. Including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program, or service provided by the Court Reporting Institute of Houston. A student requesting an accommodation for a disability must contact the Director of Education and complete the “Student Application For Auxiliary Aids or Academic Adjustments” requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, the Court Reporting Institute of Houston strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as practicable. To request an auxiliary aid or service, please contact the Director of Education at the Court Reporting Institute of Houston.

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities, or
- Has a record of such an impairment, or
- Is regarded as having such an impairment.

A qualified individual with a disability refers to an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

The term “auxiliary aids and services” include:

- (A) Qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments
- (B) Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments
- (C) Acquisition or modification of equipment or devices, and
- (D) Other similar services and actions.

Due to the complexity of determining the appropriateness and reasonableness of accommodations, questions regarding accommodation issues, including whether a particular circumstance requires accommodation and the nature of the appropriate accommodation, should be promptly directed to the Director of Education.

What is the process to request accommodations?

The Director of Education is the designated school employee who is responsible for the coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the “Student Application for Auxiliary Aids or Academic Adjustments” application.

Upon receipt of the completed application and supporting documentation, the Director of Education will arrange an interview with the student to discuss his/her specific needs. The student may elect to include a parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provisions. The college may engage an independent evaluation administrator to provide a professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Education will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodical reviews will be conducted by the Director of Education to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Education to the Institutional Director as outlined in the following grievance process.

Campus Security

The Court Reporting Institute of Houston publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees.

A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

The Court Reporting Institute of Houston will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees. The Court Reporting Institute of Houston reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, the Court Reporting Institute of Houston prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

The Court Reporting Institute of Houston has established a policy for the release of and access to records containing information about a student.

1. Each student enrolled at the Court Reporting Institute of Houston shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
3. Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of

Education, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the campus Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the campus Director's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

5. Directory information is information on a student that the school may release to third parties without the consent of the student. The Court Reporting Institute of Houston has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School Director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that the Court Reporting Institute of Houston has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

The Court Reporting Institute of Houston is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the School Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the college and of the student body.

The Court Reporting Institute of Houston reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Court Reporting Institute of Houston community, or failure to comply with the policies and procedures of the Court Reporting Institutes. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds must be returned (see Financial Information section of this catalog).

Rules, Regulations and Expectations

The school has certain rules and regulations that must be followed. Students attending our school are preparing for employment and are required to conduct themselves while in school in the same manner as they would when working for an employer. While at the Court Reporting Institute of Houston, you are expected to dress in accord with the skill for which you are training.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all school rules and regulations.

- Keep learning and lab areas neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled outside school hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected.
- Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing

appropriately and maintaining personal hygiene. Torn and provocative clothes are not acceptable. Also not acceptable are hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

- Unacceptable behavior and language will not be tolerated. Unacceptable language includes that which is sexually explicit or threatening in nature.

The Court Reporting Institute of Houston reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to classroom environment, well-being of fellow students or faculty, or appearance of school facilities.

A student dismissed for misconduct can be readmitted only by the permission of the Campus Director.

Safety

All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling at the Court Reporting Institute of Houston, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Program Director or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the school's Director.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to report grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via mail at studentaffairs-crih@crd.com.

ACICS (Accrediting Council for Independent Colleges and Schools) 750 First Street NE Suite 980, Washington, DC 20002-4223.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone (877) 557-2575.

Unresolved grievances may be directed to the Texas Workforce Commission, Career Schools and Veterans Education Section, 101 E. 15th Street, Room 104T, Austin, Texas 78778-0001, phone 512-063-3100, fax 512-936-3111.

Resolution of Disputes

Both the Student and the School recognize and agree that any disputes which may arise between the Student and the School should be resolved as quickly and as amicably as possible. Accordingly, the following procedure shall apply to the resolution of any dispute arising out of or in any way related to this Agreement, any amendments or addenda hereto, or the subject matter hereof, including any tort or contract claim (individually and collectively the "Dispute"):

1. The parties shall make an initial attempt, in good faith, to resolve the Dispute in accordance with the School's Student Complaint/Grievance Procedure.
2. If the Dispute cannot be resolved through the Student Complaint/Grievance Procedure, then the Dispute shall be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination and is designed for a quick, practical, and inexpensive resolution of claims. The arbitration between the Student and the School will be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and, to the extent not inconsistent with such rules, the Federal Arbitration Act, subject to the following modifications:
 - a. The arbitration shall be conducted before a single arbitrator who shall be experienced in the resolution of commercial disputes.
 - b. The site of the arbitration shall be in the city of Houston, Texas.
 - c. The substantive law which shall govern the interpretation of this Agreement and the resolution of any Dispute will be the law of the state of Texas.
 - d. The arbitration shall not include any party other than the Student and the School and shall not be joined or consolidated with any other arbitration.
 - e. In determining the appropriate relief to be awarded, the arbitrator shall not have jurisdiction to award (i) consequential or punitive damages to any party in the arbitration or (ii) either party its costs, expert witness or attorney's fees; provided that, if either restriction or jurisdiction

conflicts with the substantive law applicable to the arbitration, the substantive law with respect to such restriction shall control. If attorney's fees are awarded under the substantive law pertaining to the arbitration, then the prevailing party shall be entitled to recover its reasonable attorney's fees. The maximum amount of such fees shall not exceed the ration of the recovery actually awarded the prevailing party to the total recovery sought by the prevailing party. (For example, if a party is awarded one-half of the recovery it sought, the maximum amount of attorney's fees to which it would be entitled would be one-half of its actual fees.)

