



STUDENT CATALOG

Updated: August 30, 2013

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College of Medical Arts. A judicious attempt has been made to provide accurate and up-to-date information. The College of Medical Arts reserves all rights to make changes as needed or desired in curriculum, course offerings, fees, requirements for completion, certification, graduation, and any other regulations. The College of Medical Arts also reserves the right to establish effective dates of these changes.

COLLEGE OF MEDICAL ARTS

STUDENT HANDBOOK and CATALOG

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SCHOOL INFORMATION

Mission Statement College of *Medical Arts* is dedicated to providing a quality educational experience to students enrolling in any of our healthcare programs. Our mission is to integrate the values of College of *Medical Arts* into our healthcare programs as they relate to teaching, practice, and service. We are committed to advancing the discipline of healthcare through education that prepares nurses and other technicians who will provide quality care to an ever changing, multi-cultural population that includes many who are aging.

College of Medical Arts strives to provide excellence in education with competent faculty and administrative staff by maintaining a facility that fosters educational growth in a pleasant and safe environment with equipped classrooms, interactive teaching strategies, and current resource material. *College of Medical Arts* fosters professionalism and high academic standards.

School Objectives

- Provide students with a thorough knowledge of their program of choice leading to graduation, success in passing licensure/certification exams, and provision of professional, safe, quality care.
- Teach the communication skills necessary to work successfully with clients and other healthcare professionals.
- Provide students with the skills needed to be competent, safe, and effective members of the interdisciplinary healthcare team.
- Provide on-campus continuing education to meet the changing requirements for education of the healthcare professional.
- Provide learning experiences that respond to learners' interests.
- Promote clarity and understanding of the larger and real world.
- Develop learners' self-understanding and enhance their personal worth and growth.

School Philosophy

College of Medical Arts believes that the development of individuals to work as healthcare professionals is critical to the promotion and restoration of health and fundamental to the prevention of illness in individuals, families, groups, and communities. *College of Medical Arts* recognizes the work and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. *College of Medical Arts* is committed to:

- Instruction based on sound principles of learning
- Development of each student's intellectual, analytical, and critical thinking
- Individual student growth with emphasis on ethics, accountability, and professionalism
- Student participation in the educational process

Library

All CMA campuses have a subject-specific library that is accessible during normal classroom hours and students are provided with access to subject matter reference materials via the Internet.

School Locations

CMA Auburn
11600 Education Street
Auburn, CA 95603

CMA Redding
2490 Court Street
Redding, CA 96001

CMA Turlock
1111 East Tuolumne Rd
Turlock, CA 95382

CMA Davis
1850 E. 8th Street
Davis, CA 95616

CMA Sacramento
9837 Folsom Blvd., Suite B
Sacramento, CA 95827

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Description of Facilities and Types of Equipment and Materials that will be Used for Instruction

All College of Medical Arts locations comply with the facility and equipment facilities specified in state regulations and have been inspected and approved by the appropriate professional licensing agency. CMA Auburn, CMA Redding, CMA Sacramento, CMA Turlock and CMA Woodland each consist of a classroom with a/v learning equipment and equipment on which students are required to demonstrate proficiency. CMA Sacramento has an integral skills lab with one work station and administrative offices. Each campus at which the CNA and HHA programs are offered have clinical site agreements with multiple skilled nursing facilities at which students interact with patients, can use regular patient rooms as skills lab work stations, and can access specialized medical equipment.

Accreditation and Memberships

College of *Medical Arts* is a private institution. It is approved to operate by the Bureau for Private Postsecondary Education. The Nursing Assistant and Home Health Aide programs are accredited by the California Department of Public Health (CDPH).

College of Medical Arts is not a Title IV accredited institution

1. Students in all CMA programs are eligible to sit for applicable licensure exams in California.
2. Certification programs offered by CMA are recognized for employment positions, including, but not limited to, positions with the State of California.
3. Students are not eligible for federal financial aid programs.

Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Review This Catalog Prior to Signing Enrollment Agreement

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Advisory Board

College of Medical Arts has an active Advisory Board comprised of the Chief Operating Officer, Program Director, and other qualified individuals who have been employed in the healthcare field or have experience in educational institutions. The functions of the Advisory Board are:

- Review the established curriculum and comment as to its objectives, content, length and adequacy of facilities and equipment;
- Review and comment on any new program, including the appropriateness of curriculum, objectives, content, length and accreditation recognition; and
- Review and comment on student completion, placement and if required, state licensing outcomes of each program.

