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with the quality you deserve"*

Catalog 2025–2026

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Welcome

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

As you view our catalog, you will find resources and information to help you understand our educational goals for students. In addition, you will find that CCR faculty and staff take a personal interest in student achievement. Whatever your current walk-in life, CCR has a career to meet your needs. We offer classes online through the Blackboard Learning Management System and utilize EV360 Ultimate Suite of software programs for real-time skill development and speed assessment. CCR instructors meet students where they are educationally to help them get to where they want to be. Additionally, job placement and financial aid assistance are available.

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

History

Classes began at CCR in September 1984. The college was granted full accreditation by the Indiana Commission on Proprietary Education (ICOPE), now known as the Indiana Board for Proprietary Education (BPE), on January 1, 1985. It was granted approval to award an Associate of Applied Science (A.A.S.) degree in Court Reporting by the same commission on August 14, 1985. Ultimately, the school was incorporated by the State of Indiana on September 3, 1985. Kay Moody founded CCR, while Jeff Moody was the corporation president and owner for over 30 years. The current corporation president, chief executive officer, and owner is James A. Bologa, who took ownership on July 1, 2024.

CCR was granted approval for its A.A.S. program by the National Court Reporters Association (NCRA) on November 1, 1987, and became NCRA's first online certified program in the spring of 2006. The college was also a member in good standing with the Indiana Court Reporters Association (INCRA) before it dissolved in September 2022.

CCR became accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Occupational associate degrees in September 1989 and maintained accreditation with ACICS through 2018. Subsequently, the court reporting program was granted approval by ACICS on May 23, 2001, to be delivered through online distance education. ACICS was identified as a nationally recognized accrediting agency by the U.S. Department of Education under the provisions of Public Law 82-550 and subsequent legislation, which requires the evaluation of such agencies and issuance of an official list by the Department.

CCR is accredited by the Distance Education Accrediting Commission (DEAC). DEAC is a recognized accrediting agency for distance education institutions by both the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an



association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Additionally, the college is approved by the U.S. Department of Education to offer Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Direct Student Loans for those who qualify. In 2016, the college was granted a Provisional Program Participation Agreement with the United States Department of Education.

The career of judicial court reporter is as rewarding as it is demanding. Court reporters are responsible for a verbatim record of many different types of proceedings, including trials, depositions, and government hearings. The judicial court reporting educational program is organized to educate students for real-time judicial court reporting careers. CCR students learn a real-time translation theory and software that is suitable for broadcast captioning and Communication Access Realtime Translation (CART), so the application of court reporting skills and technology may be used to assist those who are deaf and hard-of-hearing. They also build a foundation to continue in these exciting careers with additional training.

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

CCR operates on a semester schedule. Each year students attend three semesters lasting 15 academic weeks each. Any student enrolling in the college should have some basic skills in typing or keyboarding in addition to basic Windows based computer skills. If possible, the prospective student should enroll in a basic keyboarding course prior to attending the first semester of classes.

Statement of Legal Ownership

The following is the corporate organization of the College of Court Reporting, Inc.:

James A. Bologa, Owner

Officers of the Corporation:

James A. Bologa, President

Mission

The College of Court Reporting prepares committed students for careers in judicial and real-time court reporting, captioning, and related professions through rigorous online programs in either stenography or voice writing, delivered in an industry-modeled, student-focused environment that meets or exceeds the National Court Reporters Association, National Verbatim Reporters Association, and state certification standards.

Goals and How They are Achieved

To fulfill their mission, the goals of CCR are to provide students with an education that exceeds industry standards and to place graduates with gainful employment in the fields relating to court reporting and real-time technology. CCR accomplishes these goals in the following manner:

- An intensive curriculum is offered as required by NCRA and recommended by the National Verbatim Reporters Association (NVRA) to train future real-time court reporters. A



curriculum review may be initiated in accordance with suggestions from professional organizations and employers.

- The college creates an educational environment providing the learning experiences necessary to enter the workplace. Courses of study are reviewed, revised, and added when needed. Students are given hands-on experience in real-time computer-aided transcription (CAT software) and computer applications for the court reporter, captioner, and CART provider.
- The entire staff recognizes the responsibility of encouraging each student to succeed academically and to grow professionally to meet the challenging and changing needs of real-time technology, court reporting, and real-time reporting for deaf and hard-of-hearing individuals.
- The college strives to improve its programs with the latest information technologies and teaching methods.
- The full court reporting curriculum is offered online over the Internet using CCR's learning management system that was created and developed to meet the unique needs of court reporting education.
- An Associate of Applied Science degree is offered by meeting the requirements of the Indiana Board for Proprietary Education.
- An environment is present whereby all students are given hands-on experience in mock trials, hearings, and internships before entering the marketplace.
- Faculty have the qualifications and work experience necessary to teach. In addition to many possessing a bachelor's degree or higher, many instructors possess court reporting certification: Registered Professional Reporter (RPR), Certified Shorthand Reporter (CSR), Certified Reporting Instructor (CRI) of NCRA, or Certified Verbatim Reporter (CVR), Realtime Verbatim Reporter (RVR) of NVRA. Certified instructors earn college and continuing education credits whenever possible.
- Students are encouraged to attain and maintain the highest possible standards in their professional, academic, and private affairs. They are encouraged and prepared to attain court reporting certification - Certified Shorthand Reporter (CSR), Registered Professional Reporter (RPR) or Certified Verbatim Reporter (CVR) - even though certification is not required by the State of Indiana for employment as a court reporter.
- Students are encouraged to continue their education and training beyond school by taking college courses and joining professional organizations, such as the NCRA, NVRA, the Illinois Court Reporters Association (ILCRA), or their respective state court reporting associations. They are encouraged to attend seminars and conventions and engage in a variety of continuing education and lifelong learning opportunities.



Physical Facilities

In December 2016, the college relocated to a new facility located in downtown Valparaiso, Indiana, which is in compliance with federal, state, and local codes for occupancy and safety. The college's building, equipment, furniture, and surroundings more than meet the needs of all its online students. Students are welcome to visit the college when in the area by calling 866-294-3974 and scheduling an appointment.

Business Hours

Normal business hours are Monday through Thursday 8:00 a.m. - 5:00 p.m. Central Time, Friday 8:00 a.m. - 4:00 p.m. Central Time. The college is closed on weekends, designated federal holidays, as well as Good Friday, the day after Thanksgiving, Christmas Eve, and New Year's Eve. Faculty, staff, and administrators may be contacted through their respective CCR email accounts outside of business hours.

Admission Requirements

All applicants must be at least 17 years old, provide evidence of high school graduation or GED, and demonstrate a serious attitude toward training in the career area offered by the College. No qualified applicant will be refused admission on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran or any other characteristic protected by law.

Prospective students may attend admission and financial aid information sessions, which the College holds periodically. Prospective students should contact the admissions office to schedule an appointment.

Admissions Process

Complete the online Enrollment Application form. Please note that all programs use the same Enrollment Application form.

1. Submit the online Enrollment Application.
2. Pay the \$50 registration fee. This fee may be paid online, by cash, or by check. A full refund will be made to any applicant who cancels within six business days after signing the application. After expiration of the six-business-day cancellation period, the College retains the \$50 registration fee. The registration fee will be returned if the College cancels the program.
3. Complete the program-specific Admissions Survey (Steno Method or Voice Method). This survey allows CCR administrators to assess whether additional instruction in technology, English, or phonics may benefit the student.
4. Submit proof of high school graduation or GED.
5. Submit a copy of a government-issued photo ID.



The enrollment deadline occurs approximately three weeks before each semester start date. The College may extend this deadline at its discretion. The College notifies applicants of their admission acceptance or denial by email. If admitted, the student will be provided an Enrollment Contract for review and completion.

Note: CCR does not require standardized college admissions tests (e.g., SAT, ACT).

Foreign Transcript Evaluation

Applicants who completed high school or other prior education outside the United States must submit transcripts for evaluation. The College requires all transcripts to be in English. Applicants who possess transcripts in a language other than English must obtain an evaluation and English translation from a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

Lists of member organizations are available at www.naces.org and www.aice-eval.org. Members of these organizations demonstrate expertise in the educational practices of countries worldwide and adhere to established standards for credential evaluation. The third-party evaluation must confirm that the applicant's prior education is equivalent to a U.S. high school diploma.

English Language Proficiency

The College requires all applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction to demonstrate English language proficiency prior to admission.

Applicants may demonstrate English language proficiency through one of the following methods:

1. A minimum score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-Based Test (TOEFL iBT)
2. A minimum score of 6.0 on the International English Language Testing System (IELTS)
3. A minimum score of 44 on the Pearson Test of English Academic
4. A minimum score of 95 on the Duolingo English Test
5. A minimum score of 53 on the four-skill Michigan English Test (MET)
6. A minimum score of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE) or the Michigan Examination for the Certificate of Proficiency in English (ECPE)
7. A minimum grade of Pre-1 on the Eiken English Proficiency Exam
8. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards
9. A high school diploma from an accredited or recognized high school where the medium of instruction was English
10. Completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), where the language of instruction was English



Procedure for Applicants Under the Age of 18

College of Court Reporting obtains appropriate permission and documentation prior to enrolling any applicant under the age of 18 to ensure compliance with Indiana compulsory school attendance laws. Applicants who are 17 years of age are considered for admission only if they are no longer subject to compulsory secondary school attendance requirements and must provide documentation verifying high school graduation, completion of a high school equivalency credential, or a legal exemption from compulsory attendance. In addition, all applicants under 18 are required to submit written parental or legal guardian consent authorizing enrollment in a postsecondary program. Admissions staff review all documentation prior to enrollment, and students who remain subject to compulsory attendance requirements or who do not provide required documentation and consent are not enrolled.

Disability Accommodations

Applicants who need academic adjustments, special accommodations, or auxiliary support or aids should notify the Director of Admissions by submitting the Disability Disclosure and Accommodation Form at the time of admission.

Non-Discrimination Policy

College of Court Reporting adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The College prohibits discrimination against any member of the college community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran or any other characteristic protected by law.

For questions about this Non-Discrimination Policy, Title IX, Title VI, Title VII, the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act, or to report discrimination, contact the Director of Compliance/Title IX Coordinator (Natalie Kijurna) at (866) 294-3974 or natalie.kijurna@ccr.edu.

Distance Education Classes

Students must have a high level of discipline and be able to commit a substantial amount of time each week on coursework while adhering to a strict schedule. Additionally, they must have excellent self-motivation and be able to remain focused as well as have computer and keyboarding knowledge. They must also have college-level writing and verbal skills to effectively communicate with instructors and other students. Prior to beginning classes, students should know the basics in word processing: edit, copy and paste, spell check, set margins, paginate, etc. Students also need to be generally proficient with using a computer, navigating the web, and managing files.

Instructional Equipment

All students are required to have a computer (PC only, no Mac), high-speed Internet, education-related software, equipment related to their program of study, textbooks, reference books, and headset/mic. Additionally, all students are provided secure login credentials for email, CCR's Learning Management System, and their technology software. Faculty may post Websites for reference in their respective course sites.



Library Resources

Upon enrollment at CCR, students are enrolled in the Library Resources Community Channel (course site). This channel is available to students for the duration of their schooling at the College of Court Reporting, is free of charge, and is accessible for reference or browsing. Students may also access and download the Research Techniques PowerPoint presentation for information on library resources and research techniques. In the Subjects and Classifications section of the Library Resources Community Channel, students can access a Table of Contents that lists subject-area specific online resources from art, court reporting, history, current events, religion, and the sciences. This resource course site will be consistently updated to meet the needs of students and faculty.

Students are also encouraged to utilize local public libraries and various online libraries as well as Websites for academic subjects, disciplines, etc., including the Internet Public Library, the Free Library, and the World Public Library.

