



# INTEGRITY COLLEGE OF HEALTH

## 2018 Catalog

January 2018 - December 2018



*“Education with  
Integrity”*

## TABLE OF CONTENTS

Mission, School History .....	4	Instructional Mode or Methods .....	22
Approvals and Accreditations .....	4	Copyright Law .....	23
Structure and Governance .....	5	Orientation.....	23
Ownership, Bankruptcy Disclosures .....	5	Training description.....	23
School Officials, Faculty and Staff .....	6	Homework.....	22
Facilities and Equipment .....	6	Student conduct .....	24
Approved Programs, Business Office Hours, Training Hours.....	7	Academic ..Honesty.....	24
College Calendar, Campus Holidays .....	8	Cell phones.....	24
Non-Discrimination		Classroom & clinical behavior.....	24
Policy.....	9	Student Academic Progression.....	24
Admission Requirements .....	9	Academic Evaluation.....	25
Physical Requirements.....	9	Grading Criteria Theory & Clinical	
Admission Procedures.....	9	Courses.....	25
Alternate Student		Course Requirements.....	25
Policy.....	10	Student Evaluation Method.....	25
English Proficiency.....	10	Exit Exams/Assessment Testing VN.....	26
Transfer or Experience Credit .....	10	Student Success Program.....	26
Advanced Placement		Grading System .....	27
Transferability of Credits .....	12	Clinical Evaluation .....	29
VN.....	11	Academic Probation .....	30
Grievance Procedure.....	12	Attendance.....	31
Student Complaint Procedure.....	13	Tardiness .....	31
Arbitration Procedure.....	13	Absences.....	31
STUDENT SERVICES.....	14	Withdrawal.....	32
Academic Advising .....	14	Leave of Absence .....	32
Tutorial Programs.....	14	FINANCIAL AID FAFSA INFORMATION	
Library .....	14	Return to Title IV Policy(R2T4).....	32
Students with disabilities .....	14	Financial Aid Student Appeal Process.....	33
Job placement assistance.....	15	Student Academic Progress (SAP)	
Accidents/Illnesses/Insurance.....	15	Definitions.....	33
Financial aid information.....	16	Student Suspension and Matter of	
Housing.....	16	Student Impairment From Alcohol, Drug	
Revision of programs and tuition .....	16	Abuse, Emotional Illness.....	36
Cancellation & refund policy .....	17	Reinstatement Into the VN Program .....	36
Policy overview .....	17	Policy for Temporarily Impaired	
Withdrawing from a course after the		Students.....	36
seventh (7th) day of class .....	17	Graduation Requirements .....	37
Hypothetical refund example: .....	18	PROGRAMS	
Refund calculation.....	18	VOCATIONAL NURSING .....	38
Student tuition recovery fund (strf) .....	19	Program Philosophy.....	38
Retention of student Records.....	21	Technical Standards.....	39
Student access to file information .....	21	Occupational Objectives.....	40
Student information release policy.....	21	Goals & Objectives.....	41
Academic achievement.....	22	Program Information, tuition, length....	41
Clock hour definition.....	22	Program Requirements.....	43
Training Program .....	22	VN Course Descriptions .....	43-45
Overview .....	22	Class Schedule and Break Time.....	45
		Uniform Policy.....	46
		Student Conduct.....	46

Clinical Facilities List.....	46-47	Sex, Assault, Domestic Violence.....	61
MEDICAL ASSISTING.....	48	Crime Statistics.....	62
Tuition & Fees.....	48	Drug & alcohol abuse prevention.....	65
Program Goals, Objectives, Description.....	49	Appendix A. Student right-to-know-rates.....	68
Grading System.....	50	Appendix B. School Performance	
Course Content & Descriptions.....	51-54	Fact Sheet.....	69
Uniform Code/Externship.....	54	Appendix C. Waiver contract.....	74
Success for Completion.....	55	Appendix D. Transfer credit.....	75
CONTINUING EDUCATION COURSES		Appendix E. Alternate student agreement	
EMERGENCY MEDICAL TECHNICIAN (EMT)		Form.....	76
RECERTIFICATION COURSE.....	57	Appendix F. CATALOG RECEIPT	
Annual Security Report.....	59	AKNOWLEDGMENT.....	77



**Integrity College of Health**  
**1460 N. LAKE AVE. SUITE 102**  
**PASADENA, CA 91104**  
**Tel: (626) 808-0215**  
**www.ich.edu**

## MISSION



The Mission of Integrity College of Health is:

- Provide Personal and Focused education to students that are Passionate about career in healthcare.
- Promote importance of Empathetic Care and Wellness.
- Promote Cultural Sensitivity in education and patient care.
- Promote Healthcare careers in the community.

