



Mark Kislingbury
**ACADEMY OF
COURT REPORTING, INC.**



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Table of Contents

Our Philosophy	3
About the Founder	3
History	4
Campus Location	4
Campus Facilities	4
Faculty	4
Admissions Policy	5
Non-discrimination	5
Credit for Previous Education	5
Tuition and Fees	5
Payment Policy	6
Student Books and Equipment	6
Cancellation Policy	6
Refund Policy	6
Student Grievances	7
Attendance Policy	8
Leave of Absence	8
School Calendar	8
Class Schedule/Hours of Operation	9
Enrollment	11
Auditing Courses	11
Program Description	11
Program Outline	12
Course Descriptions	12
Grading System	13
Satisfactory Progress	14
Probation	14
Withdrawal	15
Readmission	15
Cheating and Conduct Policy	15
Graduation Requirements	15

Our Philosophy

At the Mark Kislingbury Academy of Court Reporting, we institute a two-pillared learning system that is founded on Mr. Kislingbury's Magnum Steno Theory (learning to write short) and Speed building (learning how to practice at high speeds). Through our teaching methods, our goal is to increase the graduation and success rate for professional court reporting students nationwide. Excellence in training and results are the key philosophies the Mark Kislingbury Academy of Court Reporting has been founded on.

About the Founder

Mark Tod Kislingbury CSR, RMR, CRR was born in Ames, Iowa, and now currently resides in Houston, Texas, with his wife of 24 years and three children. He was educated at the American Institute of Business in Des Moines, Iowa, beginning in 1981 and departing in January of 1983. Throughout his career, Mark began developing a new style of writing, combining different strokes to form complete phrases and words where standard teaching theory demands several strokes per phrase and word due to the theory of always phonetically spelling out. He set out to prove that writing shorter created more productive and successful professional court reporters and through his Academy, would produce a higher graduation and achievement of licensing rate. He describes his career goal as "using the gifts God has given me to His glory and not my own", and through this academy, and training both professionals and students alike on his popular website, www.magnumsteno.com, he is sharing what has been one of the keys to his success.

Career Achievements and Experience

In 2004, at the NCRA National Convention, Mark wrote and transcribed a one-minute, 360wpm Q&A at 97.22% accuracy, setting a new Guinness World Record. He is currently practicing and aiming to beat his own standing. He has won seven National Court Reporters Association (NCRA) Speed Contests, and four NCRA Realtime Contests in the last eleven years. Mark regularly conducts seminars attended by thousands of professional court reports all over North America on how to excel in court reporting speed and Realtime. He has founded Magnum Steno, Inc. which provides other products and services helpful to the court reporting/captioning profession, while also publishing Magnum Steno: Write Short-Write Fast!, his compendium of writing short for professional reporters. Mark is also the author of My System: The Road to Realtime Excellence, published by the NCRA in 2001 and The StenoMaster Theory, published in 2004. He also written articles for and been featured in several court reporting industry journals , such as Journal of Court Reporting, The Texas Record, S*T*A*R, and the book Inside Captioning, by Gary Robson. Mark also has been involved in direct consultation, development, and sales of CAT software, and a consultant for the testing and improvement of steno machines.

Mark has over 28 years in this career included 18 years as a freelance court reporter, 15 years as a broadcast captioner, and 10 years of performing Realtime for display purposes in majority depositions. Mark also has provided Realtime for display for multiple lengthy and high-profile trials, which has given him the reputation for being extremely accurate and unafraid to tackle any job. As a captionist, he has provided captioning for:

- Creation in the 21st Century on TBN, a show studying the science behind creation and evolution
- Dove Awards
- Kasparov vs. Deep Blue chess match
- 2001, 2004, and 2007 NCRA Annual Business Meetings
- Live events for worldwide internet viewing such as speeches given by Bill Gates, Microsoft, Steve Jobs, Apple, NASA scientists, and the Father of the Internet, Vint Cert
- NFL Football, NBA, and NCAA basketball
- 1998 Superbowl Pregame Show
- Election returns in Quebec for national Canadian television
- Live area events such as Sesame Street Live, ice shows, circuses, and university commencements
- Several pro bono cases such as Sunday services with Second Baptist Church in Houston, providing close captioning for the hearing impaired at various meetings, functions, and educational settings, and monthly meetings of the Houston chapter of Self Help of Hard of Hearing
- Participated in the Texas Court Reporters Association task force for creating Texas' first CART test for court reporters
- Southern Baptist National Convention in Salt Lake City, 1998
- NBA Houston Rockets basketball

He currently provides Realtime live to the Rush Limbaugh Radio program, Glenn Beck radio program, and captioners for three television stations all while presenting numerous seminars and teaching at and running the Mark Kislingbury Academy of Court Reporting.