Time Period Covered by This Catalog

This catalog is goes into effect beginning March 25, 2013 and will remain in effect through December 31, 2013, unless amended and replaced prior to the later date.

No Housing Support is Available

College of Medical Arts does not offer on-campus housing, or provide any assistance to students in acquiring housing.

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Student Records

The student has the right to inspect academic and financial records, by appointment, during regular school hours. The school may not release or disclose academic, personal, or financial information without first securing a written release from the student. However, if the student is a dependent for Federal income tax purposes, the school may release educational records to the parents without consent. Students may not have access to financial data separately submitted by parents or guardians. College of Medical Arts will, at a minimum, maintain full student records for a minimum period of 5 years from date of articulation, and will retain records of course completion in perpetuity.

No Guarantees of Licensure or Employment

College of Medical Arts does not guarantee that any students graduating from the college will be licensed or employed in the capacity of their training. Licensure is wholly dependent upon students passing the licensure exam and clearing fingerprinting and a Department of Justice investigation.

Placement Services

College of Medical Arts provides basic instruction in how to complete a job application; assists in developing individual resumes; and offers interviewing tips through mock interviews. *College of Medical Arts* does not guarantee job placement.

Uniform and Dress Policy

Uniform

The school uniform consists of:

- Hospital scrubs with school logo patch affixed to the left front side of the scrub
- Solid white, rubber sole, closed heel and toe shoes
- Name identification badge on the upper right front side of the scrub
- Solid fleece jacket with school logo patch – optional

Dress Policy

- Clean, wrinkle free, non-stained and in good repair uniform must be worn during clinical rotations
- Name identification badges are part of the uniform and are to be worn at all times
- No jewelry is to be worn with the exception of wedding bands and non-dangling earrings (limited to one piercing per ear.) Visible body piercing and/or tattoos are not acceptable.
- White, non-skid shoes and laces are to be kept clean and in good repair at all times.
- No gum chewing is allowed while in uniform.
- Deodorants and antiperspirants are used daily.
- Hair must be neat and clean; long hair should be pulled back and/or tied-up and human color.
- Make-up should be used sparingly.
- No strong perfumes or colognes are allowed.
- No long nails (no longer than the tip of the finger), no colored nail enamel, or artificial nails are allowed.
- No textured hosiery is allowed. Plain white stockings or white solid socks are recommended.
- A black ink pen and small notebook or notepad are integral parts of the uniform.

Counseling/Tutoring Assistance

Students having difficulty with a subject may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the initiative in seeking out of class help and to discuss difficulties with their instructors or the Program Director and/or Assistant Director. A listing of outside tutoring and counseling services is available upon request.

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ADMISSION INFORMATION

Equal Opportunity

College of Medical Arts is committed to the philosophy of equal opportunity and access in all educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs.

Background Checks

California law prohibits the certification/licensure of any person who has been convicted of any Penal Code violation unless that action has been dismissed or the individual has obtained a Certificate of Rehabilitation.

A prescreening, background check is conducted on all enrolled students. This prescreening is the same that is typically required of hospital employees and is a condition of the clinical facilities to allow a student to participate in clinical rotations at their sites. Students may be allowed to begin course work before the background check is completed. However, by signing *College of Medical Arts* Enrollment Agreement, the student affirms that they have not been convicted of any Penal Code violations.

- Students failing the background check at the time of enrollment may not be eligible to participate in the program and may be dismissed.

At the end of the program students must submit to a full investigation by the Department of Justice. Students failing this investigation may not be eligible for licensure. .

Nursing Assistant Program Qualifications and Requirements

To qualify for the program an applicant must:

1. Be at least 16 years old
2. Have a valid government issued I.D. card and Social Security Card
3. Be able to perform the physical duties required of the selected program
4. Pass a screening test for tuberculosis with PPD skin test or a chest X-ray and pass a general physical exam.
5. Speak, read, write, comprehend, and communicate effectively in the English language
6. Pass the CMA Math and English Language Proficiency Test with a minimum score of 75%.
7. Submit to a mandatory background check.

Home Health Aide Program Qualifications and Requirements

To qualify for the program an applicant must:

1. Be able to document that they are a Certified Nursing Assistant with a valid license issued by the State of California or a comparable agency (for example another state, or an agency of the federal government). A valid license is CMA's verification that the applicant has met the health screening and background check requirements.
2. Have a valid government issued I.D. card and Social Security Card.
3. Be able to perform the physical duties required of the selected program

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Screening and Selection Criteria Policy

All applicants who meet the minimum requirements for admission will be considered. College of *Medical Arts* will convene the Admissions Committee, consisting of the Program Director and one or more of the following: Admissions Director, Chief Operating Officer, Program Director and/or program instructor who will:

1. Verify and document the qualifications of each candidate.
2. Score candidates.
3. Make a final selection of candidates to be admitted to the program.