We achieve our Mission by offering educational programs in the health care field that provide Knowledge, support Passion and Promote upward mobility in the health care profession.

Our motto is:

***“EDUCATION WITH INTEGRITY”***

## SCHOOL HISTORY

Integrity College of Health, further referred as “ICH”, was founded in 2007 by the Registered Nurses Bea Martin and Vella Dennis. The vision and passion the founders had, combined with expertise and love of teaching, helped the school successfully function. From the day it was founded, we have educated hundreds of students that are now gainfully employed in their fields.

The management and staff of ICH are strongly committed to maintaining high standards of quality and integrity in all aspects of operating an educational institution. The educational philosophy incorporates a variety of teaching strategies, including but not limited to, training in the following environments: classroom, lecture, field, lab, and clinical site.

Integrity College of Health continually seeks to provide training programs that will best serve the changing demands of students, technology, business, industry and the community at large.

## APPROVALS AND ACCREDITATIONS

Integrity College of Health is a private institution for Continuing Education that voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private postsecondary school administration. The campus holds the following approvals and accreditations:

### **Accredited by the Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia 22043 Tel (703) 917-9503

Institutional Accreditation

website: <http://abhес.org>

### **Approved by the Bureau for Private Postsecondary Education (BPPE)**

California Department of Consumer Affairs, Private Postsecondary Education

P.O. Box 980818, West Sacramento, CA 95798-0818

website: <http://bppe.ca.gov>

**Accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833, Tel (916) 263-7800

Programmatic Accreditation

website: <http://bvnpt.ca.gov>

**Approved to participate in the United States Department of Education, Student Financial Aid**

(Title IV) Programs

website: <http://www.fafsa.ed.gov>

The evidence of these approvals and accreditations, are all displayed in the lobby for public viewing. The school director will furnish additional information upon request.

ICH is a private institution for Continuing Education approved to operate by the **Bureau of Private Postsecondary Education (BPPE)** and the **Bureau for Vocational Nursing and Psychiatric Technicians (BVNPT)**. Approval to operate includes a compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent.

The college maintains a institutional accreditation with a team of highly qualified examiners and subject matter experts with the **Accrediting Bureau of Health Education Schools (ABHES)**. **ABHES** is an accrediting agency recognized by the United States Department of Education.

The approvals, accreditations and memberships are displayed in the lobby for public viewing. The school director will furnish additional information upon request.

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043

Telephone (703) 917-9503

**Bureau for Private Postsecondary Education (BPPE)**

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959 Fax: (916) 263-1897 Toll Free: (888) 370-7589

[www.bppe.ca.gov](http://www.bppe.ca.gov)

**Bureau for Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Dr. Suite 205. Sacramento CA 95833-2945.

Telephone: (916) 263-7800

[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

## **STRUCTURE AND GOVERNANCE**

### **OWNERSHIP**

Integrity College of Health is a subsidiary of Advanced Health Services, LLC.

It is a for-profit membership company.

Bea Martin, MSN,RN,FNP, is CEO/Program Director and is the Managing Member with 100% ownership.

## BANKRUPTCY

This institution does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). CEC 94909 (a) (12)

## SCHOOL OFFICIALS, FACULTY AND STAFF

### ADMINISTRATION:

Bea Martin, MSN, RN, FNP	Director of Education
Vella Dennis, MBA, MSN, MPH	Assistant Director of Education
Bea Martin, MSN, RN, FNP	Program Director of Nursing
Yvette Savala, BS, PT1, RMA, CMA	Program Director Medical Assisting/Instructor
Allan Castalos	Technical Support/Accountant
Kenia Selva	Financial Aid Officer
Ramona Roberts	Admissions Officer
Marie Sison	Program Coordinator
Indira Jethwa	Registrar/Office Assistant

### FACULTY:

Each faculty member employed by ICH must be a qualified educator who is approved by the Board of Vocational Nursing & Psychiatric Technicians.