History

The Mark Kislingbury Academy of Court Reporting has been a vision of Mark's for some years becoming a reality in March 2011.

Approval

The Mark Kislingbury Academy of Court Reporting is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Curriculum is approved by The State of Texas Court Reporters Certification Board.

Campus Location

15840 FM 529 RD., Suites 201 and 209

Houston, Texas 77095

281-859-0791

Campus Facilities

The Mark Kislingbury Academy of Court Reporting is conveniently located on FM 529 near Highway 6 in Copperfield (North West Houston). The school suites are located on the second floor with the Administrative offices and Theory classroom being in 201, and the Speed Building and instructor offices being in 209. There is ample parking for students plus dining and shopping locations within walking distance. Internet access is available throughout the school. More space is available on site for future expansion of the school.

Faculty

Mark Kislingbury

- Honorary Associate of Business Degree in Court Reporting, AIB College of Business, Des Moines, Iowa
- Certified Realtime Reporter (CRR)
- Registered Merit Reporter (RMR)
- Renowned author of *StenoMaster Theory and Magnum Steno: Write Short, Write Fast!*
- Guinness World Record holder at 360wpm
- TWC Approved Court Reporting Instructor
- Instructor for Theory and Speed Building Classes

Alan Turboff

- Associate in Applied Science Degree in Court Reporting, Alvin Community College, Alvin, Texas
- Bachelor of Science Degree in Radio-Television-Film, University of Texas, Austin, Texas
- Registered Professional Reporter (RPR)
- Texas Certified Shorthand Reporter (CSR)
- TWC Approved Court Reporting Instructor
- Instructor for Theory, Speed Building and Academic classes

Mary Beth Strong

- Associate in Applied Science Degree in Court Reporting, Alvin Community College, Alvin, Texas
- Texas Certified Shorthand Reporter (CSR)
- NCRA Certified Court Reporting Instructor (2013-2016)
- TWC Approved Court Reporting Instructor
- Instructor for Speed Building and Academic Classes

Admissions Policy

All applicants must submit an application for admission, pay the non-refundable \$100.00 registration fee, and complete the MKACR Entrance Exam. This is a 100 question multiple choice, online, proctored test used to determine an applicant's knowledge base in areas of English grammar, punctuation and vocabulary; proofreading; history; and reasoning. In order to be eligible for enrollment, applicants must make a 70% or above on this test.

All applicants must have a high school diploma or the equivalent, such as a General Education Diploma.

Non-Discrimination

Prospective students shall not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status.

Credit for Previous Education

The Mark Kislbury Academy of Court Reporting will evaluate the student's previous education, training and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to graduate from the program. Due to the unique theory style taught at the academy, credits from other institutions may not qualify for transfer. Credits earned at an accredited, post-secondary institution may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" 2.0 GPA or higher will be eligible for transfer. After evaluation, the student may be asked to take a test in order to determine proficiency in a given area prior to receiving a transfer credit. All requests for transfer credits must be requested, evaluated and approved prior to beginning any courses the student is seeking credit for.

**If a student attains their CSR state license or passes the RPR prior to completion of Punctuation, Technologies, Procedures, or Internship, the Academy reserves the right to consider those courses waived and completed due to the student having met state licensing standards and the student will attain the status of 'Graduate' and receive a certificate of completion for the program. The student must provide documentation showing proof of passing their state CSR or the RPR for their student file to be eligible for this exception.

Tuition, Fees, and Scholarships

Tuition is the same across the board regardless of student status type (online and onsite) the student chooses to be. Tuition also remains the same throughout enrollment, and is paid on a monthly basis. (Due on the 1st, late by the 5th of each month.)

Beginning Students

\$575/month for beginning students new to court reporting and students who have not spent \$10,000 or more at another court reporting program.