Selection is based upon the following:

- Score on the appropriate Entrance Test
 - For NA this is the CMA Math and Language Proficiency Test
- Work experience
- Letters of Recommendation
- Previous education
- Date of application
- Application status of candidates (placement of previous alternate student)

The top candidates plus alternates will be selected. See the Alternate Student Policy. In case the candidates are equally qualified for the last slot in the class, selection will be based upon the date of the application. Students who drop or take a leave of absence may return only if there is an available slot and the written request to return is accepted.

On-Line Application Policy

CMA recommends that applicants for the Nursing Assistant and Home Health Aide programs apply through our web site at www.cmaschool.org. This route provides easy access to the CMA Math and English Language Proficiency Test and all required application documents. Enrollment can be conducted in person or by mail upon request.

Alternate Student Policy

The school may admit alternate students in each new class (before clinical portion of class begins) to replace students who may leave the program.

1. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
2. **Alternate students will be designated two (2) weeks prior to the first day of class.**
3. Alternate students will receive a letter with explanation on the alternate student policy.

Alternate students will be allowed to complete all classes prior to the commencement of the clinical experience. If a slot does not become available prior to the commencement of the clinical experience, the alternate student will be accepted into the program on the next available start date. An updated application must be submitted before being admitted to the next class.

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Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at College of Medical Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn at College of Medical Arts is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) 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 College of Medical Arts to determine if your (credits or degree, diploma or certificate) will transfer.

College of Medical Arts does not currently maintain articulation agreements with any other institution.

Credit for Previous Education and/or Experience Policy

College of Medical Arts may, at its discretion, grant credit for previous education and/or experience in the healthcare field completed within five (5) years prior to admission. When credit is granted, a student may still be required to demonstrate competence in theory and/or clinical skills.

Previous education may include:

- Accredited vocational or practical nursing courses.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed services nursing courses.
- Nursing assistant training courses.
- Other courses the school determines are equivalent to courses in the program.

Competency-based credit will be granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations. The procedure is as follows:

1. Submit a completed Credit for Previous Education and Experience form one month prior to program admission date.
2. Arrange for official transcript of clinical and theory hours and grades to be sent from the original school or agency to College of *Medical Arts* for evaluation prior to the class start date.
3. Obtain verification of work experience by employers, stating specific dates of employment, duties performed, and if work was satisfactory, and submit one month prior to program admission date. In addition:
 - Written and/or clinical performance assessment will be required to determine the amount of credit to be granted.
 - Any area challenged (clinical or theory) that a student does not meet the objectives of the course, will require that the entire content of the course be repeated.
 - A grade of 75% must be received in the written test and a satisfactory in the nursing performance assessment.

Cost: There is no fee to the applicant for submitting a request for credit for Previous Education and Experience. However, the applicant is responsible for any costs associated with acquiring transcripts, certificates, letters or other documentation required to support their request.

Note: The Credit for Previous Education and Experience form will also be used for the student to waive any credits previously awarded by another institution or from previous work experience.

Tuition fees will remain the same when academic credit is granted for previous education and/or experience.

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Credit for Previous Education and Experience Request Form

Applicant's Name: _____

Enrolled Program: NA HHA

Education / Experience for Which Credit is Requested

Description	Contact	Date Completed	Documents?

Cost: There is no fee to the applicant for submitting a request for credit for Previous Education and Experience. However, the applicant is responsible for any costs associated with acquiring transcripts, certificates, letters or other documentation required to support their request.

Timing: This request must be submitted a minimum of 30 days prior to the start of training for the enrolled training program.

Limitations:

- The education and/or training for which credit is requested must have been completed within five (5) years prior to admission.
- When credit is granted, a student may still be required to demonstrate competence in theory and/or clinical skills.

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ACADEMIC INFORMATION

English-As-A-Second Language Instruction

College of Medical Arts does not offer English-as-a-second-language instruction. All instruction will be conducted in English.

Attendance Policy

Attendance is expected for the full duration of theory and clinical courses. Making up missed work *may* be permitted if absence was due to illness, death in immediate family, court appearances, and/or *emergency* medical, dental or legal appointments. Excessive tardiness and absences may cause a student to fail to complete course objectives and does not allow for proper evaluation of the student's clinical abilities. All course objectives must be completed before moving on to the next Semester.