<u>Bea Martin, MSN, RN, FNP</u>	<u>CSU, Dominguez Hills</u>	<u>School Director/VN Director (FT)</u>
Ray Custodio, LVN	North-West College	VN Instructor (FT)
Brenda Castile, BS, LVN	University of Phoenix	VN Instructor (PT)
Melody Cochran, MSN, RN	University of Phoenix	VN Instructor (PT)
Alodia Laygo, LVN	Preferred College of Nursing	VN Instructor (PT)
Dunia Salazar, BSN, RN	West Coast University	VN Instructor (PT)
Jell Tacandong, LVN	Liceo de Cagayan Univ.	VN Instructor (PT)
Jocelyn Tan, BSN, RN	Mariano Marcos State Univ.	VN Instructor (PT)
Yvette Savala, BS, PT1, RMA, CMA	Independence Univ.	M.A. Prog. Director/Instructor (FT)

### FACILITIES AND EQUIPMENT

ICH is conveniently located on an intersection of major streets Lake Ave. and Washington Blvd. It is off 210 freeway at 1460 N. Lake Ave., Suite 102, Pasadena, CA 91104. Class sessions will be held in the classrooms at this address.

The College facilities occupy Suites 102, 102A, 103, and 110 on the first floor of a two-story building. The total area is over 5200 square feet of classroom, laboratory, library and office space. Entrants and exits are conveniently located so can be cleared safely and promptly in case of emergency.

There are three classrooms that can accommodate up to 30 students each. Class sizes range from 10 to 30 students. Classes are scheduled with a view toward classroom availability and size. All classrooms are equipped with appropriate sitting accommodations, white boards, anatomical charts and other supplies to meet the needs of the appropriate curriculum.



The library contains computers and resources of supplemental educational materials for students that is available during office hours of operation.

**No food or drink, except water allowed in classroom and instructional areas.**

**Classroom A**, located in suite 102 has 625 sq. feet and dedicated for lectures, seminars and other instructions. It is equipped with a projector for presentations. **Theory instruction is provided in this classroom.**

**Skills Lab**, located in suite 110 has 720 sq. ft. of for lectures, seminars and other instruction. It is equipped with a projector for presentations. It provides training equipment including, medical mannequins, stethoscopes, blood pressure cuffs, and blood withdrawal paraphernalia. Additionally, it includes **skills lab** with sink 450 sq. ft. **Theory instruction and skills training are performed in this classroom.** A **student library** of 109 sq. ft. also is in suite 110.

**Classroom B**, located in suite 103, has 1700 sq. feet and dedicated for lectures. It is equipped with a projector and screen for presentations.

**Office space** is located in suite 102 with the following dedicated areas:

- Admissions office of 210 sq. ft. with lobby.
- Business office of 100 sq. ft.
- Eating area with sink 216 sq. ft.
- Financial Aid Department 288 sq. ft.

**All clinical/externship instruction (patient care education) is provided in assigned facilities. VN students will have opportunity in more than one listed clinical facility; MA students will be assigned to one externship location. Name and locations of all partnering clinical facilities are located under “Clinical Facility List,” pg. 43.**

The school provides large parking area. The covered outside eating area is also available for convenience. The College contracted clinical facilities are in Pasadena, West Covina, Covina and Sun Valley. ICH is constantly adding and making changes to the current list of affiliates to best suit the needs of students, employers and community.

**APPROVED PROGRAMS, OFFICE HOURS AND COURSE SCHEDULES**

The College offers two **Core Programs** and three **Continuing Education Courses**.