Transfer Students (Have spent \$10,000 or more at another court reporting school)

\$345/month for students who have attended another court reporting school and have spent at least \$10,000 (you are required to provide documentation to obtain this pricing).

Professional Court Reporters

\$285/month for professional court reporters only who would like to relearn only Theory using Mr. Kislbury's method. Student must provide proof of professional status (letter from employer, copy of CSR license, etc.).

Auditing Students – Theory only

\$175/month for students who would like to audit the Theory course. Auditing means that you will not turn in homework, tests for grading, or be held to an academic standard. You will progress at completely your own pace. You may still do onsite, online live, or online non live as an auditing student and you will receive the same study resources. This option is mainly for working court reporters looking to integrate the Magnum Steno Theory with their own.

** If you are looking to audit for Speed Building, we do not offer that option as Mark has Magnum Steno (www.magnumsteno.com), which is a Speed Building resource for people looking to build their speeds at their own pace. In combination with that, you can also purchase EV360 through the College of Court Reporting, which is what our Speed Building students use, to track your progress with your speed. (<https://ultimate.ev360es.com/>) As an auditing student, we would not offer EV360 to you because you will not be paying for our instructors to grade your tests via the software.

There is a non refundable \$100.00 registration fee.

Payment Options: We accept: check, money order, cashier's check, and card (credit/debit)

Scholarships:

Scholarships from the school are given on a case by case, need basis and only after completion of an interview scheduled with school administration.

Payment Policy

Tuition is due monthly by the 1st day of each month. If payment is not made by the end of the day on the 5th, there will be a \$25.00 late fee, and you will not be allowed in class/have access to class videos until tuition and late fee are paid in full. Payment can be made online via QuickBooks invoices that are sent to the student on the 15th of each month for the following month. EFT, credit card, debit card, mailed check, cashier's check, or cash is acceptable. It is impossible for the academy to predict how long a student will take to complete the course of study. Tuition is charged as long as regular student enrollment is maintained.

If a student does not pay or communicate about non-payment, by the 10th of the month, it will result in withdrawal from the school with the consequences of forfeiting any progress in incomplete courses and having to re-enroll in the school following the enrollment guidelines and process, including paying the registration fee. Unpaid tuition and late fees will result in the loss of opportunity to graduate, withholding of transcripts and denial of reentry if there is a balance owed to the school.

Student Books and Equipment

Students do not purchase text books or required equipment from the academy. The cost of textbooks and equipment can vary depending on if the student decides to purchase new or used, which retailer, etc.

Books:

- Magnum Steno Theory (must be the most current edition of the book)
- Medical Terminology: A Short Course (5th edition) by Davi-Ellen Chabner. *MUST BE THE 5th Edition
- How to Say It and Write It Correctly NOW (2nd Edition) by Dr. Santo J. Aurelio. **MUST BE THE 2nd Edition (Optional, not required for the course)

Equipment:

- Laptop:
 - 1. Must NOT be a Mac or a netbook. MUST run on Windows, Vista, 7,8, or 10
 - 2. Should have at least one USB port, 8 GB or more of RAM, at least a 256 GB SSD drive, and a 2.0+ GHz processor.
 - 3. Microsoft Office and PDF reader required.
- CAT Software:
 - DigitalCAT student software can be purchased at www.stenovations.com
- Writer: (You may use any make/model of writer as long as it has the required features below; whether it is a professional/student writer and/or new/used, is your preference choice.)

Required features:

- 1. Extended asterisk key to the right;
- 2. Extended -DZ keys;
- 3. Realtime cable.

Recommended models: Luminex/Luminex CSE, Wave, Diamante

Recommended purchasing sites:

www.stenograph.com

www.acculaw.com

www.stenoworks.com

Kimi's Court Reporter Thrift Shop – Facebook Group

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels within the student's first three scheduled class days, except that the school may retain not more than \$100.00 in any administrative fees charged. Refunds for any items purchased for the program through outside companies are subject to that specific company's refund policy for purchased items.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If the student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of the school or his/her education, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the school director. The director will review the grievance or complaint, seek a resolution and notify the student within two weeks. If the student is not satisfied with the resolution given, they may contact the Texas Workforce Commission, Career Schools and Colleges, 101 E. 15th Street, Room 226T, Austin, Texas 78778-0001, phone 512-936-3100.