Theory Class

It is the student's responsibility to be present and on time for all classes. The student is required to remain in class during classroom hours except with the instructor's permission. The student must notify the school if they are going to be tardy or absent. If a student is absent, it is the student's responsibility to obtain all class information and assignments from the instructor.

A maximum of 8 hours of theory absences, subject to make-up, will be allowed per semester. It is the student's responsibility to meet with the Program Director to make a plan of action to allow the student to complete the missed objectives. Additional missed time may result in automatic withdrawal from the program. If the withdrawal occurs within the first four weeks of a semester, the date of withdrawal will be recorded, but no grade will be recorded. If this occurs between the fifth and twelfth weeks in a semester, the date of withdrawal and a grade of "W" (withdrawal) will be recorded. The "W" will be followed by a "P" for passing, or "F" for failing to document the student's status at the time of withdrawal. Withdrawal after the twelfth week in a semester will result in a grade of "F" (failing).

The student will be allowed to repeat the course with another class, provided space is available. Only one course may be repeated per semester or a total of two courses in the program. Students who fail to complete more than one course per semester or more than two courses in the program will be automatically dismissed from the program.

Clinical Experience

It is the student's responsibility to be on time for all clinical experiences. The student is expected to attend all scheduled clinical days, unless other arrangements are made with the Program Director. The student is required to remain on the assigned unit during clinical hours except with the instructor's permission. If a student is going to be absent from clinical experience, the student must first phone the instructor. If unable to contact the instructor by phone, the student will call the assigned unit or agency and leave a message of absence at least one (1) hour prior to the beginning of the clinical experience. The student must obtain the name of the person to whom the message is given.

A maximum of two (2) clinical absences, subject to make-up, will be allowed per semester. It is the student's responsibility to meet with the Program Director to make a plan of action to allow the student to complete the missed objectives. A third absence will result in a grade of "Unsatisfactory."

The student will be allowed to repeat the course with another class, provided space is available. A final grade of "Unsatisfactory" for a second time will result in automatic dismissal from the program.

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Make-Up and Absenteeism Policy and Procedure

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat the theory class, clinical experience, or both:

Any objective missed due to absence in either a clinical or theory course can be completed satisfactorily in one of the following ways:

- Written Assignments and Make-up Tests
 - No make-up tests or written assignments will be permitted unless the Program Director or Assistant Director give approval.
 - There will be no make-up test for an unexcused absence, and the student will receive a grade of 0 points for the test.
 - Make-up written assignments may be subject to an automatic reduction in points up to one grade level because of lateness.
- Theory Make-up
 - The student must make arrangements for scheduled make-up as per the attendance policy.
 - The make-up should reflect the scheduled topic(s) missed and require the student to spend time equivalent to the hours missed in order to be counted as make-up credit.
- Clinical Make-up
 - The student must make arrangements for scheduled make-up as per the attendance policy.
 - The make-up should reflect the clinical objectives missed and require the student to spend time equivalent to the hours missed in the skills lab or clinical area.

Students who have not completed all clinical and theoretical objectives prior to the completion of the Vocational Nurse program will not graduate nor be eligible for the State of California Licensing Examination until all objective have been satisfactorily completed with a minimum passing grade of C or 75%.

Evaluation of Student Progress

Evaluation of student progress will be ongoing and based upon meeting both theory and clinical objectives. Progress in theory is defined as maintaining a grade of “C” or better (75% or higher). Progress in clinical is defined as maintaining a grade of “Satisfactory”. A failure in either area will cause the student to fail the semester or specialty.

Theory:

Points will be given for each component of the course, such as tests, papers, and projects. To pass, the student must receive a minimum of 75% of the total points. Each instructor will grade and review results of required work with students and allow them time for discussion.

There are times throughout the program when a student's progress may fall below 75%. Students who are experiencing difficulty meeting theory or clinical objectives may be issued a document of concern and subsequently be placed on a Learning Contract. The Learning Contract specifies the expectations that are not being met; the behaviors that are expected; and the date by which this must occur. As soon as a student's learning and/or performance problems have been identified, the student will be notified regarding the concern and will be asked to meet with the instructor and Program Director.

Any time the student feels in jeopardy, she/he should consult with the instructor regarding the problem, following the grievance process as outlined.

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Grades will follow this scale:

Score		GPA
95- 100%	A	4.0
90%-94%	B+	3.5
85% -89%	B	3.0
80% - 84%	C+	2.5
75% - 79%	C	2.0
<74%	F	0

Note: A grade of "Incomplete" will only be given in the event that, due to extraordinary circumstances, a student has not been able to complete all the course work by the end of the semester. An "Incomplete" must be removed within two weeks of the end of a semester or it will default to an "F".