**The Continuing Education Programs are excluded from accreditation by ABHES.**

**The Core Education Programs**

Program	Cert/Diploma	Hours
Vocational Nursing	Certificate/BVNPT	1,560
Medical Assisting	Certificate	800

Table 1. The Core Education Programs

**The Continuing Education Courses\***

Program	Cert/Diploma	Hours
EMT Recertification Course	Certificate	24
Intravenous Therapy Blood Draw	Certificate	36
Director of Staff Development	Certificate	24

Table 2. Continuing Education Courses

***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.***

***\*Continuing Education Courses are NOT accredited by ABHES***

**BUSINESS OFFICE HOURS**

Monday - Friday 9:00 a.m. to 5:30 p.m.  
 Saturday 8:00 a.m. to 4:00 p.m. by appointment

**Telephone: (626) 808-0215**

**HOLIDAYS**

We are closed on the following major national holidays:

- New Year's Day***
- Easter***
- Mother's Day***
- Father's Day***
- Thanksgiving Day***
- Christmas Day***

**PROGRAM START DATES/SCHEDULES**

*Program starts when the minimum enrollment requirements are met.*

**Vocational Nursing: Tentative Schedules; please call for scheduled dates during the year**

Schedule 1: Days	Theory	8:00 a.m. to 4:00 p.m. (Tues)
	Clinical	7:00 a.m. to 4:00 p.m. (Sat & Sun)
Schedule 2: Evenings	Theory	6:00 p.m. to 10:00 p.m. (Tues & Thurs)
	Clinical	2:00 p.m. to 11:00 p.m. (Sat & Sun)
Schedule 3: Days	Theory	8:00 a.m. to 4:00 p.m. (Thurs)
	Clinical	7:00 a.m. to 4:00 p.m. (Sat & Sun)
Schedule 4: Evenings	Theory	6:00 p.m. to 10:00 p.m. (Tues & Thurs)
	Clinical	2 p.m. to 11 p.m. (Sat Sun)

**Medical Assistant: Tentative Schedules; please call for scheduled dates during the year**



**Theory 7:00 a.m. to 1:30 p.m. (Mon through Thurs)**  
**Externship Times may vary (based on schedules of Externship site, traditionally Mon through Friday, 8 hour shifts)**

## **NON-DISCRIMINATION POLICY**

ICH welcomes students of any color, race, gender, national, and ethnic origin. The College does not discriminate based on race, color, gender, national, and ethnic origin in administration of its educational and admissions policies or any other programs that it administers. The school director is the coordinator of Title IX: The Educational Amendment Act of 1972, which prohibits discrimination based on gender in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the discrimination provisions of Title IX should be directed immediately to the director. The director will then act equitably and promptly to resolve all complaints and issue a response in seven (7) working days.

## **ADMISSION REQUIREMENTS**

A high school diploma or GED is a requirement for the Vocational Nursing program and Medical Assistant program. The programs offered by ICH are open to both men and women who possess a high school diploma/GED or its equivalent (evidenced by an evaluation of transcripts by a reputable evaluator), and pass a Wonderlic entrance exam. We are unable to accommodate "ability-to-benefit" students and **we are not able to sponsor any students from outside the United States of America**. We do not provide visa services or vouch for student status. The college does not offer high school diploma programs.

To qualify for enrollment:

1. The applicant must be at least 18 years old (for VN students; requirement by BVNPT).
2. The applicant must be a high school graduate or GED equivalent.
3. The applicant must have foreign transcripts formally evaluated and results must be on file.
4. The applicant must be able to meet financial requirements.
5. The applicant must complete an oral interview.
6. The applicant must have had a physical exam within the last year, with no evidence of a communicable disease, history of immunizations and flu shots, and a yearly tuberculosis test or chest x-ray within the last 2 years.
7. The applicant must pass the Wonderlic Scholastic Level Exam at a 10th grade level.
8. The applicant must have a CLEAR with Background checks.

## **PHYSICAL REQUIREMENTS**

College does not discriminate based on physical handicaps. However, students must be mentally and physically capable of safely participating in classroom instruction daily to successfully complete the program. Integrity College of Health encourages all students who may have a concern regarding a physical issue to visit the school and allow the school to evaluate individual circumstances. The school may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges. **(For additional information, refer to "Students with Disabilities").**

## **ADMISSIONS PROCEDURES**

Applicants must apply for admissions at any time prior to enrollment. Applicants must submit a completed Admissions Application to the School to apply for enrollment. Proof of identification in

the form of a driver's license, social security card, birth certificate or other form of identification must be required prior to admission. The Wonderlic test (\$20) must be passed at qualifying pass rate for the desired program (pass rate varies by program). Financial Aid or payment arrangements must be arranged, and student must be able to meet financial obligations. Program Director or designee must complete admission interview and provide approval before enrollment. Student to pay applicable registration fee.