Attendance Policy – Onsite/Online Live Students

Attendance is taken on class days (excluding holidays and Quarter Breaks) at the beginning of each class. Students are allotted up to 10 absences per quarter. Students are allotted 5 excused absences without doctor's notes/proof of reasoning. Students must contact the Director or Assistant Director within 48 hours of the absence for it to be excused. If a student misses more than 10 class days in a quarter, it will require a meeting with the Director to assess the best course of action moving forward in the student's educational progress, with a large possibility of moving the student to online non-live student status if they wish to continue in the program.

Onsite Tuition Attendance Discount

An attendance tuition discount opportunity is provided to ONSITE STUDENTS ONLY due to the fact they are making the effort to attend class onsite or have moved to Houston to attend class onsite. The onsite student may have, at the maximum, ONE unexcused absence in the month to attain the discount for the following month. If the onsite student has more than one unexcused absence, the tuition for the following month will be the normal monthly pricing established upon enrollment.

Attendance Policy – Online Non-Live Students

Attendance for Online Non-Live THEORY students is taken by calculating class video watching hours from the MKA website and daily homework.

Attendance for Online Non-Live SPEED BUILDING students is taken by calculating class video watching hours from the MKA website, daily homework, and EV360 hours.

If an online non-live student has completed less than 75% of offered hours in the quarter, their attendance will not be considered in good standing, require a meeting with the Director and/or Assistant Director, and will be put on academic probation for the following quarter.

Tardiness - Onsite

Students must be seated and ready to begin class for the time class is scheduled to start. It is up to the student, if they are tardy, to speak with the instructor after class to make sure they were counted present. If the instructor has marked them absent and the student did not speak with them that day to ensure they were marked as tardy/present, the absence may stand as an unexcused absence at the instructor's discretion. Three tardies in a week's time equals an unexcused absence.

Leave of Absence

A student may request a leave of absence (LOA) that lasts no longer than 60 class days. Students are granted 60 LOA class days per fiscal year, and the days do not roll over or accumulate from year to year. Leave of Absences are not advised to be taken due to the nature of learning the skills necessary to progress in the program. During an LOA students do not pay tuition, turn in homework or tests, have access to class videos, or EV360 if in Speed Building. Taking an LOA does NOT add extra course time to a class; the student will have the same amount of days as when they started an LOA upon return to finish their course(s).

School Calendar

Classes are not held on the following holidays:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day

Yom Kippur
Thanksgiving Day and day after Thanksgiving
Christmas Break (includes Christmas Eve, Christmas Day and the week following)

Onsite and Online Live students will have a 5-10 day break between each quarter end and start labeled as Quarter Break. The length of the Quarter Break can depend on if the school had to take bad weather days, or cancel school/class during the quarter. Online Non-Live students do not have a quarter break due to the extra time afforded to them to complete courses.

Hours of Operation

The administrative office is open from 7:00 am CST to 4:00 pm CST, Monday through Friday during the regular quarters, excluding holidays and quarter breaks. The administrative staff will send out an email prior to each quarter break to inform students of the change in hours of operation during quarter breaks.

Onsite/Online Live Schedule of Classes

*****PM THEORY CLASSES ARE ONLINE LIVE ONLY*****

Fall Quarter:

Theory:

Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

Monday/Tuesday, PM Classes (ONLINE LIVE)

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3

Speed Building:

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

Winter Quarter:

Theory and Academics:

Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

Monday – Thursday, AM Classes (ONSITE AND ONLINE LIVE)

12:00 pm CST – 12:50 pm CST: Medical Terminology

Monday/Tuesday, PM Classes (ONLINE LIVE)

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3, and Medical Terminology

Speed Building and Academics:

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

Monday/Wednesday (ONSITE AND ONLINE LIVE)

2:10 pm CST – 3:00 pm CST: Court Reporting Procedures

Spring Quarter:

Theory and Academics:

Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

Monday – Thursday, AM Classes (ONSITE AND ONLINE LIVE)

12:00 pm CST – 12:50 pm CST: English and Legal Terminology

Monday/Tuesday, PM Classes (ONLINE LIVE)