Clinical:

The clinical instructor is responsible for all student clinical assignments and evaluations. It is recognized that an exact match between theory and clinical are not always possible. Student assignments will include documented preparation to care for assigned patients along with documentation of assessment, care planning, and medication administration. Other assignments may be given as appropriate. Problems will be handled initially by the instructor and include the Program Director when indicated.

Evaluations for both theory and clinical will be discussed with each student as an on-going, continuous part of the class and written assessments will be made for each student at least once during each semester. Final evaluations are discussed with each student during the last week of each semester and then filed in the student's record.

Remediation Policy

Any student who has not maintained at least a 75% grade average in theory and/or a Satisfactory rating in clinical performance will be referred to the Program Director for a conference. At the conference, the student and the Program Director and instructor will:

1. Discuss the identified learning/performance problems;
2. Draw up a written contract specifying actions that will result in improved performance and are agreeable to the student, instructor, and Program Director;
3. Determine a date by which the contracted goals are to be satisfied; and
4. Schedule a second meeting.

At the second meeting, the Program Director and instructor will determine if the contract goals have been met. If the contract goals have not been met, the student may be dismissed from the program.

Understanding that students have different learning styles and may need additional assistance, students are encouraged to use the services of College of *Medical Arts* to increase the chance of success within the program. These include:

- a. Tutoring
- b. School library
- c. Study and test taking consultation

The student must demonstrate proficiency in each semester before being permitted to progress onto the next semester. If the student continues to demonstrate insufficient preparation for the subject content of the course, has developed a pattern of neglect of class assignments, or has not met specific objectives set forth in the plan for remediation, the student will be considered for dismissal.

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Classroom and Clinical Behavior Policy

- Students are offered a ten (10) minute break for every hour of instruction. Any 8-hour theory or clinical day will also include one thirty (30) minute lunch as scheduled by the instructor.
- Smoking is not allowed in the building and is allowed in only designated areas on campus.
- Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving the classroom and break room areas.
- All educational supplies used by the student during theoretical training must be returned to the designated proper places at the end of the class.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subjected to automatic dismissal.
- Sleeping or distracting class sessions both in the classroom and clinical training site are not acceptable and subject to counseling by the Program Director.
- Leaving the classroom or clinical training site during class hours without authorization by the instructor or Program Director is not allowed and is subject to counseling.
- Cheating during examinations is not acceptable and students' who are caught will be subject to counseling and or dismissal.

Zero Tolerance Policy

As a matter of policy, *College of Medical Arts* prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and any other parties on its property, at clinical facilities, or at any school campus or school activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination even for a first offense.

Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

College of Medical Arts forbids all acts of sexual harassment. Sexual harassment is a form of illegal sex discrimination. Harassment occurs when unwelcome sexual advances, request of sexual favors, and/or other verbal or physical contact of a sexual nature:

- Is made either explicitly or implicitly as a condition of an individual's educational status or employment.
- Has the purpose or effect of unreasonable interfering with an individual's education or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- Is used as the basis for employment or academic decisions affecting the individual regardless of submission to or rejection of such conduct.

There is also zero tolerance for abusive language and abusive and/or violent behavior directed to our students, instructors, or staff in the clinical setting.

Confidentiality

Any and all information obtained while providing nursing services or any information learned while working and studying in a health care facility will remain confidential at all times. This includes information from client records or oral information obtained. Students that breach client confidentiality will face possible termination from the program. Each student is required to sign and submit the "Student Agreement: Patient's Rights, Confidentiality and Safety" form upon entry into the nursing program. This signed form will be kept as part of the student file.

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Dismissal Policy and Procedure

Grounds for Dismissal

College of Medical Arts may permanently dismiss a student who:

1. Exhibits disruptive behavior and/or lack of common courtesy and respect for a patient, client, resident, instructor and/or fellow student. Disruptive behavior is any behavior that negatively impacts the instructor's ability to teach and/or the student's ability to learn. This applies both in the classroom and during the clinical experience.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language, or pictures.
3. Uses profanity with a patient, client, resident, instructor, fellow student, clinical site employee or any school employee.
4. Exhibits signs and symptoms of emotional illness, alcoholism, and/or drug abuse that impairs the ability to perform safely.
5. Does not meet the expectations for Classroom and Clinical Behavior.
6. Does not adhere to the Attendance and Make-up Policies.
7. Is charged with plagiarism or cheating.
8. Fails to meet financial obligations.
9. Does not meet objectives set forth in a remediation plan created in collaboration with the Program Director and Instructor(s).
10. Fails to abide by all and/or any terms of the Enrollment Agreement.