### **ALTERNATE STUDENT POLICY**

When a new VN Course is scheduled to start, and has the maximum number of students enrolled, a student may become an alternate student in case of a cancellation or drop in the course. Each new cohort may temporarily accept 2 additional students temporarily admitted to Integrity College of Health for no more than six (6) weeks, while waiting for a position to open. The student will attend each scheduled class, and participate in lectures, including testing. As an Alternate, the student will not be required to pay any monthly fees or deposit. If no position becomes available before the scheduled clinical experience at seven (7) weeks, the alternate student will be dropped from the program, and placed at the top of the next class waiting list, if the student chooses to do so. If a position becomes available, the student will be expected to complete the application process with the regular fees and deposit, and can continue in the course. (Appendix E, Alternate Student Policy Form).

### **ENGLISH PROFICIENCY**

College does not provide English-as-a-Second-Language (ESL) instruction. All testing, lectures and clinical communication are in English, and must have demonstrated proficiency of at least 10<sup>th</sup> grade level. This will be evaluated by the Wonderlic entrance exam. Students are required to pass Wonderlic entrance exam at 10<sup>th</sup> grade level. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

### **TRANSFER OR EXPERIENCE CREDIT**

The awarding of credits for coursework completed at any other institution is at the sole discretion of College. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 54 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the College administration. AP (Advanced Placement), USAFT (United States Armed Forces Institute) and other nontraditional, but widely accepted, means of earning college credit will be recognized when relevant. A limited number of credits for military service may also be awarded. Students receiving veteran's benefits must have all prior education and evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified in writing.

#### **Procedure for requesting Transfer or Experience Credits:**

- Official Transcripts must be sent directly from the other schools or the armed forces to Integrity College of Health for review and evaluation.

- If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.
- The Program Director or the School Director will do transfer evaluations. An evaluation sheet is completed during the review of the documentation. This sheet is kept in the student's permanent file.
- If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The School Director will review the additional information and has final authority to grant or deny any transfer credits.
- **Student will not be required to pay any charges for the application or award of credit for prior experiential learning.**

### ADVANCED PLACEMENT (Vocational Nursing)

1. Students transferring from other colleges must have achieved a "C" or better in any course (nursing or other) to be considered for advanced placement, and may be eligible for advanced placement during designated times.

- Application must be completed six weeks before the start of the program. Maximum hours accepted for each course is 54 hours for those courses successfully completed in the areas of Nutrition, Anatomy and Physiology, Psychology, Growth and Development. (See Appendix I)
- Students who have previously successfully completed a specific course in the VN Program (ex. 1st 54 hrs. Med. Surg.), may be given credit for the course with written permission from the Vocational Nurse Program Director. The application to receive credit for the course must be completed six weeks before the start of the course.

2. Applications for Advanced Placement/reinstatement are available from the VN Program Director. Advanced Placement students must meet the program criteria for admission and any additional criteria as delineated by the V.N. Director and Section 2535 of the Vocational Nursing Rules and Regulations, which include:

Transfer credit shall be given for related previous education completed within the last five years.

- A) Accredited vocational or practical nursing courses.
- B) Accredited registered nursing courses.
- C) Accredited psychiatric technician courses.
- D) Armed services nursing courses.
- E) Certified nurse assistant courses.
- F) Other courses the school determines are equivalent to courses in the program.

A competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations, and applied at the successful completion of the program.

3. Advanced Placement students are considered chronologically by the date on the Advanced Placement or reinstatement application, as spaces are available.

4. Students must keep the VN Program Director apprised of their current addresses and phone numbers by notifying the VN Program Director in writing of changes. If a student cannot be

reached by registered mail when an opening occurs, the opening in the course will go to the next student in chronological order.

5. Applications for Advanced Placement or reinstatement are valid for one program year. Students must resubmit an application and meet additional prerequisites, if necessary.

## **TRANSFERABILITY OF CREDITS**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Integrity College of Health is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing or Medical Assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Integrity College of Health to determine if your certificate will transfer.