- f. The prevailing party in any of the following matters, without regard to Paragraph (e), shall be entitled to recover its reasonable attorneys' fees incurred in conjunction with such matters: (i) any motion which any party is required to make in the courts to compel arbitration of a dispute; or (ii) any appeal of an arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying, or correcting the award.
- g. All aspects of arbitration proceeding, and any ruling, decision, or award by the arbitrator shall be strictly confidential. The parties shall have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

Statement of Ownership

Wheeler Institute of Texas, Inc., d.b.a. Court Reporting Institute of Dallas and Court Reporting Institute of Houston, is a wholly owned subsidiary of Vatterott Educational Centers, Inc. The corporate officers for Vatterott Educational Centers, Inc. are Pamela Bell, President and Chief Executive Officer and Dennis Beavers, Chief Financial Officer.

Catalog Appendix

See the catalog appendices for current information related to the Term start/end dates, tuition and fees, listing of faculty, and other updates.

Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for the Court Reporting Institute of Houston to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. The Court Reporting Institute of Houston reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.

The Court Reporting Institute of Houston also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Transfer of Credit to Other Schools

The Court Reporting Institute of Houston does not imply or guarantee that credits completed at the Court Reporting Institute of Houston will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at the Court Reporting Institute of Houston to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Student Portal

Upon enrollment in a Court Reporting Institute program, each student will be given access to the Student Portal.

The Student portal is an interactive web resource that allows students the opportunity to view their grades, attendance records, academic course work, financial summaries, resumes, and academic schedules. Students also have the opportunity to view the school catalog and interact with Court Reporting staff, faculty, and academic advisors through the notification and messaging centers.

Student Records Access

Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.



Appendix A

Program Offerings

Associate of Applied Science A.A.S.

Court Reporting

Diploma

Paralegal Studies

The Court Reporting Institute of Houston, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

The prefix of a course designated in the program outline for each program of study stands for the type or nature of the course. In the Court Reporting program, one hundred and two hundred level courses are lower division courses. Three hundred and four hundred level courses are upper division courses. In the Paralegal program, the numerical value of the course code does not correlate to upper or lower division values. All Paralegal courses are lower level courses. Some courses may require pre-requisites. A list of course descriptions and pre-requisites can be found in Appendix A of the catalog.

Program Offerings

Court Reporting (Day)

Associate of Applied Science A.A.S.

The focus of the program is to prepare students to become Certified Shorthand Reporters by developing their machine shorthand speed to 225 words a minute and typing speed to 50 net wpm while building a solid foundation in English grammar and punctuation, legal and medical terminologies, anatomy, psychology, speech, courtroom and deposition procedures, and transcription via computer. A graduate of this program may seek employment as an official court reporter, freelance or deposition reporter, or as a captioner.

The program consists of 120 weeks, 85 Quarter Credit Hours of Court Reporting theory and associated lab work and 23 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

Course #	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Tot. Hrs	QCH
CR126	Advanced Theory 80/100	120	360	0	480	12
CR222	Advanced Theory 120/140	120	360	0	480	12
CR310	Court Reporting English	60	0	0	60	5
GE112	English Composition I	60	0	0	60	5
GE212	English Composition II	60	0	0	60	5
GE304	General Psychology	60	0	0	60	5
CR440	Law & Legal Terminology	60	0	0	60	5
CR430	Medical Terminology	60	0	0	60	5
GE302	Physiology & Anatomy	60	0	0	60	5
GE202	Principles Of Speech	36	0	0	36	3
CR410	Reporting Procedures	48	12	0	60	4
CR342	Reporting Technology I	18	12	0	30	2
CR344	Reporting Technology II	18	12	0	30	2
CR322	Speed Building 160/180	120	360	0	480	12
CR422	Speed Building 200/225/Internship	120	360	0	480	12
CR122	Theory I-A	36	204	0	240	7
CR124	Theory I-B	36	204	0	240	7
Total Credits Required For Graduation:		1092	1884	0	2976	108

Program Offerings

Court Reporting (Evening) Associate of Applied Science A.A.S.

The focus of the program is to prepare students to become Certified Shorthand Reporters by developing their machine shorthand speed to 225 words a minute and typing speed to 50 net wpm while building a solid foundation in English grammar and punctuation, legal and medical terminologies, anatomy, psychology, speech, courtroom and deposition procedures, and transcription via computer. A graduate of this program may seek employment as an official court reporter, freelance or deposition reporter, or as a captioner.

