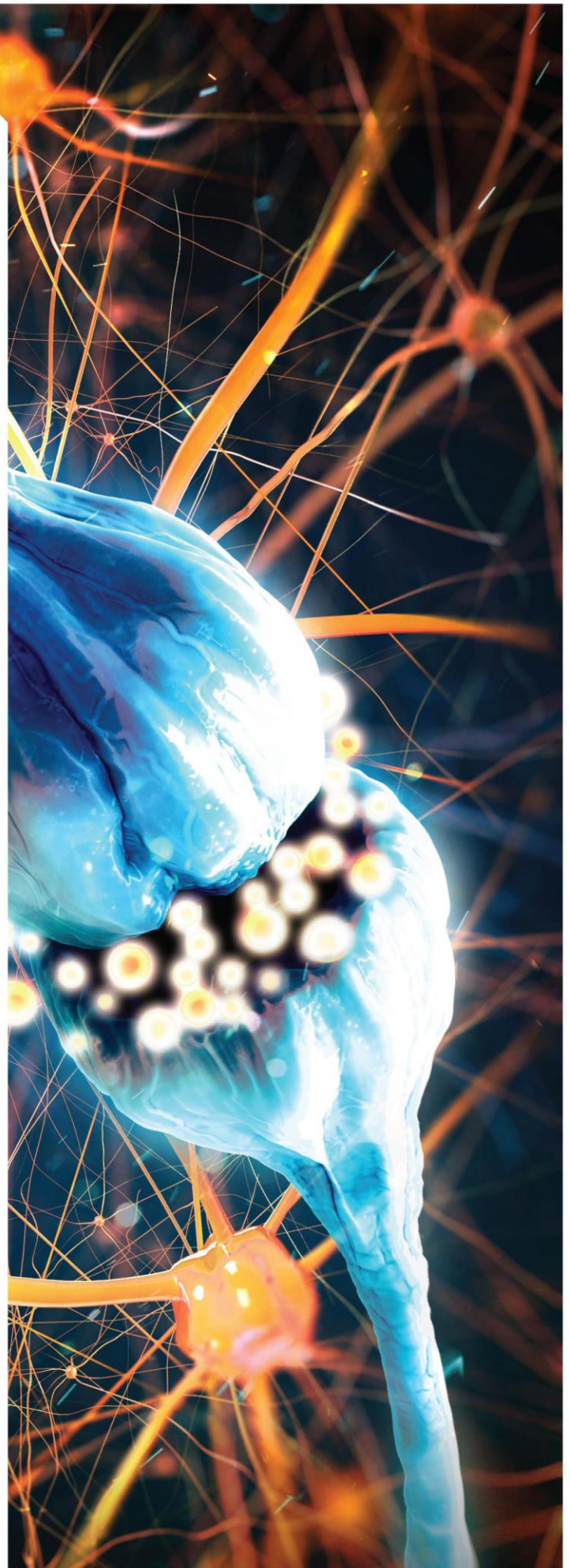


# STUDENT CATALOG

VOLUME II  
2021 - 2022



# Welcome to Carrick Institute

As Dean of our Graduate School, I am delighted to welcome you to the Carrick Institute. We are a forward-looking educational institution that is committed to providing a current evidence based curriculum of study that is meaningful to our global community. Our scholar's experience centers on an excellent learning environment that utilizes latest technology and pedagogical expertise that facilitates mastery of difficult subject material.

Our Masters of Science in Clinical Neuroscience Degree Program provides our scholars with the skills to enable them to succeed as academics, clinicians, teachers and researchers.

On behalf of our distinguished faculty, scholars and alumni I am pleased to welcome you to our Carrick Institute Family.

Dr. Frederick R Carrick  
DC, PhD, MS-HPEd



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## 1.0 Carrick Institute Overview

### 1.1 Mission Statement and Overview

The Carrick Institute is an independent, post-secondary, master's degree institution dedicated to delivering challenging and high-quality clinical neuroscience educational experiences to a diverse group of dedicated professionals. The Carrick Institute provides its post-secondary degreed students with an opportunity to prepare themselves with new and additional educational opportunities in the field of clinical neuroscience. Through the guidance of the faculty at the Institute, theoretical aspects, as well as practical and creative applications in clinical neuroscience procedures are addressed in the curriculum and reinforced with other practicing professionals in the clinical neuroscience field.

Carrick Institute creates and delivers a truly distinctive clinical neuroscience program and clinical neuroscience support services that develop:

- \* High Performance Leadership—An ability to confidently lead oneself and others for sustainable high performance.
- \* Global Effectiveness—An ability to perform effectively across cultures in addressing critical clinical neuroscience technology challenges.
- \* Clinical neuroscience mastery—An ability to enhance personal and organizational performance through the study of clinical neurological technology.
- \* An Innovative Mindset—An ability to think and act creatively in the field of clinical neuroscience technology.
- \* Clinical Neuroscience Expertise—An ability to contribute strategically through highly developed functional clinical neuroscience technology skills.
- \* Professional Curriculum—An ability to learn from academic and educational principles based upon and sensitive to clinical neuroscience technology needs.
- \* Professional Faculty—An ability to work with academic and research clinical neurologists, as well as working with practicing professional working clinical neurologists.
- \* Educational Exchange—An ability to work with other professional clinical neurologists with opportunities for international educational exchange.

### 1.2 Nondiscrimination Statement

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any such acts are unacceptable and strictly prohibited by Carrick Institute.

## The Facility

Carrick Institute is located at 8910 Astronaut Boulevard, Suite 102, in Cape Canaveral, Florida. The institute's facility consists of 2300 square feet and houses the administrative offices, film and audio studios and classrooms. The institute also has 1730 square feet available for the institution to use for conference space as needed. The institute has ample parking for faculty, staff and students and includes kitchen catering facilities and washroom facilities for large numbers of people. Carrick Institute provides its instruction solely through distance education methods.

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## Learning Management System - D2L

Carrick Institute Learning Management System, D2L, is the online portal that allows interaction between students and faculty, course assignment postings, interaction in both synchronous and asynchronous learning models, testing, grading and attendance tracking. It has been designed to allow the global interaction of Carrick Institute scholars that hail from around the world with various speeds of internet connections and availability. The unique design of D2L Learning Management System promotes state of the art audio, video in high definition and streaming without interruption or pauses at all internet bandwidths.

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## Library Resources

Students will be given the Carrick Institute's library access to MEDLINE®, which contains journal citations and abstracts for biomedical literature from around the world. Carrick Institute Library provides free access to MEDLINE® and links to most full text articles. The Master of Science in Clinical Neuroscience will depend upon current and contemporary literature published in the peer reviewed indexed literature and provided to students as publication occurs.



## 2.0 Administration

### 2.1 Board of Directors

Carrick Institute is a privately held Florida corporation. The Institute is governed by the Board of Directors, which is located in Cape Canaveral, Florida. The operation of the Institute is coordinated by the officers of the corporation, appointed by the Board of Directors. The current Board of Directors is as follows:

<u>Board of Directors</u>
1) Dr. Frederick Carrick
2) Tricia Carrick
3) Michael Buddagher

### 2.2 The Staff

- **Tricia Carrick**- *President*
- **Dr. Frederick Carrick**- *Chancellor and Dean of Academics*
- **Rebecca Robillard**- *Registrar and Student Accounts*
- **Maria Berberan**- *Director of Admissions*
- **Tricia Carrick**- *Director of Student Services*
- **Samantha Tonder**- *Director of Placement*
- **Dr. Freddys Garcia**- *Director of IT*
- **Cynthia Dadd**- *Librarian*

### 2.3 The Faculty

- **Dr. Nouf Al-Rumaihi**  
 Bachelor of Medicine and Surgery (MD) – *King Saud University* – 2012  
 Master of Science in Project Management – *Northeastern University* – 2018  
 Master of Science in Medical Education – *MGH Institute of Health Profession* – 2018
- **Dr. Kenneth Andersen**  
 Master of Science in Human Physiology – *University of Copenhagen* – 2011  
 Doctor OF Health Sciences – *University of Southern Denmark* – 2016
- **Dr. Kelsey Brenner**  
 Bachelor of Science in Mathematics and Pre-Med – *Wagner College* – 2011  
 Doctor of Chiropractic – *Life University* – 2015