***ICH has not entered an articulation or transfer agreement with any other college or university.***

## **GRIEVANCE PROCEDURE**

1. Students who have been temporarily disqualified or permanently disqualified have the right to grieve within ten school days following the disqualification.
2. The disqualified student may submit to the Program Director a written request for grievance. The request must be delivered to the Advisement Center during the hours of 8:00 a.m.- 4:00 p.m., no later than 4:00 p.m. on the third school day, after receipt of the notification of the disqualification. Failure by the student to submit the request in the prescribed manner and within the prescribed time lines waives his/her right to grieve under the procedure.
3. When a grievance is requested, the Program Director will hear the case and render a decision. In instances where the Program Director feels that he/she is not able to hear the case with sufficient objectivity, the Program Director will appoint an appropriate alternate.
  - a) If the student feels the decision has not been handled fairly, the student may apply to the Administrator of the College for a final decision.
  - b) For any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians (VN, see "student complaint procedure" below); or the Bureau for Private Postsecondary Education (see #6 below)
4. The Program Director will notify, in writing, the following people regarding the decision of the hearing.
  - Instructor
  - Student

A copy of the decision of the hearing will also be placed in the student file.

5. Procedures for disciplinary and grievance/appeal hearing may be secured from the Program Director or in the Advisement Center Office. Student disciplinary policy and procedures, and student grievance policy and procedures handbook are available in the Advisement Center.
6. 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** or by completing a complaint form, which can be obtained on the bureau's Internet Web site: **www.bppe.ca.gov**.

#### **STUDENT COMPLAINT PROCEDURE**

The Student Complaint Form is to be completed by the student, and forwarded to the Director for review. The student must have first communicated with the instructor, or staff about the problem. The student will be notified of the disposition and resolution of the complaint within 30 days. For VN students, any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians.

#### **Bureau for Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Dr. Suite 205. Sacramento CA 95833-2945.

Telephone: (916) 263-7800

**www.bvnpt.ca.gov**

#### **Arbitration:**

1. In the event of a disagreement between student and ICH, the student may have the case heard in front of an Arbitrator. This is not a requirement, but can be a faster and less expensive manner to obtain a legal opinion/recommendation to both parties.
2. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by Integrity College of Health, to the extent these fees are greater than a Superior Court filing fee.
3. The Arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
4. Any remedy available from a court under the law shall be available in the arbitration.
5. Nothing in this Agreement prohibits the Student from filing a complaint with the state regulatory agency.

#### **Procedure for filing arbitration:**

1. Students are strongly encouraged, but not required, to utilize the Complaint Procedure described in this catalog prior to filing arbitration.
2. A student desiring to file arbitration should first contact the College School Director, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association, which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA.
3. A student may, but need not be represented by an attorney at the Arbitration.



## STUDENT SERVICES

### ACADEMIC ADVISING

Students experiencing academic or any other kind of distress are encouraged to seek advising from assigned staff, faculty and the director of the desired program is equipped to provide guidance. Should the student prefer, these staff and faculty can provide referrals to other programs or organizations that are better suited to be of assistance?

### TUTORIAL PROGRAMS

Tutoring is made available to any student on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. Should there be a conflict; arrangements may be made for another instructor to assume tutorial duties. Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. The amount of tutoring will depend on the need of the student as determined by the instructor

### LIBRARY

The College maintains a wide variety of virtual reference materials and publications to aid in furthering comprehension of coursework. The library contains computers and resources of supplemental educational materials for students that is available during office hours of operation. All students have access to the Library & Information Resources Network (LIRN) collection which provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, and more, covering topics for General Education, Business, and Medical programs. The library houses books, journals, magazines, as well as audio and video instructional aides. The library is in Suite 110, in the Skills Lab adjacent to the Instructor's Office. The nearest public library can be found at 600 E. Mariposa, Altadena, CA 91001 approximately 2.5 miles from the School.

### STUDENTS WITH DISABILITIES

Integrity College of Health meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. ICH does not discriminate based on physical handicaps. However, students must be physically capable of safely participating in classroom & clinical instruction daily to successfully complete the program.

The College encourages all students who may have a concern regarding a physical issue to visit the School and allow the School to evaluate individual circumstances. The School may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

**Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.**

- If accommodations are needed for any disability, student must ask for needed accommodations on acceptance into Vocational Nursing or Medical Assisting Program. Student is referred to Program Director for arrangements.