Procedure for Dismissal

1. The Instructor will notify the Program Director if a student is exhibiting grounds for dismissal.
2. Once the Program Director deems the student eligible to be considered for dismissal, he or she will:
 - a. Notify the student that he/she is being considered for dismissal
 - b. Convene the School Board consisting of:
 - i. Chief Operating Officer
 - ii. Program Director
 - iii. Instructor
3. The "School Board" will take the matter under consideration and notify the student, in writing, of their decision within five business days.

Drop Out Policy

1. Each student has the right to withdraw from a *College of Medical Arts* program.
2. The student should notify the school of his/her intention to withdraw from the program in writing.
3. If a student withdraws from the course after attending the first class of the course program, *College of Medical Arts* will remit a refund within 30 days following the students' withdrawal. The amount of refund will be based on the Student Tuition Refund Policy of the school.
4. If any portion of the tuition was the proceeds of a loan, see the loan agreement for any specific reimbursement procedures.
5. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay any student financial aid program from which the student received benefits, in portion to the amounts of the benefits received, and any remaining amount will be paid to the student.
6. Within ten (10) days of the date of the refund, *College of Medical Arts* will notify the student in writing of:
 - The date on which the refund was made;
 - The amount of the refund;
 - The method of calculation for the refund;
 - The name and address of the entity to which the refund was sent.
7. Refer to your Enrollment Agreement for non-refundable fees.

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Leave of Absence Policy

The school will permit a student to take **one (1)** Leave of Absence (LOA) during any program. The request for leave of absence must be made as soon as the student becomes aware of a potential problem with attendance. The notice must be in writing and should be brought in, in person, but may be mailed as long as it is postmarked on the first day of the requested LOA. If no notice is delivered, either by hand or by mail, it will be assumed that the student has voluntarily withdrawn. A refund of any pre-paid tuition will be issued based on the State of California's standard formula as shown on the school's Enrollment Agreement.

The notice must include the following items:

- Proposed date for leaving
- A statement of the student's intent to return;
- Intended date of return;
- Contact address and phone number if different than what is on file with the school.

If the student does not return within 3 months, the LOA will be treated as a cancellation and a refund or any pre-paid fees will be made based on the State of California's standard formula as shown in the school's Enrollment Agreement.

It is the responsibility of the returning student to be able to perform all skills from previous semesters.

- Re-entry is on a space available basis *only*.
- Re-entry is contingent upon clearing a current background check and continuing to meet all program entry requirements and qualifications.
- All LOA's and requests to be re-admitted must be submitted within two weeks after the student attends their last class and must be approved by the Program Director.
- A student may be re-admitted to the Vocational Nursing Program one time only.

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FINANCIAL INFORMATION

Cancellation and Refund Policy

Should a student cancel or be cancelled for any reason, all refunds will be made according to the following policy:

- Cancellation must be made in writing; either in person or by registered or certified mail.
- All monies, except for the non-refundable application, will be refunded if the applicant cancels or is not accepted by the school.
- Cancellation after attendance has begun, but before the completion of the course, will result in a pro-rata refund based on the number of hours completed in relation to the total course hours.
- The termination date to determine the refund is the last date of actual attendance by the student or date the school received the notice of cancellation.
- Refunds will be made within THIRTY (30) days after receipt of the cancellation notice.

Tuition Refund after Classes Begins

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class you attended, or the seventh day after enrollment, whichever is later, the School will remit a refund less the non-refundable items. The student is obligated to pay for the educational services rendered.

The refund shall be the amount you paid for instruction multiplied by fraction; the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT THE STUDENT OWES FOR THE TIME THE STUDENT HAS ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT THE STUDENT HAS ALREADY PAID, THEN THE STUDENT WILL NEED TO MAKE ARRANGEMENTS TO PAY FOR IT.

HYPOTHETICAL REFUND EXAMPLE: Assume that a student is enrolled in the Nursing Assistant program, with a total of 150 hours, and pays \$1,966 in total costs. If that student withdraws after completing 50 hours, the pro rata refund to the student is \$1,203 based upon the calculations stated below.