The evening program consists of 240 weeks, 85 Quarter Credit Hours of Court Reporting theory and associated lab work and 23 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

Course #	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Tot. Hrs	QCH
CR122NA	Theory I-AA	18	102	0	120	3.5
CR122NB	Theory I-AB	18	102	0	120	3.5
CR124NA	Theory I-BA	18	102	0	120	3.5
CR124NB	Theory I-BB	18	102	0	120	3.5
CR126NA	Advanced Theory 80	60	180	0	240	6
CR126NB	Advanced Theory 100	60	180	0	240	6
CR222NA	Advanced Theory 120	60	180	0	240	6
CR222NB	Advanced Theory 140	60	180	0	240	6
CR322NA	Speedbuilding 160	60	180	0	240	6
CR322NB	Speedbuilding 180	60	180	0	240	6
CR422NA	Speedbuilding 200	60	180	0	240	6
CR422NB	Speedbuilding 225/Internship	60	180	0	240	6
CR440NA	Law and Legal Terminology A	30	0	0	30	2.5
CR440NB	Law and Legal Terminology B	30	0	0	30	2.5
CR430NA	Medical Terminology A	30	0	0	30	2.5
CR430NB	Medical Terminology B	30	0	0	30	2.5
GE202	Principles of Speech	36	0	0	36	3
GE302NA	Physiology and Anatomy A	30	0	0	30	2.5
GE302NB	Physiology and Anatomy B	30	0	0	30	2.5
GE304NA	General Psychology A	30	0	0	30	2.5
GE304NB	General Psychology B	30	0	0	30	2.5
GE112NA	English Composition I A	30	0	0	30	2.5
GE112NB	English Composition I B	30	0	0	30	2.5
GE212NA	English Composition II A	30	0	0	30	2.5
GE212NB	English Composition II B	30	0	0	30	2.5
CR310NA	Court Reporting English	30	0	0	30	2.5
CR310NB	Court Reporting English	30	0	0	30	2.5
CR342N	Reporting Technology I	18	12	0	30	2
CR344N	Reporting Technology II	18	12	0	30	2
CR410NA	Reporting Procedures A	24	6	0	30	2
CR410NB	Reporting Procedures B	24	6	0	30	2
Total Credits Required For Graduation:		1080	1896	0	2976	108

Program Offerings

Paralegal Studies Diploma

This program is designed to prepare students for entry-level employment in the paralegal field. Graduates may work as a paralegal or legal assistant in a variety of work settings such as law offices, county offices, and corporate legal departments. Students learn legal terminology, judgment and analytical ability, substantive and procedural law, drafting and legal research. The program consists of 36 weeks and 48 total Quarter Credit Hours of Paralegal lecture and lab work.

Course #	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Tot. Hrs	QCH
ENGL 1301	Composition I	48	0	0	48	4
LGLA 1307	Introduction to Law and the Legal Professions	48	0	0	48	4
LGLA 1317	Law Office Technology	36	24	0	60	4
LGLA 1345	Civil Litigation	48	0	0	48	4
ENGL 1302	Composition II	48	0	0	48	4
LGLA 1355	Family Law	48	0	0	48	4
LGLA 2205	Interviewing and Investigating	48	0	0	48	4
LGLA 1353	Wills, Trusts and Probate Administration	48	0	0	48	4
LGLA 1343	Bankruptcy	48	0	0	48	4
LGLA 1301	Legal Research and Writing	36	24	0	60	4
LGLA 1351	Contracts	48	0	0	48	4
LGLA 1219	Legal Ethics and Professional Responsibility	48	0	0	48	4
Total Credits Required For Graduation:		552	48	0	600	48

Court Reporting Courses

CR122: Theory 1A **36/204/0/7**

This course is designed to introduce to the principles of machine shorthand writing with punctuation. Brief forms, phonetic writing and their application to verbatim reporting are presented to begin the development of conflict-free writing and transcribing live dictation. Prerequisite: none.

CR122NA: Theory 1AA **18/102/0/3.5**

This course is designed to introduce the first half of the principles of machine shorthand writing with punctuation. Brief forms, phonetic writing and their application to verbatim reporting are presented to begin the development of conflict-free writing and transcribing live dictation. Prerequisite: none.

CR122NB: Theory 1AB **18/102/0/3.5**

This course is designed to introduce to the second half of the principles of machine shorthand writing with punctuation. A continuation of brief forms, phonetic writing and their application to verbatim reporting are presented to continue the development of conflict-free writing and transcribing live dictation. Prerequisite: CR122NA.

CR124: Theory 1B **36/204/0/7**

This course is designed to complete basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR122.

CR124NA: Theory 1BA **18/102/0/3.5**

This course is designed to complete basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR122NB.

CR124NB: Theory 1BB **18/102/0/3.5**

This course is a continuation of basic machine shorthand theory principles are completed, with emphasis on vocabulary building, phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation. Prerequisite: CR124NA.

CR126: Advanced Theory 80/100 **120/360/0/12**

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 and 100 words a minute on unfamiliar material. Prerequisite: CR124.

CR126NA: Advanced Theory 80 **60/180/0/6**

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 words a minute on unfamiliar material. Prerequisite: CR124NB.

CR126NB: Advanced Theory 100 **60/180/0/6**

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 100 words a minute on unfamiliar material. Prerequisite: CR126NA.

CR222: Advanced Theory 120/140 **120/360/0/12**

Emphasis is on the development of machine shorthand skill to 120 and 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories. Prerequisite: CR126.

CR222NA: Advanced Theory 120 **60/180/0/6**

Emphasis is on the development of machine shorthand skill to 120 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories. Prerequisite: CR126NB.