- **Dr. Lynn Carlson**  
Bachelor of Science in Kinesiology – *University of Massachusetts* – 1984  
Doctor of Chiropractic – *Life Chiropractic College West* – 1996
- **Dr. Frederick Carrick**  
Master of Health Profession Education – *Harvard Macy/MGH Institute* – 1979  
Doctor of Philosophy – *Walden University* – 1996  
Doctor of Chiropractic – *Canadian Memorial Chiropractic College* – 2017
- **Dr. David Clark**  
Bachelor of Science in Education – *University of Oklahoma* – 1994  
Doctor of Chiropractic – *Parker College of Chiropractic* – 2002
- **Dr. David Joseph**  
Bachelor of Art in Chemistry – *Susquehanna University* – 1984  
Master of Science in Bioscience Biophysics – *Michigan State University* – 1986  
Doctor of Physiology – *Michigan State University* – 1990
- **Dr. Trevor Eason**  
Bachelor of Science in Human Physiology – *Palmer College of Chiropractic* – 2015  
Doctor of Chiropractic – *Palmer College of Chiropractic* – 2017
- **Dr. Monaam Jemni**  
Master of Science in Exercise Physiology and Biomechanics – *University of Rennes 2* – 1996  
Doctor of Exercise Physiology – *University of Rennes 2* – 2001
- **Dr. Palita Lungchukeit**  
Master of Science in Health Professions Education – *MGH Institute of Health Professions* – 2018  
Doctor of Medicine – *Mahidol University* – 2008
- **Dr. Kinda Najem**  
Master in Health Professionals Education – *Mass General Hospital Institute for Health Professionals* – 2018  
Doctor of Medicine – *Université de Montréal* – 2010
- **Dr. Mike Nelson**  
Bachelor of Art in Chemistry – *College of St. Scholastica* – 1995  
Master of Science in Mechanical Engineering – *Michigan Technological University* – 1999  
Doctor of Kinesiology and Exercise Physiology – *University of Minnesota* – 2014
- **Dr. Elena Oggero**  
Doctor of Mechanical Engineering – *The Ohio State University* – 2000



- **Dr. Guido Pagnacco**  
Doctor of Mechanical Engineering – *The Ohio State University* – 2000
- **Dr. Emanuel Russo**  
Bachelor of Science in Clinical Psychology – *Sapienza University of Rome* – 2009  
Doctor of Cognitive Psychology and Psychophysiology – *Sapienza University of Rome* – 2012
- **Dr. Tomas Stangel**  
Doctor of Chiropractic – *Palmer College of Chiropractic* – 1991
- **Dr. David Traster**  
Bachelor of Science in Hospitality – *Boston University* – 2006  
Doctor of Chiropractic – *Life University* – 2014
- **Dr. Mohamud Verjee**  
Bachelor of Science in Biochemistry – *University of Dundee* – 1973  
Bachelor of Medicine and Surgery (MD) – *University of Dundee* – 1978  
Master of Business Administration – *University of Cumbria* – 2017



# Master of Science in Clinical Neuroscience



Carrick Institute Master of Science in Clinical Neuroscience Program is a 30-credit hour degree program that focuses on the scientific study of how the nervous system develops, is organized, and what it does. Our curriculum combines biology, psychology and natural sciences with a clinical perspective of neuroscience in health care. We use a flipped classroom and an interactive online pedagogy designed to maximize learning and establish lifelong scholarly behavior. Our scholars interact online through the Carrick Institute Learning Portal, where they will find assignments, literature, clinical case videos and supplementary learning materials.

Our Master of Science in Clinical Neuroscience Program is an interdisciplinary course of study emphasizing an evidence-based approach to the brain and nervous system specific to its impact on human function in health and disease. The course of study addresses the structural, molecular, physiological, cognitive and behavioral aspects of the brain and nervous system. A Capstone project representing an in-depth current literature research report in the area of Clinical Neuroscience is required for each student.

## Program Objectives

Carrick Institute Master of Science in Clinical Neuroscience Degree is designed to train healthcare professionals to serve as clinical neuroscientists and conduct research into the study and function of the human nervous system. Graduates are expected to be able to use their knowledge of the human brain and nervous system to support individuals with neurological conditions through evidence-based procedures of diagnoses and treatment. The Master of Science in Clinical Neuroscience Degree also prepares individuals to serve as healthcare professional educators and faculty members at universities in both the clinical and basic sciences.



## Frequency of Lessons

Instruction takes place online in an asynchronous manner - this means students are not required to be logged into the system at any particular time of the day or week. Rather, students have the freedom to select the most convenient days and times to participate. Discussion boards will close at the end of each week - after 11:59p.m. on Sunday evenings, students will be able to view all posts after that time but will not have the ability to make additional posts. Only substantive comments made in the discussion boards will contribute towards a student's participation grade.

## Modes of Instruction

100% Online Instruction delivered by qualified instructors to teach the online coursework. No courses will be taught at any academic facility as instruction is 100% online.

## Length of Program

30 Semester Credit Hours

### 3.3 Courses

#### Course # NSM511: The Central Nervous System

##### 3 Credit Hours

#### Course Description

The objectives of this course are to empower the student with a clinically based approach to understanding the central nervous system of humankind. The complexity of the nervous system will be understood from the microscopic to macroscopic levels. The divisions of the nervous system that can be visualized with and without magnification or imaging will be explored in a fashion that will allow a mastery of functional neurological systems. The course promotes an in-depth understanding of how nerve cells manipulate the information of a complex system. The metabolic rates of the nervous system demanded understanding of biomolecules and ions against an energy gradient. Central to a clinical exploration of the nervous system is an understanding of how humankind receives information from other nerve cells and from the environment. When information is received it must be processed and sent to other areas of the nervous system and beyond. The student will understand neuronal communication in both health and disease. This understanding will be based upon applications central to receiving, processing and sending information in the central nervous system.

#### Course Content:

- Central nervous system structure and function
- Electrical properties of neurons
- Neurochemistry and the nervous system
- Localization of function in the central, peripheral and visceromotor nervous systems
- Clinical anatomy of the nervous system
  - Spinal cord
  - Medulla oblongata
  - Pons and cerebellum
  - Midbrain
  - Thalamus
- Communication and pathways
- Blood brain barrier
- Functional relationships between neurological systems
- Clinical presentations of neurological disorders
- Effector organs and central controls
- Diagnostic imaging

#### Course # NSM512: The Development and Communication in the Nervous System

##### 3 Credit Hours

#### Course Description

The objectives of this course are to create a comprehensive understanding of the development of the embryology and malformation of the human system. The student will master the clinically relevant events of human development divided into trimesters of pregnancy. Key to this understanding are clinical applications associated with the development of connections of communication between neurons and associated brain experiences. The relationship between areas of the peripheral and central nervous system are presented specific to the development of the cerebral cortex. Plasticity of the nervous system as a consequence of activation is central to the understanding of maximizing human function. The functional maturity of the brain

will be understood as a consequence of the development of communication through synaptic connections in the nervous system. Students will gain a contemporary knowledge of the adaptability of communication through activation and modulation of synapses. An understanding of the development and classification of receptors in the nervous system will promote an understanding of the applications and the contraindications to various pharmaceutical compounds. Students will understand the concepts of long-term potentiation, learning and executive functionality. The functional relationships of the cerebrospinal fluid and the development of the ventricular system of the brain will be presented with clinical applications.