Learning Management System

The college uses Moodle as its learning management system (LMS). The college also uses Blackboard Collaborate Ultra for live/recorded class instruction and EV360 Ultimate Suite of software technologies to deliver speed building instruction. The college's LMS and other technologies enable students to have immediate, effective, and interactive communication tools that quickly engage and inform. Additionally, the LMS and other technologies empower educators to use the most efficient means possible to improve teaching and information sharing while also providing interactive distance learning, on-demand video and testing, and other web-based learning options. CCR uses a complete learning management solution that allows delivery of cost effective, convenient 24-hour access to its educational training and learning resources for students, instructors, and administrators.

EV360 software was developed to enrich the participants' experience while integrating EV360's "A Whole New Approach" and "Success As You Progress" philosophies. Users build real-time speed and skills through an innovation that adjusts dictation speed based on the user's accuracy while maintaining the natural sound of the speaker. The EV360 Ultimate Suite of software programs can be customized for an individual's specific objectives. EV360 allows the user to focus on building speed, writing more accurately for real-time, simulating online testing, and incorporating live classes into the overall regimen. EV360 Ultimate became the first user driven platform to market that utilizes the latest technologies to create new court reporting speed building practice resources, converting them into audio files using text-to-speech technologies. Most recently, EV360 Educational Solutions added two new programs, Create 360 and Level Up 360, to its EV360 Ultimate Suite of software programs:

Create 360 Program

Create 360 is a cutting-edge software program designed to address the shortcomings of existing court reporting speed building practice resources. By leveraging artificial intelligence (AI) technologies, it offers a dynamic and personalized learning experience. Create 360 generates new practice materials based on the user's input and converts them into high-quality audio files ranging in speeds from 80 wpm to 300 wpm and beyond.



Level Up 360 Program

Level Up 360 programs include:

1. **Classes** - Classes creates custom speed building classes, similar to attending live speed building classes, which present dictations based on structured lesson plans. Each audio class is broken down into six 1-minute audio segments that are repeated five times at varying speeds based on the selected lesson plan. The writing session is presented the same way users attend live speed building classes with real teachers, structured classes, and longer practice sessions, mirroring an old-fashioned speed building approach to building speed.
2. **Workouts** - Workouts is a short workout approach to building speed. Audio, video, or text files are presented when users are writing, and the speed of the audio or text is adjusted in real time based on a selected workout plan. The concept is similar to a treadmill: The pace of the workout adjusts during the workout. No starting/stopping/starting/stopping to adjust the speed of the dictation you are practicing. There are over 40 workout plans (users can create their own as well) to select for any audio or text file you are practicing. Thousands of dictations are provided and EV360 is continuously adding more. Users can select their own audio files or text files and have the real-time workout plan variable speed player adjust the speed of those same files.
3. **Realtime** - Realtime adjusts the speed as the audio is playing in real-time. When writing real-time, the practice speed is adjusted based on the CAT software's translation accuracy. If the goal is 95 percent accuracy (adjustable user setting) and the translation is 95 percent or higher, EV360 gently increases the speed. If the accuracy falls below 95 percent, the speed gently decreases. This approach to developing real-time accuracy skills is a custom approach based on the actual CAT real-time translation accuracy. Unique real-time speed adjustments are based on translation percentage of accuracy.
4. **Games** - Games allows users to practice in a whole new way; by playing games that are not only fun but integrate learning. Word Invaders and Sharp Shooter are an enjoyable way to take a break from speed building while continuing to master steno and voice writing.
5. **Evaluate** - Evaluations present audio at its natural speed. When the audio is complete, you can create your transcription manually directly from your written steno notes that are captured from your writer or edit your transcription using your CAT or other word processing software. Your transcription can be evaluated for transcription accuracy results.
6. **My Tests** - My Tests automate the delivery of speed tests. The application includes intuitive technology to administer evaluations based on individual user's qualifications, prerequisites, skill ability, current endurance, and transcription accuracy. The test library consists of 1-minute through 5-minute tests for jury charge, literary, and two voice testimony. Additionally, when a user submits a transcribed test, they see their initial errors and percentage of accuracy. Once the test has been submitted, instructors complete the actual grading and markups of the submitted test. Instructors are provided a set of tools to complete the grading and feedback process, such as color-coding errors, annotating specific areas of the graded test, audio feedback messaging, re-calculation of errors, and



email notifications for graded feedback. The entire test library consists of over 7,500 tests and added functionality for schools to create their own test packages.

7. My EV360 - My EV360 is a time-on-task tracking and time management program. Users can load their class schedule, academic classes, skill development tasks, and other life tasks to keep themselves organized. EV360 Ultimate automatically tracks total time for every event that occurs when the user is logged into the program.
8. Blackboard Collaborate Ultra is a Web-based platform that acts as a Web-conferencing program enabling students and teachers to meet in classes and use audio and video features. Teachers can upload PowerPoint presentations, link to documents electronically, share their computer desktop, and control and view student computers (with student permission). Each class is recorded for viewing at a later time and for review as needed.

Student Identity Verification Policy

Initial Verification at Enrollment

College of Court Reporting (CCR) requires all applicants to submit a copy of a government-issued photo ID prior to enrollment. The Admissions Coordinator stores the photo ID in the student's file within Populi, the College's student information system. During onboarding, the College assigns each student a unique username and password for their CCR email account, Moodle (the learning management system), and the EV360 dictation platform. These credentials serve as authentication mechanisms throughout the student's enrollment.

Ongoing Verification During Program Enrollment

CCR verifies student identity throughout program enrollment through three methods:

Mentor-Proctored Evaluations

Each student works with a mentor (a certified court reporter holding an RPR, CSR, or CVR credential) who administers skills evaluations periodically throughout the program. The mentor verifies the student's identity at each evaluation session. Students and mentors sign contracts that identify each party and establish the proctoring relationship. Students should contact a certified court reporter in their area to serve as a mentor. CCR will assist students with locating a certified court reporter if necessary. Although most reporters do not expect compensation, students are responsible for compensating any reporter who requests payment for proctoring.

Live Class Verification

Faculty may randomly request that students turn on their cameras at the beginning of any required live class for identity verification. Faculty notify the administration when they conduct these verifications, and staff compare images from class recordings to the photo ID on file.

Credential-Based Authentication

Students authenticate their identity each time they log in to Moodle, EV360, and their CCR email account using their unique credentials.

Privacy Protection

The College protects student privacy throughout the identity verification process. Each course syllabus contains the following statement:



"In order to protect student privacy, the College of Court Reporting will authenticate that the student who registered for this course is the student completing all of the requirements and earning the credits for this course. Personal information about a student will never be shared during the ID verification process."

Student Services

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

1. New student orientation welcomes new students, introduces them to available resources and teaches them more about the school and expectations.
2. The director of student services provides comprehensive assistance with academic advising as well as class registration each semester which includes program progress updates, course planning, scheduling, etc.
3. Faculty and administrators provide consistent communication with students throughout the semester.
4. Students can meet with their instructor during office hours, at a mutually convenient time, or by phone for individualized assistance.
5. Students who are on warning or in jeopardy of going on warning are provided notice and assistance.
6. An ALERT system is used to notify students of academic issues and a student services coordinator is available to meet with students one-on-one.
7. Reasonable accommodations are provided for students with disabilities.
8. The financial aid department provides complete funding assistance to students and student services provides payment plans when requested.
9. Services are provided for transcript requests and to keep students aware of graduation requirements.
10. Career services include résumé review, interview preparation, and job opening updates. Graduates are granted career services for life.
11. A digital library is provided with 24/7 access.
12. Technical support is provided with expected response within 24 hours.

Technical Support

For technical support, steno students may contact Stenograph directly by going to:

<https://www.stenograph.com/stenograph-support> and either calling or emailing them. Support is available 24 hours a day, but after-hour rates may apply.



Voice students who need technical support may reach out to Jason at law@marteldigital.com

Rate of response to a technical support issue may vary depending on day and time. If it is an issue that neither Stenograph or Martel Electronics can solve, students may contact CCR in order to see if there are any other available resources, so they can receive appropriate technical support.

Reenrollment of Former Students

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

1. A student's skill will be tested through speed assessments in order to ensure that the student has retained the ability to either write on a steno machine or voice write at their previous assessed level. Students may be required to retake theory or a speed level.
2. Students must meet current graduation requirements for the program of study as stated in the college's current catalog.

Evaluations

Students have weekly dictation self-evaluations and/or tests/transcriptions in dictation classes. All self-evaluations and tests/transcriptions are one to five minutes in length. Tests/transcriptions have a minimum of 1.4 syllabic density, which abide by the same guidelines as outlined by NCRA and NVRA. One-minute self-evaluations and tests/transcriptions will be passed with 91 percent; two-minute self-evaluations and tests/transcriptions will be passed with 92 percent; three-minute self-evaluations and tests/transcriptions will be passed with 93 percent; four-minute self-evaluations and tests/transcriptions will be passed with 94 percent; and five-minute self-evaluations and tests/transcriptions will be passed with 95 percent. Tests/transcriptions are also graded for punctuation. Tests/transcriptions are given online through EV360 Ultimate, are timed, and are password protected. All tests/evaluations given online through voice over internet technology follow protocols that protect test integrity. All tests/evaluations taken online must be transcribed using CAT software, which provides teachers and graders detailed data, including timestamps of student access, including start and end times of transcriptions. Once the student has exceeded the time limits for either taking the test/evaluation or transcribing the test/evaluation, the test/evaluation is automatically submitted, and the student is not able to access the test/evaluation. One five-minute test/evaluation must be passed at each speed level in each category starting at 60 wpm. Three five-minute tests/evaluations must be passed for exit speeds: 180 wpm literary, 200 wpm jury charge, and 225 wpm two-voice testimony for shorthand machine and voice students. One of each exit speed test/evaluation requirement must be passed and must be proctored by an individual approved by the college.

In order to monitor and to assure that standards of satisfactory progress are maintained, students are required to take tests/evaluations under the supervision of a certified reporter (or college approved proctor) at 25 percent, 50 percent, and 75 percent levels of their maximum time frame. The college informs all mentors and proctors of specific procedures that must be followed.



Course Competency Exams/Speed Assessment Exams

Any student may request to receive credit for a course by taking a course competency exam. The fee for taking a course competency exam is \$25 per credit hour. Students who pass the course competency exam will be charged the full amount of tuition for that course (charged at \$395 per credit hour) less the \$25 per credit hour fee for attempting the course competency exam. Except as noted below under CCR's tuition and fee summary for course competency exams.

If the student is attempting a course competency exam for an academic course, they must schedule that exam with an administrator at the college. The administrator will determine if the student meets the minimum requirements to pass the course competency exam and receives full credit for the course. Students must complete all academic course competency exams no less than 21 days prior to the beginning of a semester or at an administrator's discretion.

Similarly, if a student is attempting a speed assessment exam for a skill-development course, (SH100-SH240, SB201 - SB203, SB202V - SB203V) they must schedule the speed assessment exam with an administrator at the college. The administrator will determine if the student meets the minimum requirements for passing the speed assessment exam and receives full credit for the course. Students must complete all skill-development course competency exams no less than 21 days prior to the beginning of a semester or at an administrator's discretion.

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

CCR's tuition and fee summary for course competency exams is listed below.

If a student:

1. Passed a course competency exam and is enrolled in 12 credit hours or more in the same semester the student passed the course competency exam, no \$25 per credit hour assessment fee is charged and there is no tuition charge.
2. Passed a course competency exam and is taking LESS than 12 credit hours in the same semester the student passed the course competency exam, the \$25 per credit hour assessment fee applies plus tuition is charged (tuition is reduced by the amount of the assessment fee).
3. Did NOT pass the course competency exam and is enrolled in 12 credit hours or more in the same semester the student did NOT pass the course competency exam, no \$25 per credit hour assessment fee is charged and there is no tuition charge.
4. Did NOT pass the course competency exam and is taking LESS than 12 credit hours, the \$25 per credit hour assessment fee applies but there is no tuition charge.