CR222NB: Advanced Theory 140 **60/180/0/6**

Emphasis is on the development of machine shorthand skill to 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories. Prerequisite: CR222NA.

CR 310: Court Reporting English **60/0/0/5**

Emphasis is on punctuation of spoken English as transcribed by the reporter. Application of the basic rules of punctuation for written English to the special problems encountered by the reporter, including specific rules for abbreviations, quotes, numbers, and paragraphing. Prerequisite: GE212.

CR 310NA: Court Reporting English **30/0/0/2.5**

Emphasis is on punctuation of spoken English as transcribed by the reporter. The first half of the application of the basic rules of punctuation for written English to the special problems encountered by the reporter, including specific rules for abbreviations, quotes, numbers, and paragraphing. Prerequisite: GE212NB.

CR 310NB: Court Reporting English **30/0/0/2.5**

A continuation of CR310A this course emphasis is on punctuation of spoken English as transcribed by the reporter. Application of the basic rules of punctuation for written English to the special problems encountered by the reporter, including specific rules for abbreviations, quotes, numbers, and paragraphing. Prerequisite: CR310NA.

Course Descriptions

CR322: Speedbuilding 160/180 **120/360/0/12**

This course emphasis is on development of machine shorthand skill to 160 and 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions. Prerequisite: CR222.

CR322NA: Speedbuilding 160 **60/180/0/6**

This course focuses on development of machine shorthand skill to 160 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions. Prerequisite: CR222NB.

CR322NB: Speedbuilding 180 **60/180/0/6**

This course help reinforces the development of machine shorthand skill to 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions. Prerequisite: CR322NA.

CR 342: Reporting Technology I **18/12/0/2**

Introduction to the Internet, Windows XP, Microsoft WORD, and Case Catalyst computer-aided transcription software. Prerequisite: none.

CR 342N: Reporting Technology I **18/12/0/2**

Introduction to the Internet, Windows XP, Microsoft WORD, and Case Catalyst computer-aided transcription software. Prerequisite: None

CR 344: Reporting Technology II **18/12/0/2**

This is an advanced technology course with increased focus on instruction of computer-aided transcription (CAT) and realtime translation software for court reporters. Familiarization with litigation support is included. Prerequisite: CR222 and CR342.

CR 344N: Reporting Technology II **18/12/0/2**

This is an advanced technology course with increased focus on instruction of computer-aided transcription (CAT) and realtime translation software for court reporters. Familiarization with litigation support is included. Prerequisite: CR222NB and CR342N.

CR 410: Reporting Procedures **48/12/0/4**

This course emphasizes the skills needed to be a freelance reporter or associate of a reporting firm, with emphasis on deposition format and procedures, including videotaping. Students also learn the skills needed by an official reporter, with simulated courtroom situations and preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours. Prerequisite: CR322.

Course Descriptions

CR 410NA: Reporting Procedures A **24/6/0/2**

This course emphasizes the skills needed to be a freelance reporter or associate of a reporting firm, with emphasis on deposition format and procedures, including videotaping. Students also learn the skills needed by an official reporter, with simulated courtroom situations and preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours. Prerequisite: CR322NB.

CR 410NB: Reporting Procedures B **24/6/0/2**

This course emphasizes the skills needed by an official reporter, with simulated courtroom situations and preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours. Prerequisite: CR410NA.

CR422: Speedbuilding 200/225/Internship **120/360/0/12**

Emphasis is on the development of machine shorthand skill to 200 and 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written. Prerequisite: CR322.

CR422NA: Speedbuilding 200 **60/180/0/6**

Emphasis is on the development of machine shorthand skill to 200 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. Prerequisite: CR322NB.

CR422NB: Speedbuilding 225/Internship **60/180/0/6**

Emphasis is on the development of machine shorthand skill to 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written. Prerequisite: CR422NA.

CR430: Medical Terminology **60/0/0/5**

This course is designed to build a background vocabulary in the technical language of medicine, stressing word formation, spelling, and correct usage. Prerequisite: none.

CR430NA: Medical Terminology A 30/0/0/2.5

This course is designed to introduce a background vocabulary in the technical language of medicine, stressing word formation, spelling, and correct usage. Prerequisite: none.

CR430NB: Medical Terminology B 30/0/0/2.5

This course is a continuation of a background vocabulary in the technical language of medicine, stressing word formation, spelling, and correct usage. Prerequisite: GE113NA

CR440: Law and Legal Terminology 60/0/0/5

Emphasis is on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: none.

CR440NA: Law and Legal Terminology A 30/0/0/2.5

Emphasis is on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: none.

CR440NB: Law and Legal Terminology B 30/0/0/2.5

As a continuation of GE204NA, this course places emphasis on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: GE204NA.

ENGL1301: Composition I 60/0/0/5

In this course, the student will learn the principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. (Prerequisite: None)

ENGL1302: Composition II 60/0/0/5

In this course, the student will apply the foundation of the written communication skills developed in Composition I. It further develops students' skills regarding the principles and techniques of written, expository, and persuasive composition; analysis of literary expository, and persuasive texts; and critical thinking. (Prerequisite: ENGL1301 Composition I)

General Education Courses

GE112: English Composition I 60/0/0/5

This course will build a solid foundation in grammar and the processes of writing. The writing process, including essay prewriting, first-draft writing, revising, editing, and proofreading will be covered as it relates to narrative, description, and compare-contract essays. The student will practice writing for a variety of audiences and purposes. Prerequisite: None.