Course Content:

- Development of the central nervous system
- Clinical relationships of the vertebral column and spinal cord
- Clinical relationships between the brainstem, cerebellum, thalamus and cerebral cortex
- Congenital deficits
- Relationship of the diencephalon and cerebral hemispheres
- Development of the peripheral nervous system
- Ganglia of the Peripheral and Cranial Nerves
- Brain development and the relationship of the ventricular system
- Clinical conditions involving developmental abnormalities of the ventricular system

**Course # NSM513: Spinal Cord and Brain Stem Functionality and Cerebral Vascular Systems**

**3 Credit Hours**

**Course Description**

The objectives of this course are to create a comprehensive understanding of the structure and function of the brainstem and with emphasis on spinal cord the vascular system. The student will understand the myriad of pathology that can occur within the cranial vault that are associated with pathology or functional adaptation of the vascular system. The patterns of functional changes associated with cerebrovascular pathology are central to an understanding of human neurological function. Disorders of consciousness associated with hypoxia and brain compromise will be explored through a thorough and contemporary understanding of the distribution patterns of the vascular system to neurological structure. An understanding of the integrity of the human vascular system is dependent upon every exacting understanding of the relationship between the brain and spinal cord. The students will be given the methodology to understand the regional characteristics of spinal cord lesions and the resultant functional consequences to the central and peripheral systems of humankind. Along with a vascular component, the sensory components associated with pain, autonomic function and feedback associated with the integration of the cerebral cortex will be explored. Students will master clinical testing and treatment applications involving the motor system as affected by radiculopathy, polyneuropathy and mononeuropathy. They will master the clinical skills associated with the measurement of function of both descending and ascending tracks between the brain and spinal cord. The functional consequences of spinal cord lesions will be detailed with a direction towards clinical application. Supporting structures such as the periosteum, arachnoid and dura will be understood in relationship to their function and the pathological situations that arise from their abnormalities.

Course Content:

- Development and structure of the spinal cord
- Internal and external clinical anatomy and function

- Gray matter, white matter and vascular supply
- Functions and lesions at the sacral, lumbar, thoracic and cervical regions
- Function and clinical pathophysiology of the peripheral nerve and spinal cord
- Function and clinical pathophysiology of the neurovascular system
- Arteriovenous malformation
- Aneurysm
- Embolism
- Congenital malformation of the cerebrovascular system

### **Course # NSM521: Brainstem Development, Function and Pathology**

**3 Credit Hours**

#### **Course Description**

The objectives of this course are to create a comprehensive understanding of the structure, function and pathology of the human brain stem. Students will be exposed to an understanding of brain stem function by exacting exploration of the medulla oblongata, pons, cerebellum, and midbrain. The brainstem will be understood in function and disease by clinical division into rostral-caudal, anterior-posterior, and medial-lateral systems. A systems approach will address the ascending and descending pathways that connect spinal cord and brain function.

#### Course Content:

- Development and function of the Medulla Oblongata
- Internal and external anatomy of the Medulla Oblongata
- Development and function of the Pons
- Internal and external anatomy of the Pons
- Development and function of the Cerebellum
- Internal and external anatomy of the Cerebellum
- Development and function of the Midbrain
- Internal and external anatomy of the Midbrain
- Clinical disorders and treatment paradigms of brainstem lesions

### **Course # NSM522: Cranial Nerves and Higher Brain Function**

**3 Credit Hours**

#### **Course Description**

The objectives of this course are to create a comprehensive understanding of the clinical importance and functionality of the cranial nerves and associated higher functioning of the human brain. Central to this understanding is the relationship of the brainstem and its role in higher brain function. This role includes the functionality of both ascending and descending pathways that connect the brain and spinal cord. The location and the exit of the cranial nerves allow a regional understanding of the entire brainstem. Brainstem lesions presents with combinations of long and short track signs and cranial nerve deficits that promote localization of the longitudinal level of a lesion. The functional importance of the cranial nerves will be understood by a clinical methodology rather than by a strictly anatomical one. The sites of possible lesions and their etiology will be explored from both the diagnostic and therapeutic paradigm. The communication of the brainstem with the cerebral cortex involves integration and processing in the diencephalon. The role of the thalamus and its integration of visual, auditory and somatosensory information can be key in

diagnostic and therapeutic applications of human neurological compromise. The visceromotor function of the hypothalamus is essential to an understanding of autonomic concomitants throughout the body. The relationships of the cranial nerves in diencephalon to the cerebral cortex will be understood specific to clinical syndromes. The functions on individual lobes of the brain and their white and gray matter syndromes will promote a global understanding of human functionality. The student will be exposed to a constellation of clinical syndromes involving specific loci of the of the brain.

Course Content:

- Cranial nerves and their functional relationship to higher brain function
- Localization of lesions by cranial nerve functional loss
- Cranial anatomy nerve and clinical syndrome by brainstem area
- Organization of the diencephalon
- Clinical syndromes of the diencephalon
- Thalamus, hypothalamus and epithalamus
- Lobes of the brain
- White and gray matter function and pathology in the cerebral cortex
- Basal ganglia
- Hippocampus and amygdala

**Course # NSM523: The Somatosensory and Viscerosensory Systems**

**3 Credit Hours**

**Course Description**

The objectives of this course are to create a comprehensive understanding of the clinical components of the somatosensory and viscerosensory systems. Abnormal function of the somatosensory system involves most people at some time in their life. Abnormal functions can be a primary or secondary manifestation of a variety of disease states. The students will gain an exacting knowledge of the anatomy, physiology and function of the somatosensory system in health and disease. This understanding will promote the development of applications involved in conditions affecting touch and tactile perception and in pain syndromes. Students will be exposed to the reality of opioid abuse in pain syndromes and the societal consequences associated with human suffering. Central to the understanding of pain and suffering is an understanding of tissue damage, disorder of central processing and the somatosensory system. A functional exploration of the central pathways from the periphery to the somatic sensory cortex will be based upon clinical problem-solving scenarios and clinical case study.

Course Content:

- Mechanoreceptors and receptor-based function and pathology
- Activation of the cerebral cortex by primary afferent systems
- Somatosensory targets in the cerebral cortex
- Somatosensory targets in the cerebellum
- Somatosensory activation and central plasticity
- Central pathways of somatosensory integration
- Posterior column syndromes
- Trigeminal syndromes
- Nociception
- Pain syndromes and treatment
- Neuropathic pain

### **Course # NSM631: Higher Functions of Sensation, Vision, Hearing and Balance**

#### **3 Credit Hours**

#### **Course Description**

The objectives of this course are to create a comprehensive understanding of the clinical phenomenology of higher functions of sensation including vision, hearing and balance. The visual system can be considered a window to the brain for clinicians. It is easier to examine than other sensory systems but necessitates a thorough and exacting knowledge of its function. Localization of brain function by pathology in the visual system is a well-recognized component in clinical neuroscience. The understanding of the formation of an optical image of the environment promotes an understanding of human function that exceeds the visual system. The auditory system promotes the ability of humans to hear and is an important component that contributes to global human function. The auditory system is well studied and recognized specific to its pathways of integration and pathological presentation that affects a large percentage of people in our society. Not only is the auditory system associated with hearing, but its functional consequences and pathology exceed the perception of sound. Closely linked to the visual, auditory and somatosensory systems, is the system of balance that promotes stance and gait. This vestibular system integrates the sensory contributions from a multimodal system that measures our environment and allows us to coordinate ourselves in the environment of our world.

#### Course Content:

- Anatomy of the eye, ear and vestibular system
- Central processing of vision, sound and vestibular activation
- Central pathways of vision, sound and vestibular function
- Clinical presentation of pathology in visual, auditory and vestibular systems
- Congenital syndromes in vision, hearing and balance
- The neurophysiology of vision, hearing and balance
- The development of treatment paradigms in the treatment of disorders of vision, hearing and balance

### **Course # NSM632: Motor systems**

#### **3 Credit Hours**

#### **Course Description**

The objectives of this course are to create a comprehensive understanding of the clinical importance of human motor systems. The integration of sensory information provides a robust feedback system to the human motor system. The student will be exposed to both volitional and reflexogenic motor function in both health and disease. The relationship of lower motor neurons at the spinal cord and their suprasegmental functional influences are central to the development of rehabilitation and treatment programs of motor pathology. The constellation of motor syndromes has diagnostic implications that demand a thorough knowledge of the neuromuscular system. The student will be a mastery of feedforward, efferent copy and feedback mechanisms involved in motor function. The motor system of humankind is complex, demanding a thorough understanding of the premotor areas of the brain as well as the primary and supplementary motor areas in concert with sensory processing regions.