Transfer of Credits Requirements

Students enrolling in CCR with previous training may elect to have their previous college transcripts reviewed in order to determine if past courses meet CCR degree/certificate requirements and thus may be transferred in for course credit.



Procedure for Requesting Transfer of Credits

Students must provide appropriate documentation for transfer credit or testing evaluation. Most courses from a regionally or nationally accredited post-secondary institution will be considered for transfer based on credits earned and a letter grade of C or higher. An official transcript from the previous institution is required to document that a course or courses were passed with a C or higher. Additional documents describing course content may be requested such as the institution's catalog, course syllabi, or course outlines.

If a student has attended another college and would like to have their previous transcripts reviewed for possible transfer credit, they should follow these procedures:

1. Review College of Court Reporting's catalog requirements for the program in which you are enrolling/enrolled and identify the comparable courses you have completed at another college.
2. Reach out to your previous college(s) and either have an unofficial transcript sent to you and then forward it to Natalie Kijurna at natalie.kijurna@ccr.edu or, if you are in the process of completing the CCR Enrollment Application, you may upload your unofficial college transcript(s) to the appropriate section for review. Finally, you may choose contact your previous college(s) and have an official transcript sent via email through a 3rd party processor to natalie.kijurna@ccr.edu or sent via U.S. mail to College of Court Reporting, % Natalie Kijurna, 2803 Boilermaker Court, Suite 2B, Valparaiso, IN 46383.
3. Contact Natalie Kijurna at natalie.kijurna@ccr.edu to verify that we received either your unofficial or official transcript. We should be able to let you know at that time if a course or courses will transfer or not. Complicated transcripts or multiple transcripts may take additional time to review.
4. Review your email confirmation of the results of the transfer credit review, which will be sent once your request has been evaluated.
5. If the review was based on an unofficial transcript, you must have an official transcript sent to CCR following the directions in "B" above.

Transfer credits will become part of a student's academic record when an official transcript is received, verified, and evaluated. The official transcript must be received no later than the end of the student's first semester for which they are granted transfer credit.

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

1. Name of the student
2. Name of the transferring institution
3. Specific course information from the transferring college/institution
4. Equivalent CCR course for which credit is awarded
5. Number of credits awarded



6. Date transfer credits awarded
7. Name of evaluator

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

The following courses may not be awarded transfer credit unless a related course competency exam is passed:

- T110 – Court Reporting Transcript Production
- T210 – Introduction to Realtime Technology
- TE201 – Advanced Transcript Production
- CR110 – Introduction to Realtime Technology/CR110-V Introduction to Realtime Technology
- CR120 – Court Reporting Processes and Development
- CR200 – Court Reporting Procedures
- CR210 – Technology I/CR210-V Technology I
- CR280 – CSR/RPR Preparation/CR280-V CSR/CVR Preparation

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

CCR's tuition and fee summary for transfer credits and course competency exams is listed below. If a student:

1. Directly transfers a course into one of CCR's programs (course for course), no \$25 per credit hour assessment fee is charged and there is no tuition charge.
2. Passed a CCR course competency exam in conjunction with a transfer credit request based on a similar course taken at a previous institution, no \$25 per credit hour assessment fee is charged and there is no tuition charge.

Appealing Decisions Regarding Transfer of Credits

Students or prospective students who disagree with any portion of their transfer credit evaluation should submit a written request for review to Natalie Kijurna via email at natalie.kijurna@ccr.edu. Students or prospective students have 14 calendar days from receipt of the academic evaluation to file an appeal. The request for review should include the following information:

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



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

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

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

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

Transfer Credit Disclosure

The decision to accept credits earned at College of Court Reporting (CCR) rests solely with the receiving institution.

Tuition and Fees

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

Students are required to have all books, supplies, and equipment prior to the start of classes each semester. Lists and costs for books, supplies, and equipment can be found through <http://www.ccr.edu/Docs/COBL.pdf>.

In order to be classified as a full-time student, students must enroll in at least 12 credit hours each semester. Part-time students may enroll in as few as one credit a semester. A student's enrollment status and tuition for a particular semester are based on the number of credits they are enrolled in during that semester. Students enrolled in more than 12 credit hours in a semester are charged tuition based on 12 credit hours, i.e. they are never charged more than 12 credit hours. The total tuition a student will pay is based on how many credit hours they attempt over the length of their program.

The college defines the following enrollment statuses based on credit hours enrolled:



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

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

Discover, Visa, and MasterCard may be used for all payments.

A full refund of any monies paid will be made to any student who cancels the Enrollment Application within six (6) business days after the Enrollment Application is signed. After expiration of the six business days' cancellation privilege, the school will retain the \$50.00 registration fee.

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

STRF Assessment (California Students Only)

Notice to California Students:

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.



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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Current California STRF Assessment Rate: The current STRF assessment rate is (\$0.00) per \$1000 of institutional charges.

Registration Period for Continuing Students

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

Federal Financial Aid

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



The financial need of most students is met by combining an expected family contribution, based on the student's Student Aid Index (SAI), with a financial aid package consisting of Federal Pell Grants and Federal Direct Loans, supplemented by college-awarded tuition-reimbursement scholarships, employment, and private awards. Students should set up an appointment with a financial aid officer to determine eligibility.

The financial aid office awards federal aid based on the Student Aid Index (SAI) from the student's Institutional Student Information Record (ISIR) and Cost of Attendance (COA) (The ISIR is produced by the U.S. Department of Education from the information the student provides on the FAFSA). Students who feel the financial and family information as requested on the FAFSA does not take into account their unusual or special circumstances may request a professional judgement review.

Unusual circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation, commonly referred to as a dependency override. Some examples include, but are not limited to:

- Parental Abandonment
- Incarceration
- Refugee or asylee status
- Human trafficking

Special circumstances refer to the financial situations that justify an aid administrator adjusting data elements in the COA or in the SAI calculation. Some examples include, but are not limited to:

- Loss of employment
- Unusual family medical or dental expenses not covered by insurance
- Tuition expenses at an elementary or secondary school for the student's siblings or dependents
- Extraordinary dependent care expenses
- Divorce of a dependent student's parent or of an independent student
- Death of a dependent student's parent or of an independent student's spouse.

The decision of the financial aid administrator on special and unusual circumstance adjustments is final. There is no appeal to the U.S. Department of Education. In order to be considered for professional judgment:

1. The student must request a professional judgment review from the financial aid office.
2. Professional judgment documents are added to the Student Portal for the student to officially request the professional judgment as well as provide supporting documentation. (What documentation is needed will depend on the reason for the request).
3. The financial aid office will review the provided documentation. If additional documentation is needed, the financial aid office will continue to communicate with the student via the portal and emails.
4. If approved, the financial aid office will make necessary changes based on the documentation provided and satisfy the request.



5. Once the financial aid office receives the new ISIR, which reflects the professional judgment changes, they will package the student based on the new information.

The financial aid office administers and coordinates financial aid programs according to applicable federal and state regulations and college policies, which guarantee all students equal access to financial assistance. The college does not discriminate on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, status as a veteran, or any other characteristic protected by law.

Application Procedures

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

Required Applications

To apply for financial aid, students must submit a current U.S. Department of Education Free Application for Federal Student Aid (FAFSA), listing CCR as a designated school to receive their information.

All federal student loans currently originate through the U.S. Department of Education's direct lending program. Students must complete a Direct Loan Master Promissory Note (MPN) in order to receive federal student loans, if they do not already have a valid MPN on file with the U.S. Department of Education.

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

Federal Pell Grants and Direct Loans

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

Federal Pell Grant Program: This is a federal grant program available to eligible students attending approved post-high school institutions. Undergraduate students enrolled in an eligible program who do not have a baccalaureate degree are eligible to apply. Grants, which are determined based on financial need, may range from \$740 a year to a maximum of \$7,395.00 for the 2024-2025 award year.

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



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

Federal Direct PLUS Loan Program: This program offers long-term loans to parents of dependent undergraduate students which are not based upon financial need, but which are based on credit history. Determination of eligibility for need-based aid is required prior to a PLUS Loan application. Interest begins to accrue as each disbursement is made. Repayment begins after the loan has been fully disbursed. Money for the Federal Direct PLUS Loan Program is borrowed directly from the U.S. Department of Education.

General Eligibility Requirements

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

1. The student must be a U.S. citizen, permanent resident, or eligible refugee.
2. The student must be enrolled or accepted in a court reporting program.
3. The student must be in good academic standing as defined under Standards of Satisfactory Academic Progress (see Standards of Satisfactory Academic Progress in this catalog).
4. The student must not be in default on any Title IV Loans (Direct Loans, Perkins Loans, PLUS Loans).
5. The student must not owe a refund on any Title IV Grants (FSEOG, Pell Grants).

Federal Return to Title IV Funds (R2T4)

The Federal Return to Title IV Funds policy (R2T4) is used to determine the amount of Title IV aid that students earned while in attendance, and the amount of unearned Title IV aid which must be returned to the Title IV programs when the student withdraws or is terminated. Funds received, but not earned, as of a student's withdrawal date must be returned. All funds will be considered earned upon completion of 60% of the payment period, thus there is no return of funds during the last 40% of the semester. This calculation is separate from a refund calculation, which determines how much of the tuition charged for the semester has been earned by the school, and how much must be credited against the student's ledger card (and refunded to the student, if the semester's charges have been paid in full). See "Refund Policy" in this catalog.

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



calendar days in the semester/payment period. This includes weekends but excludes breaks of more than 4 days. The day the student notifies CCR that they are withdrawing will be the official withdrawal date and is the date that will be used in determining the percentage of aid earned. If the student provides no notification (unofficial withdrawal), the withdrawal date will be the midpoint of the semester, unless CCR can document a later date of participation in an academically related activity.

The percentage of aid earned is determined by taking the total number of calendar days that the student was enrolled at the college (including weekends) and dividing it by the total number of calendar days in the semester/payment period. This percentage is then multiplied by the total amount of Title IV aid that was disbursed for the payment period as well as Title IV aid that could have been disbursed for the payment period to obtain the calculated return amount. Of the calculated return amount, the school is responsible for returning the unearned portion of aid used to pay the tuition and fee charges the student incurred for the payment period. The balance of funds to be returned, if any, is the responsibility of the student. (This provision will only apply if a student or parent received a stipend check for living expenses). The student (or parent if a Federal PLUS loan is involved) must return the unearned funds, for which they are responsible, to loan programs in accordance with the terms of the loan. Or, if the funds come from a federal grant, they must be returned to the grant program as an overpayment.

Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the U.S. Department of Education. A student who refuses to pay will be ineligible for further Title IV aid, will be reported to other schools as being in an overpayment status, and will be referred to the U.S. Department of Education for collection. The school must notify the student within 30 days of their withdrawal if they owe a grant overpayment.

Return of Funds are returned to the federal programs in the following priority, until the calculated return amount has been satisfied:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Federal Pell Grants

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination that the student has withdrawn. The date of determination of withdrawal, for R2T4 purposes will be:

1. The date the student officially notifies the institution of his/her withdrawal. This date, as determined by the institution, is the date that the student either began the withdrawal process, or otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw;
2. Otherwise, the date the institution terminates the student or determines that the student has withdrawn.

Maintaining Eligibility

For students to maintain eligibility for the various financial aid programs, they must reapply annually to each agency responsible for administering that financial aid program. Students should



contact the financial aid office prior to the academic year for which they wish to apply for aid to obtain information and current applications.

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

Veterans Educational Benefits

CCR is approved by the Indiana State Approving Agency for Veterans Training to train veterans and their qualified dependents who are eligible for Veterans Administration educational benefits. More information about education benefits offered by the U.S. Department of Veterans Affairs (VA) is available at the official U.S. government website at www.benefits.va.gov/gibill. GI Bill® is a registered trademark of the VA.