GE112NA: English Composition 1A 30/0/0/2.5

This course will begin to build a solid foundation in grammar and the processes of writing. The writing process, including essay prewriting, first-draft writing, revising, editing, and proofreading will be covered as it relates to narrative, description, and compare-contract essays. The student will practice writing for a variety of audiences and purposes. Prerequisite: None.

GE112NB: English Composition 1B 30/0/0/2.5

This course will continue to build a solid foundation in grammar and the processes of writing. This course will continue to emphasize on the writing process, including essay prewriting, first-draft writing, revising, editing, and proofreading will be covered as it relates to narrative, description, and compare-contract essays. The student will continue to practice writing for a variety of audiences and purposes. Prerequisite: None.

GE202: Principles of Speech 36/0/0/3

This course consists of the study of the importance of speech as an aid in social adjustment, the improvement of articulation and pronunciation, the study of the use of bodily activity and its relation to effective speaking; and vocabulary development. Prerequisite: none.

GE204: Law and Legal Terminology 60/0/0/5

Emphasis is on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: none.

GE204NA: Law and Legal Terminology A 30/0/0/2.5

Emphasis is on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: none.

Course Descriptions

GE204NB: Law and Legal Terminology B **30/0/0/2.5**

As a continuation of GE204NA, this course places emphasis on the judicial system; types of courts and jurisdictions; discovery, trial, and appellate processes; the legislative process; and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NCRA Code of Professional Responsibility. Course includes familiarizing students with the meanings and spellings of Latin and English terms, introduction to methods of legal research and sources of law as well as familiarity with basic citation forms. Prerequisite: GE204NA.

GE212: English Composition II **60/0/0/5**

This course is a continuation of the writing skills acquired in GE112, emphasizing parts of speech. The study of the writing process will continue with process, cause-effect, and argumentative essays. Research methods including both print and electronic resources and MLA citation will be introduced. The student will demonstrate analytical and critical thinking skills and practice writing for a variety of audiences and purposes. Prerequisite: GE112.

GE212NA: English Composition II A **30/0/0/2.5**

This course is a continuation of the writing skills acquired in GE112NB, emphasizing parts of speech. The study of the writing process will continue with process, cause-effect, and argumentative essays. Research methods including both print and electronic resources and MLA citation will be introduced. The student will demonstrate analytical and critical thinking skills and practice writing for a variety of audiences and purposes. Prerequisite: GE112NB.

GE212NB: English Composition II B **30/0/0/2.5**

This course is a continuation of the writing skills acquired in GE212NA, continuing to emphasizing parts of speech. The study of the writing process will continue with process, cause-effect, and argumentative essays. Research methods will be introduced including both print and electronic resources and MLA citation will be introduced. The student will continue to demonstrate analytical and critical thinking skills and practice writing for a variety of audiences and purposes. Prerequisite: GE212NA.

GE302: Physiology and Anatomy **60/0/0/5**

This course includes the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included. Prerequisite: GE113.

GE302NA: Physiology and Anatomy A **30/0/0/2.5**

This course includes the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included. Prerequisite: GE113NB.

Course Descriptions

GE302NB: Physiology and Anatomy B **30/0/0/2.5**

This course continues the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included. Prerequisite: GE302NA.

GE304: General Psychology **60/0/0/5**

This course introduces the theories, research, and applications that constitute the science of psychology and how they apply to everyday life. Prerequisite: none.

GE304NA: General Psychology A **30/0/0/2.5**

This course introduces the theories, research, and applications that constitute the science of psychology and how they apply to everyday life. Prerequisite: none.

GE304NB: General Psychology B **30/0/0/2.5**

This course continues with the concepts presented in GE305NA. Topics include; theories, research, and applications that constitute the science of psychology and how they apply to everyday life. Prerequisite: GE304NA.

Paralegal Courses

LGLA1219: Legal Ethics and Professional Responsibility **48/0/0/4**

This course emphasizes the ethical and legal responsibilities and duties that a member of the legal profession owes to the public, the court, clients, and other professional colleagues. Including a review of the canons, codes and rules of professional responsibility. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1301: Legal Research And Writing **36/24/0/4**

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (Prerequisite: ENGL1301 Composition I, ENGL1302 Composition II, LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1307: Introduction To Law and the Legal Professions **48/0/0/4**

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal. (Prerequisite: None)

LGLA1317: Law Office Technology **36/24/0/4**

This course is a technology course with increased focus on computer technology and software applications used within the law office. (Prerequisite: None)

Course Descriptions

LGLA1343: Bankruptcy **48/0/0/4**

This course presents fundamental law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1345: Civil Litigation **48/0/0/4**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1351: Contracts **48/0/0/4**

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. (Prerequisite: ENGL1301 Composition, LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1353: Wills, Trusts, and Probate Administration **48/0/0/4**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)

LGLA1355: Family Law **48/0/0/4**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)

LGLA2205: Interviewing And Investigating **48/0/0/4**

This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. With emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. (Prerequisite: LGLA 1307 Introduction to Law and the Legal Professions)



Appendix B

Class Schedule

Day College (full-time)

Day classes typically convene for five hours Monday, Tuesday, Thursday and Friday. Students may start school at either 7:05 a.m., 8:00 a.m. or 8:55 a.m., optional during certain portions of the course, depending on availability.