#### Course Content:

- Integration of environmental stimulation and the motor system
- Volitional motor activity and the brain
- Volitional motor activity and the cerebellum
- Volitional motor activity and the spinal cord

- Reflexogenic motor activity and the brain
- Reflexogenic motor activity and the cerebellum
- Reflexogenic motor activity and the spinal cord
- Functional influences and integration between the brainstem and spinal cord
- Motor control systems including the corticospinal system, cortical fugal system, and corticonuclear systems

### **Course # NSM633: Function of the Brain, Basal Ganglia and Cerebellum in Human Movement and Cognition**

#### **3 Credit Hours**

#### **Course Description**

The objectives of this course are to create a comprehensive understanding of the clinical manifestations of function and deficits in the brain, basal ganglia and cerebellum. The student will be exposed to a functional understanding of the anatomy and physiology of higher centers of motor organization. The human motor system is dependent upon integration in the basal ganglia, which itself, has integration from other areas of the central nervous system. The probability of pathology or average function in the basal ganglia may be manifest in a variety of disorders of human movement. Not only human movement, but cognitive functionality may be involved in lesions of the basal ganglia, brain and cerebellum. The student will understand the methodology of examination as well as the ability to understand the development of syndromes through a properly directed history. The role of the basal ganglia in understanding neurodegenerative disorders is established in clinical neurology. The student will learn about these structures from a practical paradigm involving clinical manifestations of both function and pathology.

#### Course Content:

- Anatomy and physiology of the basal ganglia, cerebellum and brain specific to human movement
- Understanding human cognition
- Human motor function and deficit
- Pathways connecting the basal ganglia with the brain and cerebellum
- Hyperkinetic and hyperkinetic motor pathology
- Tremor
- Neurodegenerative diseases affecting the basal ganglia and cerebellum
- The role of the cerebellum in motor coordination and initiation
- Diaschisis

## **3.4 Capstone**

### **Course # NSM700: Capstone Project**

Students in the master's degree in Clinical Neuroscience will gather what they have learned throughout their master's program and apply it to examine a specific idea, concept or application in clinical neuroscience. This will be accomplished through the Capstone Project that will serve as the culminating academic and intellectual experience of the master's degree.

Before a student prepares the Capstone Project, they must submit a comprehensive proposal that will be reviewed by a professor or instructor at the Carrick Institute. This proposal will include an introduction, theories, hypotheses, scholarly literature review, research methods, proposal alternatives and any other issues relevant to the project proposal. Students will identify a problem in the clinical neurosciences. Using the information gained in their studies, they will develop a hypothesis that will become the capstone



proposal. The project will demonstrate the student’s proficiency and mastery in the field of neuroscience. The proposal will contain five sections: introduction, description of the problem, literature review, description of the project and references.

**Capstone Project Paper**

This is where the students will demonstrate their scholarly work. The students will take the proposal and move it into a final project that will describe the goals of what they are about to do, relate their work to the existing work that is published in the literature and explain how their goals are going to relate to their chosen methodology into the uncommon of their project and their conclusions. At all times, the project should integrate all of the work that the student has done throughout the master’s degree.

**Presentation of Capstone Project**

Students will be required to present their work to their peers and instructors at a scheduled time after the Capstone Project has been accepted.

# The Curriculum

Sample Curriculum for the Master of Science in Clinical Neuroscience, 30 credits program.

Students are able to take a reduced course load if they desire. While students can complete the program in 20 months, by enrolling and completing less courses at a time, students can complete the program but with an extended time frame. Students must contact their Academic Advisors who will provide the proper carousel to follow.

Semester	Courses	Total Credits
1st Semester	NSM511, NSM512	6 Credits
2nd Semester	NSM513, NSM521	6 Credits
3rd Semester	NSM522, NSM523	6 Credits
4th Semester	NSM631, NSM632	6 Credits
5th Semester	NSM633, NSM700	6 Credits

To receive a Master of Science in Clinical Neuroscience degree, a student must satisfy the requirements related to semester credits, grade point average and courses. Students who have met all requirements for graduation should submit an application for graduation to the Chief Academic Officer.

To obtain the Master of Science in Clinical Neuroscience degree, a student must complete the following:

- Earn a minimum of 30 semester credits by completing all the required courses.
- Maintain an institutional GPA of 3.0 (on a 4.0 system).
- Earn a minimum course grade of 3.0 (on a 4.0 system) for each course in the program.

Carrick Institute confers degrees at the end of each 15-week course term (3 times each year). The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements, will receive two official transcripts and their diploma. If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete-** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw-** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### 3.7 Course Numbering System

Carrick Institute has adopted the following numbering system for courses offered in the Clinical Neuroscience program:

a) Initial three alphabets are abbreviated for the credential and program e.g. NSM513, NSM indicates Master of Science in Clinical Neuroscience

b) Last three digits are used for NSM513

i) 5 = for graduate program (we used 5-7 for the courses)

ii) 1 = for 1st term in the program

iii) 3 = for 3rd course in the term

### 3.8 Credit Hour Definition

A credit hour is typically defined by one hour per week of in class instruction, plus another two hours of study outside of class for 15 weeks. A credit hour consists of a minimum of fifteen (15) hours of instruction during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.



## 4.0 Admissions

To be admitted to the graduate degree program, students must meet the below requirements and need to follow the steps outlined below to provide evidence of such eligibility. An orientation course must be completed before an admitted student can enroll in the first course of the program.

### 4.1 Application

Prospective students may apply at any time during the year, and if accepted, may begin in any term during the year of acceptance or the following year.

- Applications must be submitted online at [cineuroscience.com](http://cineuroscience.com)
- Master's degree in a Health Profession is required
- Official Transcripts from all undergraduate and graduate institutions attended
- Two letters of recommendation are required

The \$50 application fee can be paid online via credit/debit card or e-check. It is the responsibility of the applicant to obtain the supporting documents required for application. Any additional application materials must be completed and mailed to the following address:

Carrick Institute  
Attention: Office of Graduate Degree Programs  
8910 Astronaut Boulevard, Suite 102  
Cape Canaveral, FL 32920

### 4.2 International Students

#### TOEFL Test

International students who have completed their education outside of the United States should submit an official, certified, translated transcript. International students whose native language is not English, and who did not receive a degree from an institution within the United States, are required to take the TOEFL and have official scores submitted directly to Carrick Institute as part of the application. Minimum scores of 80 on the Internet-based, 213 on the computer-based, and 550 on the paper-based TOEFL test are required. Students can register for the TOEFL test at (<https://www.ets.org>). TOEFL scores must be mailed to the following address:

Carrick Institute  
Attention: Office of Graduate Degree Programs  
8910 Astronaut Boulevard, Suite 102  
Cape Canaveral, FL 32920

#### Foreign Transcript Evaluations

Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). The agencies recommended by Carrick Institute are: Educational Perspectives (<http://www.edperspective.org>) and Josef Silny &

Associates (<http://www.jsilny.org>). Students are encouraged to check directly with the agencies for current prices and requirements.

### 4.3 Application Steps

#### Step 1: Apply Online

The application process is simplified to reduce processing time. Prospective students must complete an online application found at the following site: [cineuroscience.com](http://cineuroscience.com).

#### Step 2: Enrollment Process

Soon after receiving the application, the Admissions Department will contact the student to assist throughout the enrollment process. Essential documents, including transcripts, enrollment agreement, letters of recommendation and payment method are collected by e-mail, fax, and mail. Please note that to speed the admission process, Carrick Institute will accept unofficial transcripts for the application process, however, admitted students are required to order official transcripts, which must be sent directly to Carrick Institute from the institution or sent by student as long as the official transcript is sealed from the originating institution. Official transcripts must be submitted before the end of the first course in the program.

### 4.4 Orientation Material

First-time students at Carrick Institute are provided with orientation materials to assist them with getting started with their first online course. The orientation material introduces the institutions policies and procedures, the online platform, the standards for academic conduct in the online environment, and some tips and practices for being successful in the distance-learning format. The New Student Orientation is mandatory to complete by all new students.