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3, and English and Legal Terminology

Speed Building:

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

Summer Quarter:

Academics:

Monday – Thursday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: M/W – Court Reporting Punctuation

8:00 am CST – 8:50 am CST: T/H – Court Reporting Technology/C.A.T. Software

Speed Building:

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed

9:00 am CST – 9:50 am CST: Low Speed, High Speed

10:00 am CST – 10:50 am CST: High Speed Live Test/Drills, Low Speed

11:00 pm CST – 11:50 pm CST: Low Speed Live Test/Drills

12:00 pm CST – 12:50 pm CST: Tutoring/ Office Hours

Enrollment

Requirements for Acceptance:

Prospective students must, have at the minimum a high school diploma or equivalent (G.E.D., homeschool completion certificate, etc.), meet all enrollment deadlines, earn a 70 or above on the entrance exam, and pay the \$100.00 non-refundable registration fee in full in order to be eligible for acceptance and enrollment.

Prospective students who are starting in Theory may enroll for Onsite or Online Live status for the Fall Quarter only.

All other students (Speed Building – onsite/online live/online non-live, Theory – online non-live) may enroll for a start at any quarter (Fall, Winter, Spring, Summer).

Auditing Theory or Academic Courses

As an auditor, the student enrolls in, pays tuition for, and attends classes but does not complete assignments or take examinations. The student receives no credit for the class, but the class will be placed on the student's transcript with the symbol "AU" to indicate their special registration status. The tuition for auditing classes is \$150.00 per month. We do not provide an auditing option for the Speed Building portion of the program.

Court Reporting Program Description

All student status types (onsite, online live, and online non-live) are required to complete the same courses. The only difference is that online non-live students are afforded 4 months to complete each quarter of Theory.

This program will teach students how to become a professional court reporter. It will fully prepare them to pass the state and national tests that may be required in certain venues, such as Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR). The principal occupational skills that will be taught include using machine shorthand to write literary dictation at speeds up to 180 words per minute, jury charge dictation at speeds up to 200 words per minute, and question-and-answer testimony in legal settings at speeds up to 225 words per minute, all at a

minimum of 95% accuracy. Students will learn how to transcribe dictation using CAT software (computer-assisted translation), how to create and format official court transcripts, how to mark and index exhibits, how to create mini-transcripts, how to connect to other computers for providing realtime and other technologies related to court reporting. They will receive advanced schooling in court reporting English vocabulary and usage, punctuation, proofreading and editing skills, current events, as well as law, legal and medical terminology. Students will receive instruction on court reporting procedures and will complete a practical internship. Graduates of the program will be thoroughly prepared to immediately obtain employment in both official and freelance court reporting positions.

** Please note that while Theory is separated into three quarters, it is one large course with three progress/grade checkpoints to assess student progress and academic standing. If a student withdraws prior to completing all three quarters of Theory, they will have to start from Theory, Quarter 1 upon re-enrollment.

Court Reporting Program Outline

Course #	Course Title	Lec Hrs	Lab Hrs	Tot. Hrs	QCH
THQ1	Theory, Quarter 1	162	91	253	20.75
THQ2	Theory, Quarter 2	162	91	253	20.75
MT	Medical Terminology	44	10	54	5
THQ3	Theory, Quarter 3	162	91	253	20.75
ELT	English and Legal Terminology	44	10	54	5
CRPU	Court Reporting Punctuation	27	10	37	3
CRT	Court Reporting Technologies/C.A.T. Software	27	10	37	3
SB	Speed Building	162	91	253	20.75
CRPR	Court Reporting Procedures	27	10	37	3
INT	Internship	40	50	90	6.5
	Total Credits offered	857	461	1,321	108.5
	Total Credits Required for Graduation	642	345	990	81

The approximate time required to complete the Court Reporting Program is 24 months.