- o 7:05 a.m.—7:55 a.m. Class
- 7:55 a.m.—8:00 a.m. Break
- o 8:00 a.m.—8:50 a.m. Class
- 8:50 a.m.—8:55 a.m. Break
- o 8:55 a.m.—9:45 a.m. Class
- 9:45 a.m.—10:10 a.m. Break
- o 10:10 a.m.—11:00 a.m. Class
- 11:00 a.m.—11:05 a.m. Break
- o 11:05 a.m.—11:55 a.m. Class
- 11:55 a.m.—12:00 p.m. Break
- o 12:00 p.m.—12:50 p.m. Class
- 12:50 p.m.—12:55 p.m. Break
- o 12:55 p.m.—1:45 p.m. Class

Night College (part-time)

Night classes convene Monday, Tuesday, and Thursday, optional during certain portions of the course, depending on availability.

Monday and Thursday

- o 6:00 p.m.—6:50 p.m. Class
- 6:50 p.m.—7:00 p.m. Break
- o 7:00 p.m.—7:50 p.m. Class
- 7:50 p.m.—8:00 p.m. Break
- o 8:00 p.m.—8:50 p.m. Class
- 8:50 p.m.—9:00 p.m. Break
- o 9:00 p.m.—9:50 p.m. Class

Tuesday

- o 5:30 p.m.—5:50 p.m. Class
- 5:50 p.m.—6:00 p.m. Break
- o 6:00 p.m.—6:50 p.m. Class
- 6:50 p.m.—7:00 p.m. Break
- o 7:00 p.m.—7:50 p.m. Class
- 7:50 p.m.—8:00 p.m. Break
- o 8:00 p.m.—8:50 p.m. Class
- 8:50 p.m.—9:00 p.m. Break
- o 9:00 p.m.—9:50 p.m. Class
- 9:50 p.m.—10:00 p.m. Break
- o 10:00 p.m.—10:20 p.m. Class

Online College (full-time)

Court Reporting Program

Students in the online full-time court reporting program are expected to be “in-class” working in their online course sites for a minimum of 26 hours per week. Individual class schedules vary according to the student’s program.

Online College (part-time)

Court Reporting Program

Students in the online part-time court reporting program are expected to be “in-class” working in their online course sites for a minimum of 13 hours per week. Individual class schedules vary according to the student’s program.



Appendix C

Appendix C

Academic Calendar

The Court Reporting Institute of Houston has an open enrollment period. Students may not start after the third day of classes during any given term, except in those cases where appropriate credit for previous education and training has been given. Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

2009 Start & End Date Calendar

CRIH **Term Start/End Dates for 2009 & 2010**

	AAS CR DAY/ONL	AAS CR NIGHT / ONL PART TIME	DIPL PARA- LEGAL	AAS CR DAY/ONL	AAS CR NIGHT	DIPL PARA- LEGAL
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WINTER

Orientation	1/3/09	1/3/09	1/3/09	1/2/10	1/2/10	1/2/10
Term Starts	1/5/09	1/5/09	1/5/09	1/4/10	1/4/10	1/4/10
Term Ends	3/26/09	3/26/09	3/26/09	3/25/10	3/25/10	3/29/10

SPRING

Orientation	3/28/09	3/28/09	3/28/09	3/27/10	3/27/10	3/27/10
Term Starts	3/30/09	3/30/09	3/30/09	3/29/10	3/29/10	3/31/10
Term Ends	6/19/09	6/22/09	6/22/09	6/18/10	6/21/10	6/24/10

SUMMER

Orientation	6/27/09	6/27/09	6/27/09	6/26/10	6/26/10	6/26/10
Term Starts	6/29/09	6/29/09	6/29/09	6/28/10	6/28/10	6/28/10
Term Ends	9/18/09	9/21/09	9/21/09	9/17/10	9/22/10	9/22/10

FALL

Orientation	9/26/09	9/23/09	9/23/09	9/25/10	9/25/10	9/25/10
Term Starts	9/28/09	9/24/09	9/28/09	9/27/10	9/27/10	9/27/10
Term Ends	12/21/09	12/21/09	12/22/09	12/20/10	12/22/10	12/21/10

AAS CR = Associate of Applied Science in Court Reporting.

DIPL. PARALEGAL = Diploma in Paralegal Studies program.



Appendix D

Appendix D

Advisory Committees

The Court Reporting Institute of Houston has an independent Program Advisory Committee. The Institutes utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the school.