### 4.5 Charges: Tuition & Fees

Clinical Neuroscience Program

Total Tuition	\$27,000.00	
Application Fee	\$50.00	(non-refundable)
Administrative Fee	\$50.00	

Some other fees that students may incur are:

- \$75.00 - commencement fee
- Students are responsible for textbook charges: Estimated cost of \$325.00

Please note that tuition and fees are subject to change at the discretion of Carrick Institute; however, any student tuition and/or fee increases that occur after a student has enrolled and/or started courses, will not be charged to any student.

## 4.6 Scheduled Program Starts

Programs begin periodically throughout the year. Registration is an on-going process. Beginning and ending dates vary throughout the year and represent an academic year. For holidays and vacations, see the Calendar section of the catalog.

## 5.0 Academic Information

### 5.1 Instructional Model

Carrick Institute's goal is to provide a high-quality educational experience to students and faculty through online learning using innovative techniques. The instructional model is as follows:

- Students' progress through the program within cohorts consisting of one or more students.
- Course duration is 15 weeks. Students are required to participate in discussion boards, submit assignments, and take exams in an asynchronous manner.
- The final course grade is submitted within seven (7) calendar days of the scheduled end date of each course.

### 5.2 Enrollment Status

Ideally, students should not take more than 9 credits per semester for the first two semesters. Students may request to take 12 credits in a semester, under special circumstances. During their last semester, students are permitted to enroll in 9 credits by adding the capstone course. Students must complete the curriculum in the order set out in the curriculum plan. Students must consult with the Director of Student Services to receive approval from the Dean of Academics when deciding to increase their curriculum workload.

### 5.3 Course Format and Access

Carrick Institute students access their courses through the D2L Learn LMS system. This platform has a user-friendly interface; the students' online classroom is used by students and faculty members for all course work, attendance, and grading. Before starting course work, students are provided with Orientation Materials, which introduce them to the learning platform, student resources, and the process for successfully completing online courses.

### 5.4 Faculty and Instruction

Courses are facilitated by faculty with advanced degrees and practical experience in the fields of instruction. Students receive personalized attention, and work closely with faculty toward successfully progressing through the courses in the program. Students are monitored and graded on participation, weekly assignments, and exams. Individual communication takes place through the online messaging system. Continuous improvement and institutional effectiveness are achieved through course and faculty evaluations conducted with students after the end of each course.

### 5.5 Participation

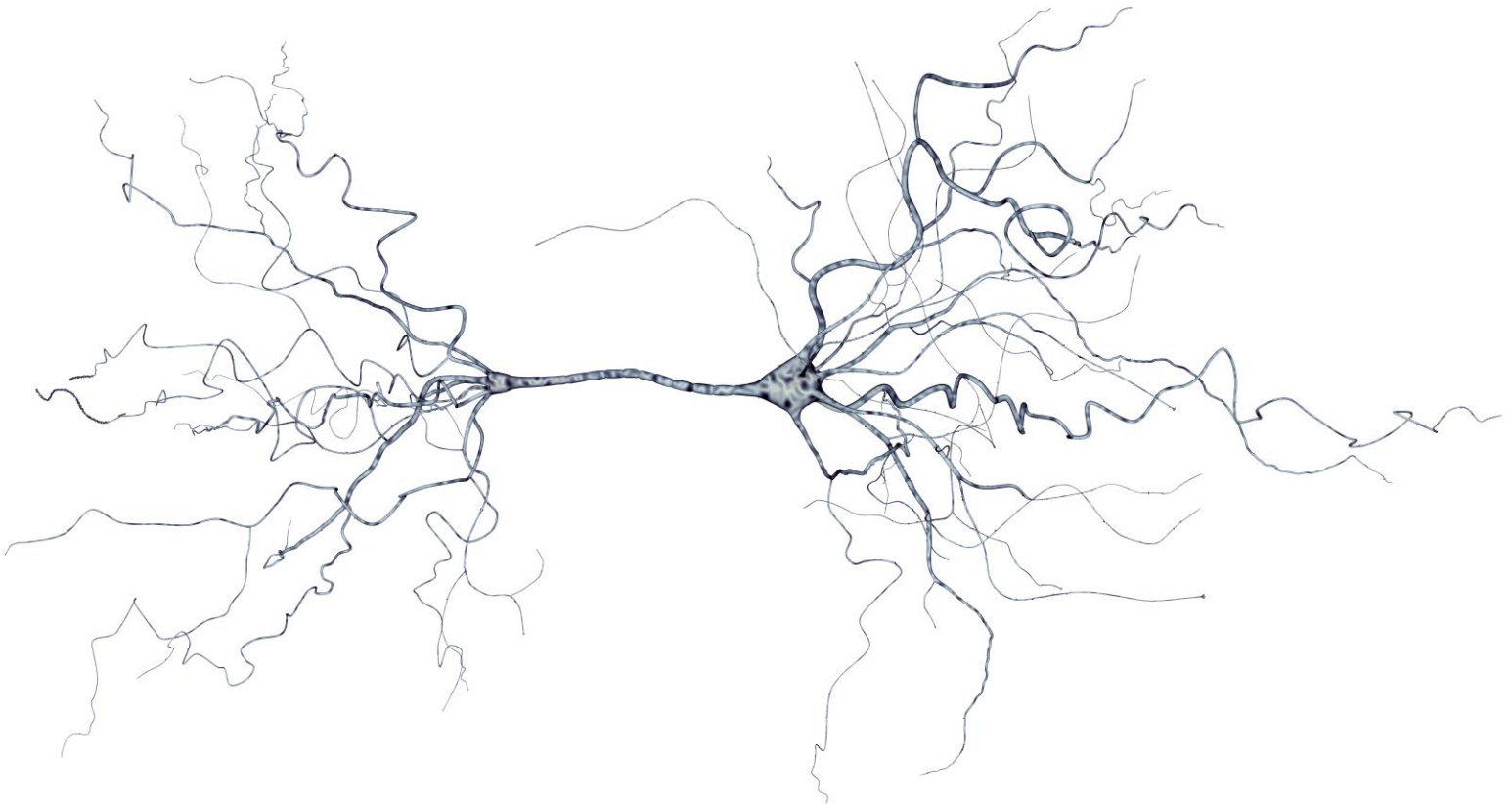
Instruction takes place online in an asynchronous manner. With regard to asynchronous delivery, students are not normally required to be logged into the system at any particular time of the day or week. Rather, students have the freedom to select the most convenient days and times to

participate. Discussion boards will close at the end of each week - after 11:59 p.m. on Sunday evenings, students will be able to view all posts after that time but will not have the ability to make additional posts. Only substantive comments made in the discussion boards will contribute towards a student's participation grade.

## 5.6 Technology Requirements

For students, the following system configuration and software are recommended for optimal performance:

- Processor: 2 GHz or faster
- Operating System: Windows 10, Mac OSX 10.6 and newer, Linux, chromeOS
- Memory: 8 GB of RAM or greater 500 GB Hard drive (or equivalent storage medium) CD/DVD-ROM.
- Broadband Internet connection 3 MB or faster
- Display setting capable of at least 1024x768
- Browsers: Chrome 84 and 85, Firefox 79 and 80, Edge 84 and 85, Respondus LockDown Browser, Safari 13 and 14 (only for Macintosh)
- Support for Native App of Mobile Operating System: iOS 11 and newer (versions vary by device), Android 7 and newer
- Adobe Flash Player 9 or higher
- Adobe Acrobat Reader 9 or higher
- Webcam with a minimum resolution of 640x480



## 6.0 Academic Policies

### 6.1 Attendance Policy

Students are expected to participate and actively contribute to class assignments (including discussions), demonstrating knowledge of the concepts and theories studied, and the ability to apply that knowledge when analyzing current events, assigned case studies, or real business questions from their own organizations and communities.

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, the instructor will respond to each assignment submissions or exam submissions within 7 days. To further assure this timely communication, students must respond to each of the instructor's inquiries within 7 days as well.