Title 38 United States Code Section 3679(e)

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

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

CCR permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides CCR a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ [VA] website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to CCR,
2. 90 days after the date CCR certified tuition and fees following the receipt of the certificate of eligibility.

CCR ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional resources, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

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

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



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

Private Grants

Indiana Department of Workforce Development, 10 N. Senate Ave., Indianapolis, IN 46204.
Indiana Kankakee Valley job training center, 317 Detroit St., Michigan City, IN 46360
Vocational Rehabilitation, 2602 East Chicago St., Valparaiso, IN 46383

Scholarships

The National Court Reporters Association offers various scholarships ranging from \$250 to \$5000. Students may check their website for more information at <https://www.ncra.org/home/the-profession/scholarships-and-grants>.

Other scholarships may be available through community groups, service organizations, and national organizations. Examples of these groups include the Tri Kappa sorority, Community Foundation of Elkhart County, and Lions Club International. Applications, disclosure forms, application procedures, deadline dates, basis for selection, amount of awards, etc., vary and are obtained by applying to each individual organization.

Cancellation Policy

1. You have the right to cancel your contract by notifying the college via letter, phone call, email, text, or other means. This cancellation is without any penalty or obligation, if the notification is received by the sixth business day after signing the contract or through participation at the first-class session, whichever is earlier ("cancellation period"). Once notification is received, a member of the college's staff will confirm the notice via letter, phone call, email, text, or other means and immediately initiate the cancellation notice.
2. A full refund (\$50 registration fee and any tuition paid) will be made to students who cancel their applications for enrollment within six business days after the contract is signed. The refund will be sent within 30 days after the notice of cancellation is received.
3. If you request cancellation more than six business days after signing an enrollment contract, but prior to beginning a course or program, you are entitled to a refund of all monies paid minus:
 - The registration fee of \$50;
 - Course competency exam evaluation fees, if charged to the student, ranging between \$25 - \$150. The refund will be sent within 30 days after the notice of cancellation is received.
4. A full refund of any monies paid (registration fee and/or tuition) will also be made if any of the following conditions apply:
 - Rejection of enrolled applicant by the college (applicant did not meet admission requirements)
 - The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the college



- The program is cancelled by the college after expiration of the six-day cancellation period and prior to classes commencing.
5. In cases where a student is considered a “no show” (never begins classes), the college will refund 100% of any tuition paid for the current semester and credit any unearned tuition for the same.

Refund Policy

Federal “Return to Title IV” (R2T4)

1. **Who is covered?** Anyone who got federal aid (Pell Grant, Direct Loan, PLUS, FSEOG)
2. **What does it do?** Determines how much of the federal aid that you received can be kept (“earned aid”) and how much must be sent back to the federal programs (“unearned aid”)
3. **How we figure it:**
 - Count all calendar days in the semester (payment period). This includes weekends but excludes breaks longer than 4 days.
 - Percent earned = days you completed before withdrawing ÷ total days.
 - Up to 60 %: aid is “earned” day-by-day.
 - After 60 %: you’ve earned 100 %—no federal money goes back.
4. **What we send back first** (required order for returning funds):
 - Unsubsidized Direct Loan
 - Subsidized Direct Loan
 - PLUS Loan
 - Pell Grant
 - FSEOG
5. **Your part vs. CCR’s part:**
 - CCR returns to the federal government any unearned aid applied to your tuition and fees.
 - You repay any remainder as part of your regular student loan repayments or, for grants, directly to the federal government as an “over-payment.” Only students who received stipend checks could be affected by this step.
6. Time limit: CCR must return funds within 45 days of the day we determine you withdrew.

Tuition Refund Calculations

1. **What does it do?** Determines how much of the tuition and fees charged for the semester CCR has earned, and how much must be applied as a credit to your student ledger card.
2. **How we figure it:** We perform two calculations (federal pro-rate and Indiana) and compare them to find the largest tuition refund for you.



Pro-Rata Refund Calculation

We use the same formula used in the federal R2T4 calculation to figure out the percentage of tuition that CCR has earned and the percentage that will be applied as a credit to your student ledger card.

% of Term Completed	CCR Keeps	CCR Credits You
0 - 60%	Same % as Term Completed	100% minus what CCR Keeps
> 60%	100%	0%

Indiana Uniform Refund Policy

The State of Indiana provides a refund policy based on the segment of the semester completed, as summarized in the chart below. (See the complete policy at the end of this section).

% of term completed	CCR credits you	CCR keeps	Notes
≤ 6 business days after signing the Enrollment Agreement	100%	0%	“Cooling-off” period
≤ 1 week	90%	10%	
> 1 week - 25%	75%	25%	
> 25% - 50%	50%	50%	
> 50% - 60%	40%	60%	
> 60%	0%	100%	

Full-refund situations (Indiana law): not accepted for admission, program discontinued, or enrollment gained by misrepresentation.

Non-refundable after six business days: \$50 registration fee

Recap of Steps

1. We run the federal R2T4 calculation (if you have federal aid).
2. We return any required funds to the federal programs and notify you if you need to return any overpayment.
3. We run the pro-rata refund calculation.
4. We run the Indiana refund calculation.
5. You receive the larger of the two refunds which is applied as a tuition credit to your student ledger card.
6. If this creates a credit balance on your student account, this credit balance is paid to you within 30 days.
7. If these steps leave you owing a balance to CCR, you will be notified within 30 days.



Important Terms

Withdrawal Date: The Withdrawal Date determines the percentage of federal aid you have earned, and the percentage of tuition CCR has earned.

1. **Official notice:** the day you tell us in writing, by email, or in person that you're leaving.
2. **Unofficial/administrative:** if you stop participating without notice, the last day we can document academic activity for you, or the midpoint of the semester if we can't document a later date

Date of Determination: The Date of Determination of withdrawal sets the time table for when certain funds must be returned:

1. **Official withdrawal:** the day you tell us in writing, by email, or in person that you're leaving.
2. **Unofficial withdrawal:** the date we determine that you are no longer participating or communicating and thus have unofficially withdrawn.

CCR Action	How long does CCR have?	Rule Source
Return unearned federal aid (Title IV)	Within 45 days of your Date of Determination	34 CFR §668.22
Pay Indiana-law tuition refund	Within 31 days after you ask to withdraw	Indiana Universal Refund Policy
Pay CCR tuition refund	Within 30 days of your Date of Determination	CCR Policy (stricter than state)

Need an Example?

Ask the Financial Aid Office for a sample calculation—we're happy to walk you through it.

Indiana Uniform Refund Policy

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary educational institution, except as noted in:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
 - b) The student does not meet the postsecondary educational institution's minimum admission requirements.
 - c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
 - d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.



2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Technology Requirements

General Computer Requirements

General Computer Requirements (Voice students refer to specific requirements below.)

All students must have access to a computer that meets the following minimum specifications prior to enrollment:

Operating System

- Windows 10 or Windows 11 (64-bit required)
- Apple/Mac computers are not compatible with required program software

Processor

- Intel Core i5 (8th generation or newer) or AMD Ryzen 5 equivalent or higher

Memory (RAM)

- 16 GB minimum

Storage

- 256 GB solid-state drive (SSD) minimum with at least 50 GB free space for software installation and file storage

Internet Connection

- High-speed broadband internet connection with minimum 25 Mbps download speed and 5 Mbps upload speed
- A stable, wired Ethernet connection is recommended for live sessions and examinations

**Display**

- Minimum 15-inch screen recommended for transcription work
- Minimum resolution of 1920 x 1080

Audio

- Built-in or external speakers
- Voice Method students require a high-quality noise-canceling microphone (included in Martel Electronics laptop package)

Webcam

- Built-in or external webcam required for proctored examinations and live sessions

Browser

- Google Chrome (current version) or Mozilla Firefox (current version)
- JavaScript and cookies must be enabled

Additional Software

- Microsoft Word (Microsoft 365 subscription or standalone version) or equivalent word processing software
- Adobe Acrobat Reader (free version) for viewing PDF documents

Steno Method**Steno Machine**

The following are recommended steno machines that may be purchased or rented:

- Luminex CSE
- Elan Cybra
- Elan Mira
- ProCAT Blaze
- Wave

Students who wish to use an alternative steno machine model should contact the Admissions Department for approval prior to enrollment.

Steno machines may be purchased at discounted prices through the following vendors:

- Stenograph Student Writer Packages ([Link](#))
- ProCAT ([Link](#))
- Stenoworks ([Link](#))
- Acculaw ([Link](#))

Transcription Software

Students must purchase the student version of CaseCATalyst, a computer-aided transcription (CAT) software program. This software translates the language of your steno theory into English text.

Please see Stenograph's [System Requirements for Case CATalyst](#). Case requires a PC-based system running Windows 10, or higher. CATalyst can be used on a Mac computer, provided it meets [the following requirements](#).

Students may purchase CaseCATalyst directly from Stenograph Corporation at this [link](#) or by calling 800-323-4247.



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

Voice Method

Students enrolled in the Voice Method must obtain the following equipment and software prior to the first day of class:

To prepare for the Voice Theory class students will need:

- Voice Method students must purchase the student version of CaseCATalyst (Version 22 or higher), a computer-aided transcription (CAT) software program.
 - Students may purchase the software from Stenograph Corporation [here](#) or by calling 800-323-4247, ext. 5473.
- Voice students are required to purchase Lenovo laptops through Martel with a minimum of 32 GB RAM, I-9 Processor, and solid state hard drives. Students can purchase equipment from [Martel Electronics](#) here. Purchasing equipment from Martel is extremely important so that we know everyone is on the same operating system, settings, Dragon, and mask. It also ensures that we are able to direct students to Martel for tech support when needed.

All computers come preloaded and set up with the following:

- 1 Martel Double Dragon Stenomask
 - 1 Lenovo carrying case for laptop
 - Dragon Nuance Professional 16
 - 1 USB 4-port hub
 - 1 Sony earbuds
 - Martel computer-to-computer support
 - Martel telephone support
 - 4-year warranty
 - Lifetime support for the life of the laptop.
- Access to Microsoft Word or another equivalent word processing software

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

Class Participation Policy

Regular participation is an important aspect of a court reporting educational program for at least three reasons:

1. Mastery of accuracy and speed skills demands daily practice distributed over the week and rigid self-discipline. Regular participation is a necessary component in increasing accuracy and speed skills.
2. Students' educational needs can only be met with regular participation.



3. Students are trained to be competent, reliable professionals, and they are disciplined in all aspects of the profession. Regular participation ensures that students receive this important training.

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

Definition of Class Participation

Participation in an online course consists of attending the live 60-minute class online, which takes place once a week for each course. Additionally, regular participation may include any or all of the following: attending lectures; joining group studies; writing on the discussion board; reading assignments; sharing presentations; accessing feedback from instructors; meetings with instructors; conducting research projects; completing homework assignments; reading, correcting, and editing steno/voice notes; taking tests; listening to guest speakers; going on field trips; viewing a recorded class; meeting with a court reporter, CART provider, or captioner; or other activities directly relating to the academic or skill-building course.

Method of Monitoring Attendance

Attendance is monitored in all classes by the instructor.

If students miss a live class, they are immediately notified that there is a recording of the live class. They must access the recording and send a note with a summary of the class to the instructor, post questions and comments in the Discussion Forum, or meet with the instructor if they intend to receive credit. The instructor will verify that they logged in and will review the summary. If attendance cannot be verified, they will be considered absent from the class.

Students submit daily or weekly log sheets in 6-credit skill-building classes documenting that they spent 18 hours a week on their steno machine or with their voice mask (see class syllabi and assignment sheets).