The duties of the Program Advisory Committee include, but are not limited to:

- A) Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- B) Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- C) Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Campus Advisory Committees Houston

Court Reporting

Scotty, Baldwin, Judge
Cynthia Berry, CSR
Pam Coder, CSR
Norma, Duarte, CSR
Peggy Antone
Jill Page

Paralegal

Marvin Bryant
Tom Burton
Doug Erwing
David G. Nolen
Denicia Ortiz
Adolfo Vasquez
Archie Blanson
Cameron Hightower



Appendix E

Appendix E

School Administration

Campus Director, Keith Easinsky

Bachelor of Science in Administrative Science

Associate Director, DeShunta Woods

Day Director of Education, Katherine Wilson

Master of Science in Human Relations and Business, Amberton University,
Bachelor of Science in Healthcare Administration, Texas Southern University

Night Director of Education, Davi Tamez

Master of Arts in Linguistics and Communication, Texas A&M University

Bachelor of Arts in Linguistics and Communications, Texas A&M University

Associate Online Academic Dean, Larry Paiz

- Bachelor of Arts in History, Certificate in Court Reporting, Texas Certified Shorthand Reporter (CSR)

Court Reporting Program Director, Adarine Swindell

- Bachelor of Science in Business Administration

Paralegal Program Director, Denise Lewis

- Juris Doctor (JD), Thurgood Marshall School of Law
- Bachelor of Science in Political Science, University of Arkansas

Librarian/LRC Manager, Nekisha Perkins

- Bachelor of Arts in English, Bachelor of Science in Biology, Prairie View A&M University
- Master of Science in Library and Information Science, University of Houston Clear Lake

Career Services Coordinator, Cathy Hamilton

- Bachelor of Science Degree in Social Work, Lamar University, Beaumont, Texas
- Master of Science in Human Relations and Business, Amberton University

Campus Accountant, Christy Aldridge

- Bachelor of Arts, Accounting, San Houston State University

Retention Officer, Karen Darejean

Director of Financial Aid, Rhoda Hamilton

Bookstore Manager, Sonya Stowers

Faculty

Carl Browning

- Texas Certified Shorthand Reporter (CSR)

Jennifer Clark

- Completer of Court Reporting, Shirley Baker Institute, Houston, Texas

Maisha Colter

- Juris Doctor (J.D.) Rutgers Law School
- Master of Science in Social Work, New York University
- Bachelor of Science in Public Policy, Syracuse University
- Bachelor of Science in Social Work, Syracuse University

Kathy Genung

- Texas Certified Shorthand Reporter (CSR)

Jennifer Hogan-Williams

- Associate of Applied Science in Court Reporting, Court Reporting Institute of Houston, Houston, Texas

Clyde Leuchtag

- Juris Doctor (J.D.) South Texas College of Law
- Bachelor of Arts Degree, Managerial Studies and Psychology, Rice University, Houston, Texas

Denise Lewis

- Juris Doctor (J.D.) Thurgood Marshall School of Law
- Bachelor of Arts Degree in Political Science, University of Arkansas, Pine Bluff, Arkansas

Stephanie McHugh

- Texas Certified Shorthand Reporter (CSR - Retired)
- Associate of Applied Science in Court Reporting, Alvin Community College, Alvin, Texas
- Associate of Applied Science in Legal Secretary, Lamar University, Port Arthur, Texas

Jennifer McKenzie

- Juris Doctor (J.D.) Southern Methodist University
- Bachelor of Arts Degree in Communication Arts: Advertising,, Southern Methodist University

Khristine McNiell

- Bachelor of Science Degree in Anthropology, University of Houston, Houston, Texas
- Bachelor of Science Degree in Psychology, University of Houston, Houston, Texas
- Juris Doctor (J.D.) University of Houston in progress

Faculty

Nekisha Perkins

- Master of Library Science, University of Houston, Clear Lake, Texas
- Bachelor of Arts in Biology, A&M University, Prairie View, Texas
- Bachelor of Arts in English, A&M University, Prairie View, Texas

Holly Price

- Texas Certified Shorthand Reporter (CSR)
- Certified Reporting Instructor (CRI)

Steve Shastay

- Associate of Applied Science in Court Reporting, Denver Academy of Court Reporting, Denver, Colorado

Randall Shaw

- Doctorate of Chiropractic, Chiropractic Studies, Texas Chiropractic College
- Licensed by Texas Board of Chiropractic Examiners
- Bachelor of Science in Human Biology, Texas Chiropractic College
- Associate of Arts in Science, San Jacinto College, Pasadena, Texas

Corrine Sorenson

- Certified Reporting Instructor (CRI)
- Texas Certified Shorthand Reporter (CSR)

Mary Beth Strong

- Texas Certified Shorthand Reporter (CSR)
- Associate of Applied Science in Court Reporting, Alvin Community College, Alvin, Texas

Davi Tamez

- Master of Arts in Linguistics and Communications, Texas A&M University
- Bachelor of Arts in Linguistics and Communications, Texas A&M University
- Texas Educator Certification

Elaine Welch

- Associate of Applied Science in Court Reporting, Court Reporting Institute of Dallas, Dallas, Texas
- Texas Certified Shorthand Reporter (CSR)
- Certified Reporting Instructor (CRI)

Allene Webster

- Master of Arts in Education / Administration and Supervision, University of Phoenix
- Bachelor of Science in Education, Stephen F. Austin State University
- Texas Educator Certification



Appendix F

Tuition & Fees

There is a \$100.00 registration fee. Tuition and fees are summarized in the table below (excluding books, equipment and software, which are discussed in the text following the table):