A student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week in order to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt a final exam

Assignments should be completed timely and within the posted deadlines. Limited extensions of time may only be granted for unexpected business, health, or personal emergencies, whenever those are communicated in advance of missing a due date. Emergencies require a written proof. In the rare occurrence of a technical issue preventing students from submitting assignments on time, the late penalty will not be applied, provided the technical issue is outside of the control of individual students.

### 6.2 Grading Policy

Questions posted in the course classroom and sent via the course messaging system or email will be answered within 48 hours. Personal information and questions related to grading must be handled via private communications in order to protect students' privacy rights. Discussion board grades and Individual and Written Assignment grades will be posted within 5 calendar days after the end of each week, i.e. by end of day on Friday after the week they are due.



## Course Grading Breakdown

Please note that there are no D grades or plus or minus signs.

<u>Letter Grade</u>	<u>Percent</u>	<u>Points</u>	<u>Grading Percent Breakdown</u>	
A	90-100	4.0	Discussion Forums/Attendance	20%
B	80-89	3.0	Midterm	25%
C	70-79	2.0	Quizzes	25%
F	69 and below	0.0	Final Exam	30%
			Total	100%

## Student Assessment

Students have a number of opportunities to demonstrate learning through the measures of evaluation provided below. Please, use the table below to identify the days of the week as referenced in this section. Please, note that each week starts with Monday and ends with Sunday.

Day 1 Monday	Day 4 Thursday	Day 7 Sunday
Day 2 Tuesday	Day 5 Friday	
Day 3 Wednesday	Day 6 Saturday	

## Discussion Forums

Each Week there will be discussion activities, which require critical thinking and responses that are based in theory, readings, current events and personal experiences. All discussions pertaining to the topics of a particular week must take place within that week. Students should plan to begin participating in discussions early in the week, so as to allow a substantive discussion and exchange of ideas to take place within the week. Every week, there will be quizzes offered in the online classroom, which consist of multiple-choice problems. Quizzes are meant for practicing of the concepts and theories studied in class. Quizzes can be taken multiple times and are scored automatically.

## Mid-Term Exam

There is a mid-term exam, which is administered in the virtual classroom and is open for students throughout Week 8. The mid-term exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered over the first 8 weeks of the term.

## Final Exam

There is a final exam, which is administered in the virtual classroom and is open for students throughout Week 15. The final exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered throughout the term.

## Program Grading Philosophy

Students should note that the average grade for Carrick Institute is a grade of "B". Students, whose performance is solid and meets expectations consistently, can expect to earn this grade. Our Institution is very focused on ensuring that classes are not grade inflated and as such, grades of "A"

are only provided for those assignments and activities for which a student goes beyond expectations. Please note that per the policy, grades less than “B” are not meeting standards of school competency and students whose cumulative GPA falls below “B” are subject to being placed on Academic Probation or Dismissal, as detailed in the Catalog.

### 6.3 Satisfactory Academic Progress

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Carrick Institute.

**Maximum Program Length:** The student must complete the Master of Science in Clinical Neuroscience degree program in no more than 36 months – 150%. Failure to complete a program within the time frame specified will result in the student being dismissed by the Institution.

**Evaluation Points:** The student will be evaluated at pre-determined points in the program shown in the table on the following page.

**Minimum Academic Achievement:** A student must achieve the minimum grade point averages at the specified evaluation points in order to remain enrolled as a regular student, as shown in the table on the following page.

**Successful Course Completion:** A student must successfully complete the minimum number of the credits attempted, based upon the maximum time frame in order to remain enrolled as a regular student, as shown in the table below. A student who completes only the minimum requirements as shown will clearly require the maximum time frame to complete a program. Maximum Time Frame for Completion = 150% of program length.

<b>SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR MASTERS DEGREE PROGRAMS</b>			
<b>MASTERS DEGREE PROGRAMS ARE BASED ON 30 CREDIT HOURS</b>			
<b>DEGREE</b>	<b>Evaluation Points</b>	<b>Minimum Academic Achievement</b>	<b>Successful Course Completion</b>
25% of Maximum Length	9 months	3.0	11 credits
End of First Year	12 months	3.0	15 credits
50% of Maximum Length	18 months	3.0	22 credits
End of Second Year	24 months	3.0	30 credits
75% of Maximum Length	27 months	3.0	33 credits
End of Third Year	36 months	3.0	45 credits

### 6.4 Academic Probation and Dismissal Policies

A student enrolled at the Carrick Institute must maintain a minimum cumulative GPA of 3.0 in order to remain in good academic standing. A student failing to maintain such GPA is subject to being placed on Academic Probation or Dismissal as defined below.

**Academic Probation:** A student whose GPA falls below 3.0 will be placed on Academic probation for one 15-week course term, subject to approval from the Dean. Students placed on academic probation will be informed of it in writing. A student who shows satisfactory improvement will be allowed to remain on academic probation until the minimum cumulative GPA of 3.0 is achieved.

**Academic Dismissal and Appeals:** Students who fail to show improvement or achieve the minimum cumulative GPA of 3.0 while on Academic Probation will be subject to Academic Dismissal from the institution. The Dean will make the decision on placing students on Academic Dismissal and will notify the affected students in writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

A student who is academically dismissed is not allowed to continue enrollment. Such a student can be readmitted to the program after at least one 15-week course term has passed. When readmitted after a dismissal, a student is required to be on academic probation while repeating courses to raise the cumulative GPA to the minimum guideline for good academic standing.

Students who have been placed on Academic Dismissal can appeal the decision based on mitigating personal circumstances. The appeal has to be submitted in writing to the Dean, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at Carrick Institute under academic probation status.

## 6.5 Leaves of Absence

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. The LOA allows a student to skip a term of 15 weeks at a time, depending on the program. Students may take up to 2 LOA per year. A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. The LOA can begin upon the completion of the active course term. Students must contact the Student Services Office to request the LOA form.