The following criteria will determine attendance for students who spent less than 18 hours on their course:

- 6 credit hour course: 10 to 14 hours = 1 day absent
- 3 credit hour course: 5 to 7 hours = 1 day absent
- 6 credit hour course: 6 to 10 hours = 2 days absent
- 3 credit hour course: 3 to 5 hours = 2 day absent
- 6 credit hour course: 2 to 6 hours = 3 days absent
- 3 credit hour course: 1 to 3 hours = 3 day absent
- 6 credit hour course: 2 hours or less = 4 days absent
- 3 credit hour course: less than 1 hour = 4 day absent

Definition of Tardiness and Early Departures

All classes are a minimum of 50 minutes in length. A student who attends or logs into a class 10 minutes after it began will be considered tardy, and a student who departs 10 minutes or more



before the end of the class will be considered an early departure. Students who have been tardy or late to a class more than 3 times in a semester will be counted absent for one full class.

Students who cannot log in to class on time because of car trouble, traffic issues, inclement weather, Internet access issues, and other similar issues must notify the instructor before class that he or she may be late; therefore, students will not be counted absent unless it is a chronic situation. Upon logging in, the student must not disrupt the instructor or other students.

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

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

Excused Absences

Excused absences occur when students notify their instructors in advance that they will be absent from class. The major difference between excused and unexcused absences is that the work may be made up when the absence is excused; it may not be made up in unexcused absences, therefore, affecting the student's final grade. The following are excused absences:

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

Make-Up Work Due to Absenteeism

All make-up work is due within one week after returning to class or at the discretion of the individual instructor. Make-up work must be comparable to the content, time, and delivery of the classes missed.



Appeals

If a student feels they have been unjustly counted absent or denied an excused absence by an instructor(s), the student should appeal in writing to the director of student services as soon as possible.

Copyright Infringement

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

Academic Integrity and Conduct/Professionalism

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

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

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

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

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

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

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



CCR will not knowingly tolerate the unjust treatment of any student. With this in mind, any student having a grievance should promptly bring the matter to a faculty member, if appropriate, so the grievance might be resolved.

In conclusion, CCR will handle any disruptive student in the following way:

1. All unprofessional behavior and unreasonable conduct will be addressed once it is reported to an administrator.
2. The administrator will talk to the student and/or instructor.
3. If the complaint of unprofessional conduct is substantiated, the student's behavior will be documented, and such documentation will be placed in the student's academic file.
4. The student will be placed on probation with a warning about the behavioral problem.
5. A second demonstration of unprofessional conduct will result in termination from the school.

Biennial Review of Drug-Free Workplace/Drug-Free School Policy Compliance

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

Drug-Free Workplace/Drug-Free Schools Policy Statement

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

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

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

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

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea,



chills, sweating, anxiety, insomnia, delirium, convulsions, depression, and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

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

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

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

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

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

Far more addictive than heroin, barbiturates, or other illicit drugs is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many addicted users have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine as well as many other illicit



drugs (for example, narcotics, depressants, stimulants and hallucinogens) produce a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest or respiratory failure.

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

Legal Sanctions

In the 1989 edition of the U.S. Department of Justice, Drug Enforcement and Administration publication “Drugs and Abuse,” the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.

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

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

- Suspension or revocation of driver's license;
- Suspension of vehicle registration and return of license plates, in the case of multiple offenses;
- Mandatory blood testing to determine alcohol or drug levels; and
- Ban on open alcoholic beverage containers in vehicles operating on public highways. See Appendix A for a statement you must sign.

Campus Alcoholic Beverages Policy

The serving, possession, and consumption of alcoholic beverages on CCR property, or as any part of its activities, shall comply with state and federal laws and city/county ordinances.

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

- Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; and
- Applicable Legal Sanctions Under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

Student Confidentiality and Privacy Policies

College of Court Reporting (CCR) protects the confidentiality and privacy of all student records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and applicable Indiana privacy statutes.



Student Rights Under FERPA

FERPA affords eligible students the right to inspect and review their education records, to request amendment of records they believe to be inaccurate or misleading, to consent to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education. See the Notification of Rights Under FERPA section below for a detailed description of these rights and the exceptions under which CCR may disclose records without consent.

Directory Information

CCR designates the following as directory information: name, address, telephone number, date and place of birth, dates of attendance, class schedules, participation in college activities, fields of study, degrees and awards received, and previous educational institutions attended. The College may disclose directory information without prior written consent for legitimate institutional purposes. Students who do not wish to have their directory information disclosed must submit a written request to the Director of Student Services.

Employment Verification

CCR verifies attendance and graduation or completion status to prospective and current employers upon inquiry. The College releases transcript information or personal recommendations only upon receipt of written consent from the student.

Protection of Student Information

CCR maintains student records in secure, cloud-based systems with role-based access controls, encrypted data storage, and secure authentication. The College limits access to student records to authorized personnel with a legitimate educational or administrative interest. CCR stores any physical records in locked filing cabinets accessible only to authorized staff. All employees who access student records receive training on FERPA requirements and the secure handling of confidential information.

Gramm-Leach-Bliley Act Compliance

Because CCR participates in federal student loan programs, the College qualifies as a financial institution under the GLBA and maintains administrative, technical, and physical safeguards to protect the security and confidentiality of student financial information. See the GLBA Overview section below for additional detail.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day College of Court Reporting (CCR) receives a request for access. A student should submit to the Director of Student Services a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.



2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask CCR to amend a record should write The Director of Student Services, clearly identify the part of the record the student wants changed, and specify why it should be changed. If CCR decides not to amend the record as requested, CCR will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before CCR discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. CCR discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by CCR in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CCR who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CCR.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCR to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —



- To other school officials, including teachers, within CCR whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a) (3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a) (4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a) (6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a) (7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a) (8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a) (9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a) (10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a) (11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of



the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a) (13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a) (14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))



Gramm-Leach-Bliley Act (GLBA) Overview

The Gramm-Leach-Bliley Act (GLBA) is a comprehensive, federal law affecting institutions. The law requires financial institutions to develop, implement and maintain administrative, technical and physical safeguards to protect the security, integrity and confidentiality of customer information.

- The Federal Trade Commission (FTC) enforces compliance with GLBA.
- The FTC may bring an administrative enforcement action against any financial institution for non-compliance with the GLBA.
- College of Court Reporting (CCR) “significantly engages” in student loan making and provides financial services to student customers. As such, CCR falls within the definition of “financial institution” under the GLBA and must comply with the law’s requirements.
- “Financial Institution” means any institution the business of which is engaging in financial activities.
- The GLBA is composed of several parts, including:
 - the Privacy Rule (16 CFR 313) and
 - the Safeguards rule (16 CFR 314)

The FTC has officially stated that any college or university that complies with the Federal Educational Rights and Privacy Act (FERPA) and that is also a financial institution subject to the requirements of GLBA shall be deemed to be in compliance with GLBA’s privacy rules if it is in compliance with FERPA (16 CFR 313.1). CCR complies with FERPA guidance.

The FTC has not made a similar exception for an institution of higher education with respect to the Safeguards Rule.

The Safeguards Rule requires all financial institutions to develop an information security program designed to protect “customer information.”

CCR must comply with the Safeguards Rule.

There are three types of safeguards that must be considered when a CCR department implements safeguards to protect the security, confidentiality, and integrity of customer information:

- Administrative Safeguards
- Technical Safeguards
- Physical Safeguards

Safeguards Rule

Administrative Safeguards

Administrative Safeguards include developing and publishing policies, standards, procedures and guidelines, and are generally within the direct control of a department, such as:

- Reference checks for potential employees.
- Confidentiality agreements that include standards for handling customer information.
- Training employees on basic steps they must take to protect customer information.
- Assure employees are knowledgeable about applicable policies and expectations.
- Limit access to customer information to employees who have a business need to see it.
- Impose disciplinary measures where appropriate.



Technical Safeguards include:

- Storing electronic customer information on a secure server that is accessible only with a password or has other security protections and is kept in a physically secure area.
- Avoiding storage of customer information on machines with an Internet connection.
- Maintaining secure backup media and securing archived data.
- Using anti-virus software that updates automatically.
- Obtaining and installing patches that resolve software vulnerabilities.
- Following written contingency plans to address breaches of safeguards.
- Maintaining up-to-date firewalls particularly if the institution uses broadband Internet access or allows staff to connect to the network from home.
- Providing central management of security tools and keep employees informed of security risks and breaches.

GLBA Definitions

Customer information is any record containing non-public personal information about a customer of a financial institution, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the financial institution or its affiliates. GLBA applies to customer information obtained in a variety of situations, including:

- Information provided to obtain a financial product or service
- Information about a customer resulting from any transaction involving a financial product or service between the institution and customer;
- Information otherwise obtained about a customer in connection with providing a financial product or service to the customer.

Non-Public Personal Information means personally identifiable financial information that is:

- Provided by a consumer to a financial institution;
- Resulting from any transaction with the consumer or any service performed for the consumer; or otherwise obtained by the financial institution.

The term also includes any list, description, or other grouping of consumers and publicly available information pertaining to them that is derived using any personally identifiable financial information that is not publicly available.

Examples of Non-Public Personal Information (NPI) include:

- Social Security Number (SSN)
- Financial account numbers
- Credit card numbers
- Date of birth
- Name, address, and numbers when collected with financial data
- Details of any financial transactions

Grievance Policy

The College of Court Reporting (CCR) maintains this Complaint/Grievance Policy to ensure students have a clear, fair process for raising concerns and seeking resolution.



By definition, a complaint or grievance is a formal expression of dissatisfaction regarding institutional policies, procedures, services, faculty conduct, grading, administrative decisions, or other matters affecting a student's educational experience.

Students should first address the issue directly with the faculty or staff member involved. Many concerns can be resolved through open communication without the need for a formal complaint. If the student is uncomfortable approaching the individual directly, or if informal discussion does not resolve the matter, the student should file a formal complaint as described below.

How to File a Complaint/Grievance

Students who wish to file a complaint should submit a written statement to, Robyn Maitoza, the Director of Education.

- **Email:** robyn.maitoza@ccr.edu
- **Mail:** 2803 Boilermaker Court, Suite 2B, Valparaiso, IN 46383

The written statement should include the student's name, contact information, a description of the concern, the date(s) of the incident(s), and the desired resolution.

Review Process

Upon receiving a formal complaint, the Director of Education will review the grievance and evaluate relevant information. The Director of Education may request statements or documentation. A written decision is issued within 10 business day of receipt. If additional time is required, CCR will notify the student of the delay and the reason for it. Students may appeal the decision in writing within 10 business days if there is evidence of procedural error or new information. Appeals are reviewed by the President. A final written decision is issued within 30 business days.

CCR will review all complaints in a timely, fair, and equitable manner. When a complaint concerns a faculty member or administrator, CCR will provide that individual with notice and a reasonable opportunity to respond before making a final decision.

Resolution and Follow-Up

Upon completing its review, CCR will notify the student in writing of the outcome and any actions taken. CCR will take appropriate corrective or enforcement action when warranted by the findings of its review.

CCR retains complete files for all complaints filed against the institution, its faculty, staff, students, or other associated parties for five years from the date of filing or until the completion of the institution's next cycle of evaluation for accreditation, whichever is longer.

External Agencies

If a student believes a complaint has not been satisfactorily resolved through CCR's internal process, the student may contact the following external agencies:

The Indiana Board for Proprietary Education (IN BPE), 101 West Ohio Street, Suite 670,
Indianapolis, IN 46204, (317) 464-4400

[ICHE Student Complaint Information](#)

[ICHE Student Complaint Form](#)



Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808,
Washington, DC 20036, (202) 234-5100

[DEAC Student Complaint Information](#)

[DEAC Student Complaint Form](#)

National Court Reporters Association (NCRA), 12030 Sunrise Valley Drive, Suite 400, Reston, VA
20191, (800) 272-6272

[NCRA Complaint Information and Form](#)

National Verbatim Writers Association (NVRA), 629 North Main Street Hattiesburg, MS 39401,
(601) 582-4345

Programs of Study

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

Graduation Requirements and Program Outcomes

Certificate in Voice Writing

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

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



Students who repeat an SB (skill development) course or exceed the standard time frame may be required to take additional courses each semester. Such courses may include skill development courses or additional English\communications courses.