Course Descriptions (in order of course offerings)

THQ1: Theory, Quarter 1

162/91/20.75

This course is designed to introduce machine shorthand writing. Students will learn how to use all of the keys and form words, phrases, and punctuation at increasing speeds from live dictation. Prerequisite: none

THQ2: Theory, Quarter 2

162/91/20.75

This course is designed to complete the basics of machine shorthand writing. Emphasis is on memorization of one-stroke words, dates, numbers, punctuation, prefixes, suffixes, and increased vocabulary. Students will apply these skills in increasing speed and accuracy in live dictation. Prerequisite: 80 or above in Theory, Quarter 1

MT: Medical Terminology

44/10/5

Students will learn the meanings and spellings of medical words and combining forms so as to be able to correctly transcribe medical testimony. Prerequisite: none

THQ3: Theory, Quarter 3

162/91/20.75

Advanced theory principles are completed and include the memorization and use of briefs to increase speed and accuracy. Prerequisite: 80 or above in Theory, Quarter 2

ELT: English and Legal Terminology

44/10/5

In this course, students will learn the basic principles of English structure, grammar and usage with an emphasis on punctuation, spelling and vocabulary, increase their vocabulary in general English with an emphasis on homophones and pseudo-homophones. Law and legal terminology will also be a strong component of this course. Prerequisite: none

CRPU: Court Reporting Punctuation

27/10/3

Students will learn how to punctuate spoken English in a judicial environment.

CRT: Court Reporting Technologies/C.A.T. Software

27/10/3

Students will learn how to use DigitalCAT court reporting software, including but not limited to: writing realtime, creating, building, and maintaining, dictionaries, editing, formatting, using keyboard macros, using, making, and launching macros from the steno machine. A basic computer skills review is included in this course.

SB: Speed Building

162/91/20.75

Students will develop machine shorthand skills and increasing speeds in literary, jury charge and testimony transcription. This class involves dictation in literary, jury charge, two-voice and multi-voice testimony, and medical/technical dictation. Students may advance through speeds at their own pace and within multiple quarters. 20.75 quarter credit hours will be earned each quarter until the student passes out of their test out speeds. Prerequisite: 80 or above in Theory, Quarter 3

CRPR: Court Reporting Procedures

27/10/3

This course teaches students, in simulated courtroom scenarios, how to swear in a witness, how to mark exhibits, receive evidence, proper courtroom and deposition room etiquette, the professional rules, duties, and ethics pertaining to court reporters, and more. Prerequisite: CRT

INT: Internship

40/50/6.5

The Internship shall include a minimum of 40 hours of participation under the supervision of a practicing court reporter using machine shorthand technology, verified by the reporter(s) under whom the internship is being completed and the production of a 40-page salable transcript based on testimony written. Prerequisite: CRPR

Grading System

Theory and Academic classes will be graded on a numerical system.

Speed Building is graded on a Pass/Fail basis – based on the professional standard in court reporting of speed and accuracy.

Letter code	Numerical number	Description	Included in CGPA	Grade Points
A	90-100	Excellent	Yes	4.0
B	80-89	Above average	Yes	3.0
C	70-79	Average	Yes	2.0
D	60-69	Below Average	Yes	1.0
F	0-59	Failing	Yes	0.0
P	-	Pass	Yes	4.0
I	-	Incomplete	No	N/A
IP	-	In Progress	No	N/A
TR	-	Transfer Credit	No	N/A

Failing Grade

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

Pass

A Pass (P) grade is used in Speed Building courses to indicate a student has successfully passed the requirements for that course and will receive 4.0 grade points for the class.

Incomplete

An Incomplete (I) indicates that the student did not complete the course work during the normal quarter. The student must complete the course work by a predetermined date arranged by the instructor. The use of Incomplete is only used in circumstances where the student is making satisfactory progress in the course but is not able to complete the course work due to an unusual circumstance deemed acceptable by the instructor.

In Progress

An In Progress (IP) grade is used in courses to indicate “in progress” at the time of a transcript request.

Grade Point Averages

A student’s grade point average (GPA) is computed by first multiplying the grade point given by the number of quarter credits earned for each course. These points are added together and then divided by the number of credit

hours for which grades were awarded. The cumulative grade point average (CGPA) is based on all grades and credit hours earned to date.

The CGPA helps determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Unit of Credit

One credit is earned by satisfactorily completing the course work included in 10 hours of lecture and 20 hours of lab work depending on the course.

Satisfactory Progress and Academic Standing

Satisfactory progress is defined and evaluated by Grade Point Average and Maximum Time Frame progress.

In order to remain in good academic standing in Theory students must:

Make an overall average of 80% in the course. If the student does not, they will be placed on academic probation for the next quarter.