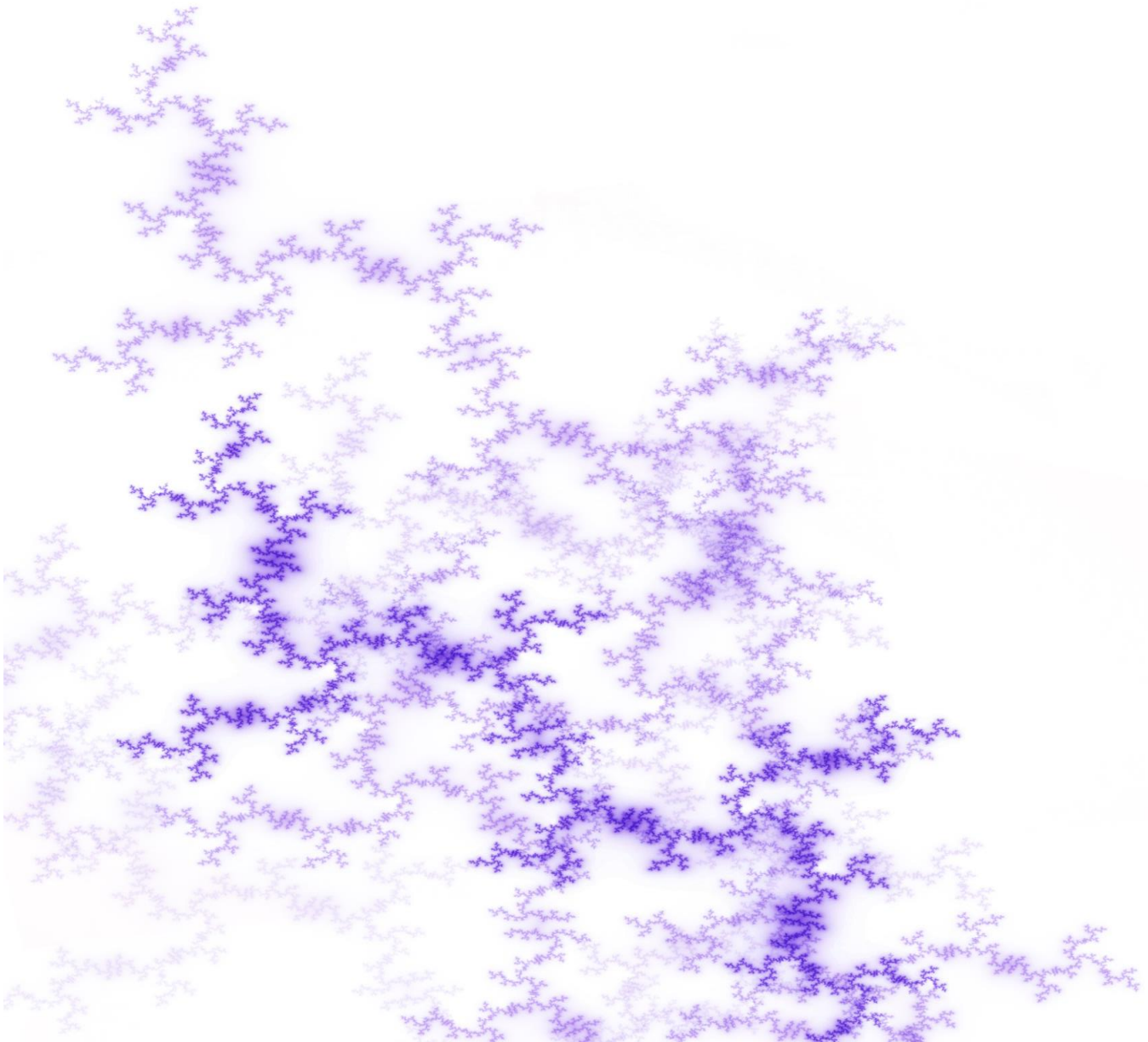
## 6.6 Withdrawal Procedure

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Dean. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses 30 consecutive days by not participating in any of the online courses.
4. All refunds will be issued within 30 days of the date of determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had online academically related activity. The last date of attendance is the date that the institution has determined that a student is no longer in school.

## 6.7 Transfer of Credits

Carrick Institute will not accept of credits from another program from another post-secondary institution. Students will enroll from the beginning of a course or program.

The transferability of credits you earn at Carrick Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from Carrick Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Carrick Institute to determine if your credits will transfer.



## 7.0 Non-Academic Policies

### 7.1 Student's Right to Cancel and Refund Policy

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the third business day after enrollment, whichever is later. Cancellation is effective on the date the written notice of cancellation is made by the student. The withdrawal date is determined with the student providing a written notification to the school. The institution shall make the refund as per the calculation consistent with the Florida Administrative Code. Refunds shall be made within 30 days of the date that the institution determines the date of determination that the student has canceled or withdrawn (regardless if the institution delivered the first lesson and materials before an effective cancellation notice was received).

In the event the institution does not accept the enrollment, a full refund of all monies will be made to the applicant. An applicant may cancel his/her enrollment within three (3) business days from the student signing of this enrollment agreement and all monies paid by an applicant (less non-refundable fees paid) will be refunded within three (3) business days after the student signed the enrollment agreement. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid (less non-refundable fees paid). All monies due the applicant will be refunded within 30 days of the date of determination from the cancellation.

The refund policy for students who have started attending and who have completed up to sixty (60) percent of the period of attendance (semester) will result in a pro rata refund computed on the number of hours completed to the total semester hours. The institution shall pay or credit refunds within 30 days of the date of determination of a student's cancellation or withdrawal.

No refunds are due once the student has attended sixty (60) percent or more of their semester credit hours in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn by the date of determination and in accordance with the withdrawal policy stated in the institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the date of determination of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 30 days of the date of determination after the date of the student's completion by means of completing all courses required in the student's program of study, or by withdrawal from, the educational program in which the student was enrolled.

## 7.2 Financial Aid Policy

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. Carrick Institute does not provide financial assistance to students.

## 7.3 Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law. The provisions of this law provide students the following privileges:

- Inspection and review of the student's educational records.
- Request the amendment to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education, under section 99.4 concerning alleged failures by the University to comply with the regulations of the ACT in the instance that a complaint cannot be resolved within the University.

It is the policy of Carrick Institute to regard personal and academic information of each student as confidential. Student information is not released to a third party without the student's written permission. Carrick Institute may release student information if supported by appropriate permission. Requests by students to inspect, review, or amend must be submitted in writing and identify the following:

- The record the student wishes to inspect.
- The purpose of the disclosure.
- The records that may be disclosed.
- The party or class of parties to whom the disclosure may be made signature and date.

FERPA allows institution to disclose student records without consent to:

- School officials with legitimate educational interests.
- Officials of another school, upon request, in which you seek or intend to enroll.
- Certain officials of the U.S. Department of Education, the Comptroller General, and state education authorities.
- Organizations conducting certain studies for or on behalf of the University.
- Accrediting organizations to carry out their functions.
- Appropriate parties in a health or safety emergency.
- Comply with a judicial order or a lawfully issued subpoena.

Carrick Institute makes a reasonable effort to notify students of the order of a subpoena in advance of compliance. FERPA applies to the education records of students who are currently enrolled or who have been enrolled. The Act applies to all education records maintained by the Carrick Institute and all persons acting for the Carrick Institute, directly related to students.

Any complaints regarding Carrick Institute's compliance with FERPA may be directed to the Office of the Registrar or may file a complaint in writing to the Family Policy Compliance Office, at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

#### **7.4 Academic Freedom**

Carrick Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. Carrick Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

#### **7.5 Harassment Policy**

Carrick Institute takes allegations of harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation very seriously. The institution strives to be free of all improper or unlawful harassment.

Conduct on the part of faculty, staff or students, which violates this policy includes but is not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender or disability.
- Individuals who have questions or who experience harassment should immediately report the offence to the Chancellor.

#### **7.6 Anti-hazing Policy**

Hazing takes various forms, but typically involves physical risks or mental distress through, for example; but not limited to, humiliating, intimidating, or demeaning treatment. In recent times extended to Cyber-bullying which refers to the act of hazing online. As Carrick Institute will be an on-line institution, the potential for online hazing of fellow students exists; especially if contact information is shared in discussion groups etc.

The institution itself will not provide directly to another student, any contact information. Despite this, if a student believes that he/she has been hazed by any other individual via any of the following

actions:

- (a) Threats of violence;
- (b) Hate speech or postings;
- (c) Harassment;
- (d) Peer pressure;
- (e) Bribery;
- (f) Psychological abuse; and
- (g) Extortion

Then the student must bring this to the attention of the Dean for investigation. Students proven to have participated in any form of hazing will be expelled from the institution.

### 7.7 Code of Conduct

The Student Code of Conduct provides information about policies, procedures and regulations for students in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not limited to:

1. Plagiarism as explained below
2. Submission of work that is not the student's own for papers, assignments or exams
3. Submission or use of falsified data
4. Theft of or unauthorized access to an exam
5. The use of an alternate, stand-in or proxy during an examination
6. The use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
8. Collaboration in the preparation of an assignment, unless specifically permitted or required by the instructor. Collaboration will usually be viewed by the school as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
  1. A phrase, written or musical
  2. A graphic element
  3. A proof
  4. Specific language
  5. An idea derived from the work, published or unpublished, of another person



**Procedures in case of cheating or plagiarism:**

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level. It will be reported immediately to designate parties where appropriate. It shall receive second-level review(s) in the manner outlined in the following section.

**Initial Review, Decision and Action(s)**

Initial review, decision and action(s) shall remain within the academic team. It will involve the instructor(s) or academic supervisor(s) and, if desired, consultation with a third party from the faculty. Instructors are free to discuss alleged violations informally with the student(s) thought to be involved, without revealing the identity of any other students involved. Suspected violations that would result in a penalty should be handled by the instructor(s), in direct communication with the student(s) involved, within one week of the discovery of the suspected infraction and before the imposition of a penalty.