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

Certificate in Court Reporting

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

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

Students who repeat an SB (skill development) course or exceed the standard time frame may be required to take electives each semester. Electives may include skill development courses or additional English\communications courses.

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

Associate in Applied Science in Court Reporting

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

1. Earn 85 hours of credit for court reporting in machine shorthand and other specified courses.
2. Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the college's exit speed requirement policy.



3. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test).
4. Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes.
5. Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software.
6. Complete an internship consisting of 60 actual hours of writing time on the shorthand machine and transcribe at least 50 pages from the internship experience.
7. Pass Communications, Foundations of Language and Writing, Vocabulary & Usage, Medical Terminology, Foundations of Law, Personal Finance, Culture & Society, Human Relations, Court Reporting Transcript Production, Advanced Transcript Production, Court Reporting Procedures, Introduction to Realtime Technology, Technology I, CSR/RPR Preparation, and Courtroom/Court Reporting Practicum.
8. Educate and train to work as a court reporter by learning requirements and standards of the National Court Reporters Association and the National Verbatim Writers Association.
9. Understand the ethical responsibilities, professionalism, and attitude required to succeed in the field.

Students who repeat an SH (skill development) course or exceed the standard time frame may be required to take additional courses each semester. Such courses may include skill development courses or additional English\communications courses.

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

Grading System

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

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

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

Failing a Course

Any student receiving an F in a course must retake the course. When the course is retaken, it will count as a repeated course. Courses at the College of Court Reporting are offered minimally once every three semesters; many are taught every semester. Students cannot receive funding from Title IV financial aid when repeating a class due to failing that class. If a student receives an F, retakes



the course, and receives a passing grade for the course, both grades will appear on the transcript; and both grades will be calculated in the student's cumulative GPA. The grade of F has a 0.00 value toward the GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

Incompletes

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

Repeating Courses

Students who are enrolled in a skill course such as a shorthand/speed building course may receive a grade for the work completed. Students not fulfilling the top speed requirements in a skill development speed building course (SH130, SH200, SH220, SH230, or SH240) with a high degree of competency may repeat that course in accordance with U.S. Department of Education regulations. Students earn six credits in each required skill development course. Students may receive Title IV funds for repeating a course once in order to improve their skill level if a D- or better was initially earned. Title IV funds are not available for more than one repeat. Students must still meet maximum timeframe for completion SAP requirements and complete the program within maximum allowable attempted credits.

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

Remedial Courses

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

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



Mentor Tests

Tests proctored by mentors are taken to demonstrate mastery of 80 wpm, 120 wpm, 160 wpm, and each exit speed (225 two-voice testimony, 200 jury charge, and 180 literary). The requirements and instructions for these tests are available through the SH130-SH240, SB202 - SB203, and SB202V - SB203V faculty.

Standards of Satisfactory Academic Progress (SAP)

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

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

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

Students are informed of their progress each semester and standards are applied consistently to all students. Those who are not on track to earn a C or higher (2.0 GPA) in any course are notified after Weeks 5 and 10 each semester.

Evaluation of SAP

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

1. Maintain a minimum semester and cumulative grade point average (GPA) of 2.0 or higher;
2. Complete at least 67% of all credits attempted;



3. Be within 150% of the published credits required for program completion.

The Director of Student Services and President/Executive Director review every transcript at the end of every semester to determine if Satisfactory Academic Progress is being maintained. Student who are not meeting minimum SAP requirements are given a warning and placed on warning status the following semester. All teachers are provided a list of students who are on warning status. Students are also reminded by the President/Executive Director or designee about their warning status during semester registration.

Students placed on warning status must improve their performance to meet or exceed stated minimum standards within the warning status period to be considered meeting SAP requirements. The College offers additional assistance to students placed on warning status to achieve this goal. Students are notified by the Director of Student Services by email and by phone at the beginning of any semester they are on warning status. Students are told why and what they need to accomplish to return to good academic standing. The Director of Student Services provides initial academic advising and recommends that each student make an appointment with the President/Executive director to develop a strategy to return to good academic standing.

For financial aid purposes, grades of D- (D minus) or higher are considered completed credits and are calculated in students' semester and cumulative GPA. Withdrawals (W), Incompletes (I), and grades of F (fail), and withdrawal fail (WF) are not considered completed credits and will affect the percentage of credits attempted.

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

Maximum Allowable Credits

The maximum allowable credits that can be attempted to complete a program and remain eligible for federal financial aid are as follows: 127 for the A.A.S. in Court Reporting, 82 for the Certificate in Court Reporting, and 55 credits for the Certificate in Voice Writing. Students will receive a Warning status when they have attempted 75 percent of the maximum allowable credits in their program and each semester thereafter. Students who reach the maximum allowable credits attempted in their program are immediately ineligible for federal financial aid and will need to submit a SAP Appeal for reconsideration. Note: students may only receive an approved appeal (probation) for Maximum Credit Limit one time.

Academic Discipline

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

Academic and/or Financial Aid Warning

1. Students who are not making satisfactory academic progress at the end of a semester will be placed on financial aid warning and will be notified of their financial aid status by the Director of Student Services (or designee) and the Director of Financial Aid (or designated representative in the Financial Aid Department).



2. During the term of financial aid warning, students are eligible for federal financial aid and are encouraged to reevaluate their academic progression toward the completion of their course of study, obtain academic assistance, and other academic support resources to support their academic success.

Academic and/or Financial Aid Disqualification

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

SAP Appeal Process

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

Specific steps on how to appeal are outlined in the disqualification notice. Student are required to submit all of the following by the posted deadlines:

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

Students submit an appeal for review by the SAP Appeal Committee which renders a decision 48 hours. Submission of an appeal does not guarantee the reinstatement of financial aid eligibility. The decision of the SAP Appeal Committee is final. Students may not re-appeal the decision of the SAP Appeal Committee, unless additional information supporting original circumstances are provided.

SAP Appeal Outcomes

Financial Aid Probation Status:

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

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



- a. Maintain a cumulative grade point average (GPA) of 2.0 or higher
- b. Complete 100% of all courses attempted per semester.

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

Disqualification Status:

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

Policies Defining the Effect on Satisfactory Progress

Leaves of Absence

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

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

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

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

Time off for authorized leaves of absence will not impact maximum time frame because no credits are attempted or earned during that period. Student's expected graduation date will be extended in accordance with the amount of time authorized for the leave of absence. The College will complete



the U.S. Department of Education's Return to Title IV calculation for students who are approved for a leave of absence.

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

Withdrawals

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

Withdrawal from Courses

A student may withdraw from any course during the automatic withdrawal period and automatically receive a grade of W by completing and returning a Drop-Add/Withdrawal Form to the Director of Student Services no later than Friday of the eighth week of the semester. The automatic withdrawal period ends on the Friday of the semester's eighth week.

After the automatic withdrawal period, if a student withdraws from a course, they will only be awarded a W grade with the permission of the College. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course at the date of withdrawal. If the student is failing the course at the time of the requested withdrawal, the grade recorded on the date of withdrawal will be F. A W has no impact on the CGPA of a student, but is considered attempted credit. If the student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the student's academic record; and both grades will be calculated in the student's cumulative GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

Procedures for Withdrawing from the College

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

Exit Interview

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

Termination from College

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

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



Students with outstanding balances for tuition, books, or supplies will not be allowed to attend classes; therefore, they are subject to dismissal. Students terminated by the college will receive a written dismissal notice by certified mail.

Continuation as a Non-Regular Student

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

Students cannot receive funding from Title IV financial aid when attending school as a non-regular student. Students may attend all classes and pay the regular tuition out of personal funds. Classification as a non-regular student will be computed in the student's maximum timeframe.

Transfer of Readmitted Student

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

Reinstatement

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

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

Military Leave of Absence Policy

College of Court Reporting follows and conforms to the Higher Education Opportunity Act of 2008, whose regulations were codified under 20 U.S.C Section 1091c and allows post-secondary education students whose education was interrupted by voluntary or involuntary military service the right to readmission to their education program.



If a service member must take a leave of absence because of service in the uniformed services, CCR will readmit service members into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll.

A service member is readmitted:

1. To the same program, unless the service member requests or agrees to admission to another program (if the service members program is no longer offered, CCR will admit the service member to the program that is the most similar);
2. At the same enrollment status (for example, full-time), unless the service member requests or agrees to a different enrollment status;
3. With the same number of credit hours completed, unless the service member is admitted to a different program and the hours are not transferable;
4. With the same academic standing (for example, satisfactory academic progress status);
5. For the first academic year, with the same tuition and fee charges as when the service member left, unless military benefits will pay the increase, but never more than CCR is charging other students; and
6. For subsequent academic years or for a different program, by assessing tuition and fee charges that are no more than CCR is charging other students.

Additionally, CCR will make reasonable efforts at no extra cost to the service member to help him or her become prepared, or to enable him or her to complete the program, including but not limited to, providing refresher courses and/or allowing the service member to retake previous tests.

Electives

The College of Court Reporting offers several courses which may be taken as electives (i.e. not part of the core courses of a program). A student may choose to take an elective in order to repeat a course to improve a grade or take an elective that is outside of their program, as long as prerequisites for those electives are met. Elective courses include:

- SH131 - 60-80 SKILLBUILDER I (3 CREDITS)
- SH132 - 60-80 SKILLBUILDER II (3 CREDITS)
- SH201 - 100-120 SKILLBUILDER I (3 CREDITS)
- SH202 - 100-120 SKILLBUILDER II (3 CREDITS)
- SH221 - 140-160 SKILLBUILDER I (3 CREDITS)
- SH222 - 140-160 SKILLBUILDER II (3 CREDITS)
- SH231 - 160-180 SKILLBUILDER I (3 CREDITS)
- SH232 - 160-180 SKILLBUILDER II (3 CREDITS)
- SH241 - 200-225 SKILLBUILDER I (3 CREDITS)
- SH242 - 200-225 SKILLBUILDER II (3 CREDITS)

Student Faculty Ratios

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



The following is the student-faculty ratio for all CCR programs in 2023 (from the most recent data reported to IPEDS): 15 - 1.

This is a program average; some courses may have lower or higher enrollments than others.

Placement of Graduates

The college appoints a college administrator to oversee graduate placement and employer development. The college offers placement assistance to its students and graduates; however, the college does not guarantee employment. Students and graduates are discouraged from placing restrictions on their job search endeavors regarding location, starting salary, and specific benefits because it may similarly restrict employment options. The college is not responsible for placing students who refuse to prepare a professional résumé and cover letter or conduct themselves in a professional manner (see Dress Code).

Students: Whenever possible the college will assist students in finding part-time work. Because of this, many students are able to defray part of their expenses by working while attending college. Students are also sent a link via email when starting at CCR which provides information about their state's licensure requirements, so they may be fully prepared for what type of certification is required in their state of residence, if any, upon graduation. This information is also posted on CCR's website.

Throughout their program of study, students participate in employment preparation courses, which cover job-seeking and job-keeping skills and techniques. As students near graduation, a résumé is professionally prepared in C210 - Human Relations. Court reporting positions may be announced in high-speed classes, sent via email, or listed in a graduate newsletter.

Graduates: Graduates are encouraged to meet with an administrator in order to discuss their career and professional development. Graduate career services are available for any graduate or non-regular student for as long as they may need them.