ProgramName	Tuition per quarter	Technology fee per quarter	Lab fee per quarter	Machine rental per quarter
Court Reporting Day	\$3,200	\$100	\$25	\$75
Court Reporting Night (part-time)	\$2,000	\$75	\$25	\$75
Court Reporting Online (full-time)	\$3,200	\$200	\$ -	\$ -
Court Reporting Online (part-time)	\$3,200	\$200	\$ -	\$ -
Diploma in Paralegal Studies	\$3,200	\$50	\$25	\$ -

Online students will also be responsible for any shipping costs associated with the delivery of books, supplies, and equipment. Special arrangements may be made with the Business Office for quarterly or monthly tuition and fee payments. No interest is charged on tuition. Students attending one of the college's onsite programs must buy or rent a steno machine. Prices for used machines are \$300.00 and up; new machines are \$1,622.00 and up. The college's bookstore has rental machines available for students attending onsite. CaseCatalyst software is available for rental for a \$100 fee, plus a \$100 deposit for the computer key. Online students may not rent machines and will be required to have a Stentura Student Cybra and the CaseCatalyst student software; available for purchase through the school. The cost of a Stentura Student Cybra is presently \$1,622.00 and the CaseCatalyst software cost is \$600.00. Online students must also have a computer with Internet access that meets the minimum requirements established by the college. (See Online Program Technology Requirements.) Textbooks and supplies cost approximately \$1,200.00 spread throughout the course. Students are not required to purchase their books and supplies from the college. The cost of tuition, fees and books for a student who completes the onsite day college court reporting program in ten quarters will be approximately \$37,259.00; and the cost of tuition, fees, and books for a student who completes the onsite night college in twenty quarters will be approximately \$46,323.00. The cost of tuition, fees, and books for a student who completes the full-time online program in ten quarters will be

approximately \$38,463.00; and the cost of tuition, fees, and books for a student who completes the online part-time program in 5 years will be approximately \$47,783.00. The cost of tuition, fees, and books for a student who completes the Diploma in Paralegal Studies program will be approximately \$11,125.00. These are approximations only since it is impossible for the college to predict how long a student will take to complete the course of study. Tuition is charged as long as regular student enrollment is maintained. Each student's total cost will vary based on length of time in college and books and supplies used.

Court Reporting Institute of Houston
Addendum to Catalog Vol. XIX, Published October, 2009
Changes Effective September 1, 2011

Diploma in Paralegal Studies: Effective immediately, Court Reporting Institute of Houston is no longer accepting enrollments in the Diploma in Paralegal Studies program. Please disregard all catalog references to the Diploma in Paralegal Studies program.

Page 1: The correct years are 2010 – 2011.

Page 2: The Campus Director is DeShunta Woods.

Page 33: Credits that were earned more than five (5) years prior to the current year will be considered for transfer.

Page 34: Satisfactory progress is defined and measured by the following two criteria: (1) cumulative grade point average and (2) Rate of Progress toward completion. The rate of progress is calculated as follows:

Quarter Credits Attempted	Minimum CGPA Required	Minimum Rate of Progress
0-44	1.5	50%
45 - graduation or maximum allowable credits reached	2.0	66.67%

Page 37: Maximum Time Frame Status. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their program within the maximum time frame. The maximum allowable attempted credits for the Associate of Applied Science Degree is 162 QCH.

Page 50: The correct phone number for the Office of the Ombudsman, United States Department of Education is (877) 557-2575. The correct phone number for the Texas Workforce Commission, Career Schools and Veterans Education Section is (512) 936-3100.

Page 55: The CR 122 Theory I-A and CR 124 Theory I-B courses should appear at the top of the table, not at the bottom.

Page 56: The correct total hours at the bottom of the table are 1092 lecture hours and 1884 lab hours.

Page 62: The ENGL 1301 and ENGL 1302 course descriptions belong on/after page 65 with the Paralegal courses.

Page 72: 2011 Calendar.

Program	Time	Winter	Spring	Summer	Fall
Court Reporting	Begin	1/3/2011	4/4/2011	6/27/2011	9/26/2011
	End	3/28/2011	6/24/2011	9/16/2011	12/20/2011

Pages 80 – 85: Deleted staff includes Keith Easinsky, Katherine Wilson, Davi Tamez, Denise Lewis, Nekisha Perkins, Cathy Hamilton, Christy Aldridge, Rhoda Hamilton and Sonya Stowers. Revised Listing for DeShunta Woods to Campus Director, Larry Paiz to Regional Director, Adarine Swindell to Faculty. Added staff includes David Quintana as Director of Education, Helaine Henderson as Registrar, Johnette Porter as Career Services Coordinator, Castalia Angela Carleton as Education Coordinator. The following faculty members are no longer teaching at the Court Reporting Institute of Houston: Maisha Colter, Jennifer Clark, Kathy Genung, Clyde Leuchtag, Denise Lewis, Stephanie McHugh, Jennifer McKenzie, Christine McNeill, Nekisha Perkins, Randall Shaw, Corrine Sorenson, Davi Tamez, Allene Webster. New Faculty include: Ardenia Hunt, Lakisha Robinson, Mary Truman.

Page 88: The correct tuition per quarter for the Court Reporting Online (part-time) program is \$2,000. The new machine writer is the Wave Student Writer, and the cost is presently \$2,057.00.

"The information contained in this addendum is true and correct to the best of my knowledge."



DeShunta Woods, Campus Director
Court Reporting Institute of Houston