After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within a reasonable period of time and based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult with their department/ program head about the nature of the suspected violations, the nature of the evidence of these violations and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be failure in the course or dismissal from a project although instructors may also recommend a more severe penalty, which retains the option to impose more severe penalties (e.g., suspension or dismissal from the program). Elements to consider include prior incidents of academic disciplinary action can be found in a student's record which is readily available from the Dean. The department/program head may discuss the issue with a student and choose to convene a disciplinary hearing according to the procedures of the department/program.

The student shall be notified immediately, in writing, of this decision, the basis for this decision and the penalty imposed. This notification will come from the instructor and/or department/program head depending on the penalty involved. Students whose penalty is failure in the course in question will not be allowed to drop the course and will be informed. Students should also be informed at this time of their right (and attendant procedures) for an appeal.

**Reporting of Initial Action(s)**

A copy of the letter outlining the initial decision and action to the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Dean
- Director of Student Services

The Dean will maintain the central record of academic disciplinary violations and actions. If the head of student affairs is aware of information on prior incidents of academic disciplinary actions in the student's record, he or she will communicate that information to the department/program head and give the department/program head the opportunity to impose an appropriate sanction.

### **Second-level Review and Action(s)**

A second-level review of an initial decision and action follows from at least one of two sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor, that the student be permanently expelled from the school.

If an appeal is made or a second-level action appears warranted, the Dean will determine what action should be taken. The Dean may decide to deny the appeal or waive the opportunity for a second-level action. They can also forward the case to the department/program head for additional consideration, order a new or different penalty or convene a Review Committee meeting for additional investigation of facts and/or determination of appropriate sanctions.

### **7.8 Non-Academic Disciplinary Action**

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Program Director per the Grievances policy.

### **7.9 Student Grievance Procedures**

Carrick Institute is responsible to uphold its students' rights and ensure that the non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a policy, or other.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party in writing. A copy of the communication shall be preserved in the course messaging system.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Program Director within 21 calendar days of the alleged incident. The grievance form is available upon request from the Student Services Office.
3. The Program Director shall issue a decision within 2 weeks of the grievance submission.
4. The student may appeal the decision to Carrick Institute Chancellor within 2 weeks of receiving the committee's decision, and a final decision will be made by the Chancellor within 2 weeks of the student appeal.

NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education.

### **7.10 Complaints**

A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free or by completing a complaint form, which can be obtained on the Commission's Internet web site <http://www.fldoe.org/policy/cie/>.

### **7.11 Student Records and Transcripts**

Student records for all students are maintained indefinitely. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find upon review that records are inaccurate or misleading; the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

Each student's file will contain student's records, including a transcript of grades earned. Upon graduation, the first two copies of the official transcript are provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$10.00 per transcript. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current. Students must contact the Student Services Office to request a Transcript Request Form.

### **7.12 Student Identity Verification**

Carrick Institute has processes in place through which to ensure that the student who registers in a program is the same student who participates in and completes the course or program and receives the academic credit. Carrick Institute requires a state issued ID or passport to be kept on file at the school. Supporting documents are compared by the registrar to verify the identity of the student.

Identity verification begins when a student applies for admission and continues through the student lifecycle at Carrick Institute. Each student will also receive a unique and secure username and password that is required to log into the course management system and access Carrick Institute email directory. The student is responsible for maintaining current contact information such as email address(es) and phone number(s) in the student account because the email address or phone number along with the student ID are used as the primary means of identification and for communication purposes.

Carrick Institute has incorporated in its e-learning environment different tools to prevent academic dishonesty. Anti-plagiarism software is used to analyze the assignments that students upload, compare them with databases on the Internet and determine their degree of originality.



## 8.0 Student Support

### 8.1 Academic Services

Earning a degree can help student to develop the skills that improve professional opportunities after graduation. At Carrick Institute, the Academic Services and Student Support departments strive to provide students with the tools and support needed to succeed both while attending and post-graduation. We offer a variety of services, including:

- Serving as the representative office of the Director of Student Services for the Institution in assisting students in the steps and milestones required to achieve degree completion
- Maintaining records for Carrick Institute of all enrolled and graduate students
- Working with the Chancellor in preparing and enhancing the program for the benefit of the students
- Student Accounts is available to help students address any questions related to fees related to enrollment at Carrick Institute
- Student support staff or Professors assigned by your academic department will provide advising for the students

### 8.2 Student Services

Carrick Institute office of Student Services is the central point of contact for assisting students with enrollment and course registration, new student orientation, updated textbook list, and guidance on the various policies and procedures. Carrick Institute offers a mentorship program where students will be paired with a faculty member that promote guidance through their personal and academic experience through a personal relationship-based paradigm.

Carrick Institute also has a Peer mentorship program that connects students with alumni mentors who act as a non-judgmental, approachable and knowledgeable first resource and support system.

### 8.3 Disability Services

If a student has a documented disability, they should contact The Office of Student Disability Services. It is the student's responsibility to initiate the process for disability services. The mission of Student Disability Services is to provide accommodations, support services, and auxiliary aids to qualified students with disabilities to ensure equal and comprehensive access to program material and academic services. Once the student has established eligibility with Student Disability Services, they should also notify the Dean to ensure that this information is kept with their file. This information must be on file with the Dean and Student Disability Services before requesting consideration in any course. For more information, please visit the Student Disability Services website at [cineuroscience.com](http://cineuroscience.com).

### 8.4 Career Services

One of the most valuable services provided by Carrick Institute is career assistance for its students and graduates. The purpose of this service is to advise students concerning their careers and to assist every graduate in obtaining employment in the field in which the student has received training. Students will work directly with the Director of Career Services who will assist students with resume development, interview preparation and job search assistance. While Carrick Institute

offers assistance to its alumni with managing his/her job search efforts, it does not and cannot guarantee job placement or employment or salary ranges to expect after graduation.

### 8.5 Technical Support

The Office for Information Technologies at Carrick Institute maintains a computing help desk that may be contacted for assistance with any academic computing problems. They can be contacted online at [ITsupport@cineuroscience.com](mailto:ITsupport@cineuroscience.com).

### 8.7 Academic Calendar and Holidays

Registration for Summer Semester	April 2, 2021
Summer Orientation	April 14, 2021
Summer Semester Begins	May 3, 2021
Registration for Fall Semester	August 1, 2022
Summer Semester Ends	August 13, 2021
Fall Orientation	August 23, 2021
Fall Semester Begins	August 30, 2021
Thanksgiving Holiday	November 25-26, 2021
Fall Semester Ends	December 10, 2021
Registration for Spring Semester	December 5, 2021
Spring Orientation	December 22, 2021
Spring Semester Begins	January 3, 2022
Registration for Summer Semester	April 4, 2022
Spring Semester Ends	April 17, 2022
Summer Orientation	April 27, 2022
Summer Semester Begins	May 2, 2022
Registration for Fall Semester	August 1, 2022
Summer Semester Ends	August 14, 2022
Fall Orientation	August 24, 2022
Fall Semester Begins	August 29, 2022
Thanksgiving Holiday	November 25-26, 2022
Fall Semester Ends	December 11, 2022

Carrick Institute  
 8910 Astronaut Blvd, Suite 102  
 Cape Canaveral, FL 32920  
 (321) 868-6464  
 Monday – Friday 9:00 AM – 5:00 PM  
<http://cineuroscience.com>

## 9.0 Required Disclosures

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution that is approved to operate by the Commission for Independent Education. (CIE) "Approved" means the school operates in compliance with state standards as set forth in Rule 6E-2.002, 6E-1.0032 (Fair Consumer Practices) and 6E-2.004 (Standards and Procedures for Licensure), F.A.C.
- This institution is licensed by the Commission for Independent Education, Florida Department of Education. Additional Information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are required to receive and review this catalog prior to signing an enrollment agreement. You are also required to receive and review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- The Institution does not guarantee job placement to graduates upon program completion or upon graduation.
- Any questions or additional information a student may have that have not been satisfactorily answered by the institution may be directed to the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in Florida or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of Florida. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- "Carrick Institute" is a fictitious name of Carrick Institute for Graduate Studies, INC. and has been approved by the state of Florida.