Alternative Career Paths

There are many career paths available for students who take the course of study as outlined for the A.A.S. Degree in court reporting, the certificate in court reporting, and the certificate in voice writing. As students' progress, many decide they prefer one career path over the others. Students must be reminded that the same basic skill set is the same for all career paths. Listed below are some of the careers for entry-level court reporters:

Freelance reporters are hired by attorneys, corporations, unions, associations, and other individuals. Students entering this career should have an interest in law and legal proceedings.

Official court reporters work for state and federal judicial systems. Students entering this career should have an interest in law and legal proceedings.

Broadcast captioners provide captions of live television programs for deaf and hard-of-hearing viewers. Reporters must have excellent vocabulary, communication, and real-time translation skills. Current events and all general education courses are essential.



A version of the captioning process called Communication Access Realtime Translation (CART) allows court reporters to provide more personalized services for deaf and hard-of-hearing people. CART providers commonly caption classes for college students. CART reporters must have excellent vocabulary, communication, and real-time translation skills. Current events and all general education courses are essential.

Legislative reporting is a very prestigious and vitally important position and requires a person interested in government and the legislative process.

International reporting is worldwide and requires a person who likes to travel. Knowing foreign languages is very helpful.

Webcasters are reporters who use their training to capture financial earnings reports, sales meetings, press conferences, product introductions, and technical training seminars and instantly transmit the captions to all parties involved via the Internet.

Transcripts and Diplomas

All students' records and official transcripts may be obtained by written request by the student. Records will be sent for a \$25 service fee per record. Diplomas will be issued at the end of the semester in which a student completes the entire requirements for their program of study. They cannot be ordered until all bills are paid and documentation is complete. It may take two months or longer after the graduation date before diplomas are issued to graduates.

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

Class Schedule

The college is open Monday through Thursday, 8:00 a.m. to 5:00 p.m. Central Time, and Friday, 8:00 a.m. to 4:00 p.m. Central Time, unless otherwise posted. Students enrolled in online courses are required to attend live classes at specified times as required by individual instructor's class policy. Live online classes are typically scheduled Monday through Thursday, 6:00 p.m. to 9:15 p.m. Central Time. Each live class is 60 minutes in length. Each course typically consists of one live class each week. Each semester consists of 15 academic weeks and lasts approximately four months.

Credit Hours

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

Except as provided in [34 CFR 668.8\(k\)](#) and [\(l\)](#), a credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that—

(1) Reasonably approximates not less than—

- (i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
- (ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including



laboratory work, internships, practicals, studio work, and other academic work leading to the award of credit hours; and

(2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels. 34 C.F.R. 600.2

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

A credit hour represents three hours of course work per week, either in or out of class, for a 15-week semester. Therefore, a one-credit academic lecture course requires three hours of required course work per week for each of 15 weeks during the semester, a two-credit hour course requires six hours per week, and a three-credit hour course requires nine hours per week. Most three-credit hour courses meet live one hour a week each week for the 15- week semester. A course composed of lab hours meets two hours a week with another hour of outside coursework per week for each credit hour. Skill development and computer courses are a combination of lecture and lab. A court reporting steno internship requires 60 hours for each credit hour awarded to the student. A voice writing internship may be completed by performing 60 hours for each credit hour awarded to the student, however there are other options available to complete the certificate in voice writing.

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

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

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



performing 60 hours for each credit hour awarded to the student, however there are other options available to complete the certificate in voice writing.

Course Numbering System

Courses are numbered according to the following plan:

The letter prefix before a course indicates the type of course: C=communication courses, CR=court reporting academic courses, SH=shorthand, SB=shorthand (certificate program)/voice-to-text, M=medical, LT=legal terminology, T=technology and computer courses, TE=Text Entry, and VB=Voice Theory.

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

Curriculum Requirements

Certificate in Voice Writing

3 Semesters – 37 Credit Hours – 45 Academic Weeks

Program Objective: Completers of the Certificate in Voice Writing program are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative and government reporters, and real-time reporters. They are employed by law firms, court reporting agencies, the government, universities and other educational bodies, and private businesses. Many court reporters work in the freelance field and are self-employed. This skill is used in a variety of occupations within the legal field as well as CART for the Deaf and Hard-of-Hearing communities. Students receiving their Certificate in Voice Writing must complete all classes as well as all graduation requirements.

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

Semester I:	Credits VB101 Introduction to Voice Theory 6 CR100 Court Reporting English 3 C130 Advanced Communications 3 Semester Credits 12
Semester II:	Credits SB202-V Speedbuilding II 6 CR120 Court Reporting Processes and Development 3 CR110-V Introduction to Realtime Technology 3 Semester Credits 12
Semester III:	Credits SB203-V Speedbuilding III 6 CR210-V Technology I 3 CR280 -V CSR/CVR Preparation 3 CR290 -V Courtroom/Court Reporting Practicum 1 Semester Credits 13
	Total Credits 37

Electives:

SH131 60-80 Skillbuilder I



SH132 60-80 Skillbuilder II
 SH201 100-120 Skillbuilder I
 SH202 100-120 Skillbuilder II
 SH221 140-160 Skillbuilder I
 SH222 140-160 Skillbuilder II
 SH231 160-180 Skillbuilder I
 SH232 160-180 Skillbuilder II
 SH241 200-225 Skillbuilder I
 SH242 200-225 Skillbuilder II

Certificate in Court Reporting

5 Semesters – 55 Credit Hours – 75 Academic Weeks

Program Objective: Completers of the Certificate in Court Reporting program are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative and government reporters, and real-time reporters. They are employed by law firms, court reporting agencies, the government, universities and other educational bodies, and private businesses. Many court reporters work in the freelance field and are self-employed. This skill is used in a variety of occupations within the legal field as well as CART for the Deaf and Hard-of-Hearing communities. Students receiving their Certificate in Court Reporting must complete all classes as well as all graduation requirements.

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

Semester I:	Credits SB101 Realtime Theory I (for Machine Shorthand) 6 CR100 Court Reporting English 3 Semester Credits 9
Semester II:	Credits SB102 Realtime Theory II (for Machine Shorthand) 6 C260 Personal Finance 3 C130 Advanced Communications 3 Semester Credits 12
Semester III:	Credits SB201 Speedbuilding I 6 CR110 Introduction to Realtime Technology 3 CR120 Court Reporting Processes and Development 3 Semester Credits 12
Semester IV:	Credits SB202 Speedbuilding II 6 CR210 Technology I 3 TE201 Advanced Transcript Production 3 Semester Credits 12
Semester V:	Credits SB203 Speedbuilding III 6 CR280 CSR/RPR Preparation 3 CR290 Courtroom/Court Reporting Practicum 1 Semester Credits 10
	Total Credits 55

**Electives:**

SH131 60-80 Skillbuilder I
SH132 60-80 Skillbuilder II
SH201 100-120 Skillbuilder I
SH202 100-120 Skillbuilder II
SH221 140-160 Skillbuilder I
SH222 140-160 Skillbuilder II
SH231 160-180 Skillbuilder I
SH232 160-180 Skillbuilder II
SH241 200-225 Skillbuilder I
SH242 200-225 Skillbuilder II

A.A.S. Degree in Court Reporting**7 Semesters – 85 Credit Hours – 105 Academic Weeks**

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

This course of study meets or exceeds all requirements of the National Court Reporters Association and the National Verbatim Reporters Association. Students must take at least 12 credit hours per semester to qualify as a full-time student.

Sample schedule (specific student schedules are dependent on courses offered): Courses identified as General Education are indicated with an asterisk (*).

Semester I:	Credits *C110 Foundations of Language and Writing 3 *LT200 Foundations of Law 3 SH100 Theory I(Machine Shorthand) 6 Semester Credits 12
Semester II:	Credits *C100 Communications 3 *C160 Culture & Society 3 SH120 Theory II (Machine Shorthand) 6 Semester Credits 12
Semester III:	Credits T110 Court Reporting Transcript Production 3 *MT100 Medical Terminology/Related Anatomy 3 SH130 Skill Development III 6 (80/100/120/140) Semester Credits 12



Semester IV:	Credits *C210 Human Relations 3 T210 Introduction to Realtime Technology 3 SH200 Skill Development IV 6 (100/120/140/160) Semester Credits 12
Semester V:	Credits CR200 Court Reporting Procedures 3 CR210 Technology I 3 SH220 Skill Development V 6 (120/140/160/180) Semester Credits 12
Semester VI:	Credits CR280 CSR/RPR Preparation 3 TE201 Advanced Transcript Production 3 SH230 Skill Development VI 6 (140/160/180/200) Semester Credits 12
Semester VII:	Credits CR290 Courtroom/Court Reporting Practicum 1 *C150 Vocabulary and Usage 3 *C260 Personal Finance 3 SH240 Skill Development VII 6 (160/180/200/225) Semester Credits 13
	Total Credits 85

Electives:

SH131 60-80 Skillbuilder I
SH132 60-80 Skillbuilder II
SH201 100-120 Skillbuilder I
SH202 100-120 Skillbuilder II
SH221 140-160 Skillbuilder I
SH222 140-160 Skillbuilder II
SH231 160-180 Skillbuilder I
SH232 160-180 Skillbuilder II
SH241 200-225 Skillbuilder I
SH242 200-225 Skillbuilder II

Description of Courses

Theory and Skill Development Courses for Court Reporting

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

SB201, SB202, SB203, SB202V, SB203V, SH130, SH200, SH220, SH230, and SH240 are courses where students are placed in appropriate speed building classes of court reporting testimony,



literary, jury charge-legal opinion, and medical classes. In order to give students, the most effective means of skill and speed development, students are placed in skill-building classes according to their tested speed.

Literary, Jury Charge-Legal Opinion, and Testimony Speed Classes

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

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

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

All evaluations except for exit speeds will be transcribed in 60 minutes or less. Students will be allowed 75 minutes for exit-speed evaluations. A punctuation grade will be given on each evaluation. Material will be a minimum of 1.4 syllabic density. The individual dictation classes fulfill the requirements for SB201, SB202, B203, SB202V, SB203V, SH130, SH200, SH220, SH230, and SH240.

VB101 – Introduction to Voice Theory (6 Credits)

This is a comprehensive course that covers real-time translation theory in the voice writing certificate program. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds using an accepted technology. Students will develop listening and concentration skills, which will aid in accuracy and speed. Students will begin speed building with a high degree of accuracy. Grades for this course will be based on skill and knowledge.

PREREQUISITE: None.

SB101 – Realtime Theory I (6 Credits)

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



SB102- Realtime Theory II (6 Credits)

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

Prerequisite: SH100 or SB101.

SB201 – SpeedBuilding I (6 Credits)

Students develop their real-time translation skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Grades for this course will be on shorthand skill, weekly transcription, and punctuation grades on dictation evaluations. Students will complete the requirements for this course after passing 5-minute tests at 120QA, 120JC, and 120L.

Prerequisite: SB102 or SH120.

SB202 – SpeedBuilding II (6 Credits)

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

SB202-V – SpeedBuilding II (6 Credits)

Students will continue to develop their skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Grades for this course will be based on skill, weekly transcriptions, and punctuation grades on dictation evaluations. Students will complete the requirements for this course after passing 5-minute tests at 180QA, 160JC, 160L, and 160 wpm mentor requirement. Prerequisite: VB101 or SB201 or SH220.

SB203 - SpeedBuilding III (6 Credits)

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

SB203-V - SpeedBuilding III (6 Credits)

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



SH100 – Theory I (6 Credits)

This is an introduction to conflict-free real-time translation basic theory of the shorthand machine. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds through the fingers to the keyboard. Students learn to read from plated notes at a rapid rate of speed. Students will develop listening and concentration skills, which will aid in machine shorthand writing. Though there is no speed requirement for SH100, students will be introduced to gradual speed building with a high degree of accuracy. Grades for this course will be based on shorthand skill and knowledge. Prerequisite: None.