\$1,966 Total Paid	Minus	\$226 Non-Refundable Cost, and \$130 Potentially Refundable Cost	= \$1,610 Tuition and Refundable Fees
\$1,610 Tuition & Refundable Fees	Divided by	150 Hours in the Program	= \$10.74 Hourly charge for the program
\$10.74	Multiplied by	50 Hours of Instruction attended	= \$537 Owed by the student for Instruction received
\$1,610	Minus	\$537	= \$1,073 Tuition & Fee Refund Amount
\$1,073	Plus	Refunds of \$90 for State Certification Exam not taken, and \$40 Textbook refund	= \$1,203 Total Refund Amount

For the purpose of determining the amount the student owes for the time the student attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

- a. The student notifies the School of your withdrawal or the actual date of withdrawal.
- b. The School terminates the student's enrollment.
- c. The Student fails to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be

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used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.

The above refund policy also applies to students dismissed for cause.

Refund Policy on Books, Uniforms, and Materials

After purchase, books, uniforms and other materials are the property of the student. The school makes no refunds for these items

Late Fees, Returned Check Fee, and Transcript Fee

Any payment, received after the due date, will be charged a \$25.00 late fee. It is the student's responsibility to make all tuition payments as agreed.

Students, who issue personal checks which are returned by banks, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Checks which have been returned for nonpayment must be replaced with cash, certified check, or money order. Students who have had checks returned will not be allowed to pay any further payments by check.

College of Medical Arts will provide two free official transcripts following graduation. Additional transcripts will be provided at a cost of \$10.00 each. Requests for official transcripts must be submitted in writing. The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the school. Allow 3 weeks for processing of transcripts.

Financial Aid

College of Medical Arts does not participate in federal or state financial aid programs.

If you obtained a loan to pay for this program you remain responsible for repaying the full amount of the loan plus interest, less the amount of any refund.

If you default on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and,
2. You may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Financial Status of College of Medical Arts

College of Medical Arts is financially stable. In accordance with Ed. Code §94909(a)(12), we can attest that CMA does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it 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

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Student Tuition Recovery Fund (STRF)

****STRF fees are \$0.50 per \$1,000 of tuition.****

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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NURSING ASSISTANT PROGRAM INFORMATION

Program Delivery: All courses are delivered in classroom and/or clinical settings. The NA program is currently offered at the CMAf Auburn, Redding, Turlock and Woodland campuses.

Nursing Assistant Program: (150 clock hours): The Nursing Assistant Program provides the student with the maximum training to pursue employment as an entry level caregiver in the healthcare settings.

Objectives: The Nursing Assistant Program prepares the graduate to take the certification examination given by the State of California for certification as an entry level worker on a health care team. The curriculum provides the graduate with theory and practical application of skills related to basic resident care.

Graduation Requirements: Completion of 150 clock hours and students must pass all tests with 75% and pass all clinical competencies.

Career Opportunity: Certified Nursing Assistants may find entry level employment as Certified Nursing Assistants in home health care agencies, long term care facilities, medical offices, outpatient clinics, clinical labs and numerous other health care facilities.

Program Overview & Course Description: Classes are offered throughout the year. The program is divided into 10 units. The program has a variety of schedules: full time, 4-week course, scheduled is 5 days per week; part-time on evenings and weekend is 6-week course, 5 days per week; and weekends a 10-week course, scheduled for 2 days per week.

CMA maintains a student/teacher ratio in class and clinical settings of 15:1. Emphasis is placed on resident rights, legal issues, communication, documentation, safety, the utilization of basic nursing procedures and the role of the home health aide. The units are as listed below. However, CMA reserves the right to modify the sequence should the need arise.

Topic	Clock Hours:	
	Theory	Clinical
I. Introduction to Nursing Assistant	2	0
II. Patient's Rights	2	1
III. Interpersonal Skills	2	0
IV. Prevention Management of Catastrophe And Unusual Occurrence	1	1
V. Body Mechanics	2	4
VI. Medical and Surgical Asepsis	2	8
VII. Weights and Measures	1	1
VIII. Patient Care Skills	14	44
Patient Care Procedures	7	20
IX. Vital Signs	3	6
X. Nutrition	2	6
XI. Emergency Procedures	2	1
XII. Long-Term Care Patients	2	0
XIII. Rehabilitative Nursing	2	4
XIV. Observation and Charting	4	4
XV. Death and Dying	2	0

Total Clock Hours: 50 100

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NURSING ASSISTANT PROGRAM FEES