While on academic probation, the student would need to achieve the minimum 80% average for the next quarter of Theory. If the student does not, we will talk about them either re-starting at Theory, Quarter 1 (if the student is onsite or online live, this would change the student status type to online non-live) at the next quarter, or withdrawing from the program until the student is ready to re-enroll and start from Theory, Quarter 1.

If a student does not achieve the overall average of 80% or above in the course after a second start (this being the third time the student would have earned below an 80%) the student would be withdrawn from the program and placed on Academic Suspension for no less than two quarters. After the duration of two quarters (6 months), the student may then re-enroll in the program.

Students must earn a 70% or above for all academic courses to be considered in good standing.

Once past the Theory portion of the program (Quarters 1 -3), students must maintain the minimum hour requirement for the Speed Building course in order to remain in good academic standing. The minimum hour requirement is no less than 75% of hours offered must be attained.

Maximum time frame progress will be evaluated at the end of every quarter. A student's progress is considered satisfactory if the student is progressing through the program at a rate necessary to complete the program within a maximum time frame equal to 2 times the normal program length. The normal program length is 8 quarters; therefore the maximum time frame is 16 quarters.

Theory should be completed within 4 quarters, at the maximum.

Speed Building is a largely individual portion of the program, with students having different physical abilities, they will hit different checkpoints at different times. We will ensure the student's success by making sure they are following through on the practice and class time necessary to move up through different speeds until they have tested out of the high speed requirements, which are equivalent to the Texas CSR licensing speed and accuracy requirements.

The following are the requirements to be met at each evaluation point.

End of 1st quarter – complete THQ1

End of 2nd quarter – complete THQ2, MT

End of 3rd quarter – complete THQ3, ELT

End of 4th quarter – complete CRPU, CRT

End of 11th quarter – complete CRPR

End of 12th quarter – complete SB, INT

Every effort will be made to help students achieve these evaluation point requirements. A student will be placed on probation if the evaluation point requirements are not met.

Probation

At the end of each quarter each student's CGPA and term attendance is reviewed. If the student's CGPA or attendance record is not acceptable according to the satisfactory progress and attendance policies, the student will be placed on probation. Students on Probation must participate in academic advising as deemed necessary by the school director as a condition of their academic monitoring.

Notification of academic dismissal will be in writing. As a dismissed student, a tuition refund may be due in accordance with the school's stated refund policy.

Withdrawal

A student who wishes to withdraw from the program must provide a written statement of intent to withdraw that includes: date the withdrawal is effective on (the student may NOT backdate the withdrawal date, it should be either a future date OR the date the withdrawal statement is sent in), the understanding that in order to re-enroll at a later date the student must follow all enrollment policies and guidelines including paying the non-refundable registration and processing fee for each re-enrollment, the understanding that if a student withdraws without completing a course they will start from the beginning of that course upon re-enrollment.

Readmission Policy

A student seeking readmission after an academic dismissal or a non-academic dismissal must wait at least one quarter (3 months) before doing so. At that time, the student will submit in essay form the reasons that they feel they should be readmitted. The school will evaluate the submitted essay, past performance, grades, attendance, and desire to complete the program in order to make a determination. If the student is reinstated, they will need to follow all admission and enrollment guidelines and policies to re-enroll.

Under Title 40, Texas Administrative Code, Section 807.221-224 students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Cheating and Conduct Policy

Cheating, plagiarism, or any form of unethical practices are not condoned or tolerated in the program. If a student is found participating in any of these practices, it is grounds for immediate expulsion without opportunity of future re-admittance.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses within the maximum time frame allowed. Additionally, students must pass three 5-minute tests each of Literary at 180wpm, Jury Charge at 200wpm, and Testimony at 225wpm with a 95@ accuracy. Students must also have met all attendance requirements and be current on all financial obligations in order to receive final transcripts, and certificate of completion.

Students who complete all the requirements in the Court Reporting program earn a certificate of completion from the Mark Kislingbury Academy of Court Reporting and are prepared to sit for the Texas CSR exam, the RPR or CSR of other states.

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



Mark Kislingbury
Owner/Founder



Christina Labbé
Director

Mark Kislingbury Academy of Court Reporting, Inc.