SH120 - Theory II (6 Credits)

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

SH130 – Skill Development III (6 Credits)

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

SH131 - 60-80 Skillbuilder I (3 Credits)

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

SH132 - 60-80 Skillbuilder II (3 Credits)

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

SH200 – Skill Development IV (6 Credits)

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



shorthand skill, weekly transcriptions, and punctuation grades on dictation evaluations.
Prerequisite: SH130.

SH201 - 100-120 Skillbuilder I (3 Credits)

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

SH202 - 100-120 Skillbuilder II (3 Credits)

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

SH220 – Skill Development V (6 Credits)

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

SH221 - 140-160 Skillbuilder I (3 Credits)

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

SH222 - 140-160 Skillbuilder II (3 Credits)

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

SH230 – Skill Development VI (6 Credits)

Students will continue with high-speed dictation classes using real-time translation technology. They will have eight hours of dictation every week in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will be in a variety of speed building classes a minimum of 8 hours a week and will be required to devote a minimum of 18 hours per week on skill and speed development. Students will take simulated Certified Realtime Reporter (CRR) tests, and they will transcribe ten pages of transcript in two hours with 95 percent accuracy involving multiple



speakers. Grades for this course will be based on shorthand skill, weekly transcriptions, and punctuation grades on dictation. Prerequisite: SH220.

SH231 - 160-180 Skillbuilder I (3 Credits)

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

SH232 - 160-180 Skillbuilder II (3 Credits)

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

SH240 – Skill Development VII (6 Credits)

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

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

SH241 - 200-225 Skillbuilder I (3 Credits)

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

SH242 - 200-225 Skillbuilder II (3 Credits)

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



Academic Court Reporting Courses

CR100 – Court Reporting English (3 Credits)

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

CR110 – Introduction to Realtime Technology (3 Credits)

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

CR110-V - Introduction to Realtime Technology (3 Credits)

This course prepares students to complete transcripts using functionality available in their computer-aided transcription software. By the completion of this course, students will be able to back up, import/export, and print transcript material; modify, create, and use various dictionaries; modify and create and insert files and auto includes for such items as title pages and certificate pages; properly create speaker lists; automatic indexing; and utilize time-saving editing shortcuts. Students will learn to maintain their software and troubleshoot both software and hardware issues. Prerequisites: CR100, VB101.

CR120 – Court Reporting Processes and Development (3 Credits)

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

CR200 – Court Reporting Procedures (3 Credits)

Students will be introduced to a variety of topics necessary for the working reporter. They will learn how to transcribe multivoice dictation using various acceptable forms. They will understand their role in the judicial process and learn the difference between reporting trials, depositions, statements, and hearings. They will learn to interrupt a speaker, various oaths for swearing a witness, research citations, report voir dire, set up a library and use reference materials, study the NCRA Code of Ethics, report on interpreted proceedings, certified questions, and prepare a



deposition transcript. Students discuss video applications for court reporters, real-time transcribing, and the latest technological advances in court reporting including an overview in litigation support and its role in the judicial process. Students will transcribe ten pages of transcript in two hours with 95 percent accuracy involving multiple speakers. This project includes a title page, index, opening statements, closing arguments, direct and cross-examination, parentheticals, colloquy, and certification pages. They will discuss the profession and related job opportunities. Students will create a formbook/portfolio which includes various title pages, indexes, and certificates from various freelance and official reporters. Students will review legal terminologies and have quizzes over legal words, which have been assigned. Prerequisites: T110, SH130

CR210 – Technology I (3 Credits)

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

CR210-V - Technology I (3 Credits)

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

CR280 - CSR/RPR Preparation (3 Credits)

This is a course for advanced court reporting students preparing to enter the court reporting field as a certified court reporter. During the second year of school, students will prepare for the national test, the Registered Professional Reporter (RPR), and state tests, the Certified Shorthand Reporter (CSR). They will review all academics and take previous tests for review and evaluation. These tests will be given once a week during the 15-week semester. To prepare for the weekly tests, students will review punctuation, grammar, spelling, word usage, legal and medical terminologies, court reporting procedures, technology, and court reporting ethics. Prerequisites: Recommended minimum speeds: 160L, 180JC, and 200QA; and CR100, C130, CR120, CR110, SB202 (Steno Certificate Students); LT200, MT100, SH220, CR200, T210 (Steno degree Students).

CR280-V - CSR/CVR Preparation (3 Credits)

This is a course for advanced voice court reporting students preparing to enter the court reporting field as a certified court reporter. During the second year of school, students will prepare for the national test, the Certified Verbatim Reporter (CVR), and state tests, the Certified Shorthand Reporter (CSR). They will review all academics and take previous tests for review and evaluation. These tests will be given once a week during the 15-week semester. To prepare for the weekly tests, students will review punctuation, grammar, spelling, word usage, legal and medical terminologies, court reporting procedures, technology, and court reporting ethics. Prerequisites: Recommended minimum speeds: 160L, 180JC, and 200QA; and CR100, C130, CR120, CR110-V, SB202-V.



CR290 – Courtroom/Court Reporting Practicum (1 Credit)

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

CR290-V – Courtroom/Court Reporting Practicum (1 Credit)

Students begin an on-the-job internship when they pass the five-minute 180 wpm two-voice testimony SAP requirement. Students will spend 60 hours of actual time voice writing under the supervision of working reporters. Interns will apply all aspects of court reporting procedures: swearing in witnesses, marking exhibits, making a title page, index page, certification page, direct and cross-examination, and parentheticals. They will learn to mark, index, and store notes. Students will transcribe at least 50 pages of a trial and/or deposition, which may be reviewed by the official or freelance reporter and graded by the court reporting instructor. Alternatively, students who obtain national or state certification or obtain employment in a court reporting field, including but not limited to CART, captioning, freelance, official, or transcription will have satisfied all of the requirements of the internship. Verification of alternatives must be supplied and approved. Prerequisites: One 5-minute 180 wpm two-voice testimony SAP Evaluation; and CR120, SB203-V.

Academic and General Education Courses

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

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

***C100 – Communications (3 Credits)**

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

***C110 – Foundations of Language and Writing (3 Credits)**

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

C130 – Advanced Communications (3 Credits)

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



*C150 – Vocabulary and Usage (3 Credits)

This is a vocabulary and usage course for real-time court reporting students. Students will study proper English usage with an emphasis on words that are frequently confused and misused.

Prerequisite: None.

*C160 – Culture & Society (3 Credits)

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

*C210 – Human Relations (3 Credits)

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

*C260 – Personal Finance (3 Credits)

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

*LT200 – Foundations of Law (3 Credits)

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

*MT100 – Medical Terminology/Related Anatomy (3 Credits)

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

T110 – Court Reporting Transcript Preparation (3 Credits)

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



parentheticals; colloquy; and certification pages. Prerequisites: SH120, C100, C110, and 5-minute 60 QA.

T210 – Introduction to Realtime Technology (3 Credits)

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

TE201 – Advanced Transcript Production (3 Credits)

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

Staff and Faculty

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Faculty

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

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Accreditation and Approvals

The College of Court Reporting is accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, DC 20036,
Telephone: (202) 234- 5100
Website: <http://www.deac.org>

The College of Court Reporting is authorized by:
The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Website: <https://www.in.gov/che/>
Website: <https://www.in.gov/bpe/>

The College of Court Reporting programs are approved by:
National Court Reporters Association (NCRA)
12355 Sunrise Valley Drive
Suite 610
Reston, VA 20191
(800) 272-NCRA
Web Site: <https://www.ncra.org>

The College of Court Reporting is approved by the:
Indiana State Approving Agency for Veterans Training to train veterans and their qualified dependents who are eligible for Veterans Administration educational benefits. More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

The College of Court Reporting is registered as an out-of-state institution with the [California Bureau for Private Postsecondary Education](#).

The College of Court Reporting participates in SARA and is authorized to offer programs in member states that have agreed to adhere to comparable national standards for interstate offerings of postsecondary distance education courses and programs. This reciprocity process among member states endeavors to ensure high quality standards in relation to state authorization for distance learning. The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a private, nonprofit organization that helps expand students' access to postsecondary educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs through SARA. NC-SARA contact information: 3005 Center Green Drive, Suite 130, Boulder, Colorado, 80301, Telephone: (720) 680-1600, Website: <https://nc-sara.org/>



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Senior Director of Justice Solutions at For The Record, Ltd.
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Lisa Thomas, MBA

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Rosie DeLuca Miller, MBA

Director of Operations
Express Deposition Services
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Academic Calendar

2025 Academic Calendar

Date	Event
January 1	CCR Offices Closed — New Year's Day
January 6	January Semester Begins / Classes Resume
January 20	Martin Luther King Jr. Day — Classes in Session
January 31 – February 7	Test Rally
February 7	October Semester Ends
February 8–16	Semester Break

2026 Academic Calendar

Date	Event
January 5	January Semester Begins / Classes Resume
January 19	Martin Luther King Jr. Day — Classes in Session
January 30 – February 6	Test Rally
February 6	October Semester Ends
February 7–15	Semester Break
February 16	February Semester Begins / Classes Resume



February 17	February Semester Begins / Classes Resume
March 14–21	Test Rally
March 21	November Semester Ends
March 22–30	Semester Break
March 31	March Semester Begins / Classes Resume
April 17	Ten-Page Transcript
April 18	CCR Closed — No Classes
April 25 – May 2	Test Rally
May 2	January Semester Ends
May 3–11	Semester Break
May 12	May Semester Begins / Classes Resume
May 26	Memorial Day — CCR Closed / No Classes
June 6–13	Test Rally
June 13	February Semester Ends
June 14 – July 6	Semester Break
July 7	July Semester Begins / Classes Resume
August 1–8	Test Rally
August 8	March Semester Ends
August 9–17	Semester Break
August 18	August Semester Begins / Classes Resume
August 28	Ten-Page Transcript
September 1	Labor Day — CCR Closed / No Classes
September 12–19	Test Rally
September 17	Constitution Day
September 19	May Semester Ends
September 20 – October 5	Semester Break
October 6	October Semester Begins / Classes Resume
October 13	Columbus Day — Classes in Session

March 13–20	Test Rally
March 20	November Semester Ends
March 21–29	Semester Break
March 30	March Semester Begins / Classes Resume
April 3	CCR Offices Closed — No Classes
April 9	Ten-Page Transcript
April 24 – May 1	Test Rally
May 1	January Semester Ends
May 2–10	Semester Break
May 11	May Semester Begins / Classes Resume
May 25	CCR Offices Closed — No Classes
June 5–12	Test Rally
June 12	February Semester Ends
June 13 – July 5	Semester Break
July 6	July Semester Begins / Classes Resume
July 31 – August 7	Test Rally
August 7	March Semester Ends
August 8–16	Semester Break
August 17	August Semester Begins / Classes Resume
August 27	Ten-Page Transcript
September 7	Labor Day — CCR Offices Closed / No Classes
September 11–18	Test Rally
September 17	Constitution Day
September 18	May Semester Ends
September 19 – October 4	Semester Break
October 5	October Semester Begins / Classes Resume
October 12	Columbus Day — Classes in Session
October 30 – November 6	Test Rally



October 31 – November 7	Test Rally
November 7	July Semester Ends
November 8–16	Semester Break
November 17	November Semester Begins / Classes Resume
November 27–28	Thanksgiving — CCR Offices Closed / No Classes
December 4	Ten-Page Transcript
December 12–19	Test Rally
December 19	August Semester Ends
December 20 – January 4	Semester Break

November 6	July Semester Ends
November 7–15	Semester Break
November 16	November Semester Begins / Classes Resume
November 26–27	Thanksgiving — CCR Offices Closed / No Classes
December 3	Ten-Page Transcript
December 11–18	Test Rally
December 18	August Semester Ends
December 19 – January 3	Semester Break