TUITION, FEES, AND EXPENSES

Tuition	\$1,518⁰⁰
Credits Educational Credits, Discounts, Scholarships	
Potentially Refundable Fees and Charges	\$222⁰⁰
State Certification Exam Fee	\$90 ⁰⁰
Administrative Services Fee	\$92 ⁰⁰
Textbooks	\$40 ⁰⁰
Non-Refundable Fees and Charges	\$226⁰⁰
Application Fee	\$75 ⁰⁰
Textbooks and Resource Material	\$35 ⁰⁰
Uniform, Logo Patches, ID Badge	\$50 ⁰⁰
Malpractice Insurance	\$25 ⁰⁰
Background Check	\$40 ⁰⁰
Student Tuition Recovery Fund	\$1 ⁰⁰
TOTAL CHARGES you are obligated to pay	\$1,966⁰⁰

 Tuition: Tuition is pro-rated upon course withdrawal. Refer to Refund Provision on Page 3 of this Agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	\$536 ⁰⁰
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	\$1,966 ⁰⁰
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	\$536 ⁰

NURSING ASSISTANT INSTRUCTORS

Program Directors

Sheila Daniel, RN PHN—Program Director for CMA Auburn, CMA Turlock and CMA Davis Campuses

Kathleen DeTore, RN—Program Director for CMA Redding Campus

Classroom/Clinical Instructors

Pam Eiszele, LVN—Primary instructor for CMA Redding Campus

Cathy Kitchen, LVN— Assistant instructor for CMA Redding Campus

Stephanie McKinney, LVN—Primary instructor for CMA Turlock Campus

Grace Raskin, LVN—Primary instructor for CMA Auburn Campus

Anita Wafford, LVN—Primary instructor for CMA Davis Campus

Tynesha Zacarias, LVN—Assistant instructor for CMA Davis Campus

Instructor Qualification

All NA program instructors possess valid nursing licenses in good standing. They are accredited to serve as instructors by the California Department of Public Health.

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HOME HEALTH AIDE PROGRAM INFORMATION

Program Delivery: All courses are delivered in classroom and/or clinical settings. The NA program is currently offered at the CMA Auburn, Redding, Sacramento, Turlock and Woodland campuses.

Home Health Aide Program: (40 clock hours): The Home Health Aide Program provides the student with the maximum training to pursue employment as an entry level caregiver in the home health setting. The HHA program offered by College of Medical Arts is an “add-on certification” program for individuals who are already Certified Nursing Assistants (CMA). Holding a CNA in good standing is a pre-requisite for this program.

Objectives: The Nursing Assistant Program prepares the graduate to take the certification examination given by the State of California for certification as an entry level worker on a health care team. The curriculum provides the graduate with theory and practical application of skills related to basic resident care.

Graduation Requirements: Completion of 40 clock hours and students must pass all tests with 75% and pass all clinical competencies.

Career Opportunity: Home Health Aides may find employment in home health care agencies, long term care facilities, hospice services and numerous other health care facilities.

Program Overview & Course Description: Classes are offered throughout the year. The program is divided into 6 units. The program has a variety of schedules: full time, 1-week course, scheduled is 5 days over one week; part-time, on evenings and weekend is a 4-week course, 2 days per week.

CMA maintains a student/teacher ratio in class and clinical settings of 15:1. Emphasis is placed on resident rights, legal issues, communication, documentation, safety, the utilization of basic nursing procedures and the role of the home health aide. The units are as listed below. However, CMA reserves the right to modify the sequence should the need arise.

Topic

- I. Introduction to Home Health Aid
- II. Medical/Social Need
- III. Personal Care
- IV. Nutrition
- V. Cleaning/Care
- VI. Home Care

Clinical Hours Students should note that Clinical training hours will be conducted in the nursing home setting, and that this will involve working with actual patients under the supervision of instructors and facility staff. Clinical hours will require students to travel to the clinical site. While training at the clinical sites students will be required to be on their best behavior, and to follow the rules of the CMA CNA program and the host facilities.

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HOME HEALTH AIDE PROGRAM FEES

TUITION, FEES, AND EXPENSES

Tuition	\$499⁵⁰
Credits Educational Credits, Discounts, Scholarships	\$0⁰⁰
Non-Refundable Fees and Charges	
Student Tuition Recovery Fund	\$0⁵⁰
TOTAL CHARGES you are obligated to pay	\$500⁰⁰

 Tuition: Tuition is pro-rated upon course withdrawal. Refer to Refund Provision on Page 3 of this Agreement.

<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u>	<u>N/A</u>
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u>	<u>\$500⁰⁰</u>
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	<u>\$500⁰⁰</u>

HOME HEALTH AIDE INSTRUCTORS

Primary Instructor
 Sheila Daniel, RN PHN

Instructor Qualification
 All HHA program instructors possess valid nursing licenses in good standing. They are accredited to serve as instructors by the California Department of Public Health.