- If student is admitted and requests needed accommodations for a disability, student must have appropriate documentation validating disability.
- Students are held to same expectations of performance as others.
- VN Students must meet **Technical Standards** set by Vocational Nursing Program for performance (please refer to Vocational Nursing Technical Standards, pg 35).

## JOB PLACEMENT ASSISTANCE

The College emphasizes job placement and retention in all its programs. In the pursuit of maintaining high employment standards, Integrity College of Health employs a method of intensive career advising including resume assistance services, and job skills workshops conducted a month before graduation.

The school does provide free job placement assistance, but there is **no guarantee of employment or income level.**

## ACCIDENTS/ILLNESSES/INSURANCE

- 1. On campus** all accidents which occur during or after classes involving personal injury and/or damage to equipment must be reported immediately to the instructor or Program Director.
  - A. Accidents involving personal injury must be reported to the Advisement Center immediately.
  - B. Students must be covered by Student Liability and Medical insurance.
- 1. Off Campus** Illness or Accidents when student is at a facility. When a student becomes ill or is injured at an affiliating health care agency, the following procedure is to be followed:
  - A. If the injury is of an absolute emergency nature or is a reportable hospital incident, the student receives initial emergency care at the institution in which they were injured.
  - B. If the student belongs to an HMO, a pre-paid medical pan, or has a private health insurance plan they obtain all except essential emergency care from their own agency, or designated physician.
  - C. If the student has no health insurance, they contact Integrity College of Health Advisement Center Office and receive direction from that office.
  - D. All injuries incurred at an affiliating clinical agency must be reported to the ICH Advisement Center Office regardless of where they are obtaining care within 24 hours of the occurrence of the incident to complete necessary forms.
  - E. All injuries incurred at an affiliating clinical agency must be reported to the nursing instructor in charge of the clinical course within 24 hours of the occurrence of the incident.
- 2. Communicable disease** -Students known to be infected or suspected of being infected with a communicable disease (as determined by the Regulations of the California State Department of Health Services for the Control of Communicable Diseases) will be limited or restricted from patient contact until they are free of such disease or incapable of transmitting infection. The procedure, should this occur, is:
  - A. Students will report infections immediately to their Clinical Instructor, and the Vocational Nursing or Medical Assisting Program Director.

- B. The Clinical Instructor and the Program Director mutually agree upon a reassignment, which will limit or restrict student from patient contact. Consultation with the facility infection control nurse should be obtained if indicated.
- C. If reassignment cannot be made, students will be sent home. (See Attendance Policy, which remains in force.)
- D. If a student has been sent home, medical clearance from the student physician must be obtained before returning to the Clinical facility or classroom setting.

**E. Health Services Injury Protocol:**

Following is a review of the protocol to be followed when a student receives a needle stick or breakage of the skin by an object or instrument which has been contaminated with blood or other body fluids OR if the student is exposed to body fluids via mucous membranes or non-intact skin.

**1. Report injury to Advisement Center Office immediately.**

**2. Refer student for hepatitis-B Surface Antibody and HIV testing.**

a. If the student has Kaiser or other HMO insurance, refer to HMO provider for testing and appropriate follow up care.

b. If the student has other insurance or no insurance, refer to Private Medical Doctor. If the student does not have insurance, charges will be submitted to Student Insurance.

**3.** Should the student test negative for immunity to hepatitis-B it is recommended that she/he receive a second series of two injections. If after receiving a total of five injections the immunity level remains negative, no further testing or vaccination is recommended as the student is presumed unresponsive/insensitive to hepatitis-B vaccine.

**4. Repeat the HIV test six months after the incident.**

**5. Advise the patient** that the incident has occurred and request the patient to consent to having a hepatitis-B panel and HIV test. The patient is not required to do this but is requested to consent to the testing. If the tests are performed, the HIV test is repeated in six months. Results of the tests are made available to the student.

## FINANCIAL AID

Effective Oct 13, 2013, Integrity College of Health offers Financial Aid for qualifying students. We do participate in Federal and/or State Financial Aid programs. After payment of registration fee and successful completion of entrance exam, the Financial Aid Officer is available by appointment to discuss finances.

## HOUSING

Integrity College of Health does not offer on or off campus dormitory accommodations and has no dormitory facilities under its control. Students may find apartments near College. Rent charges vary per location, size of apartment, and facilities in the complex. Cost ranges of apartments in close vicinity range from \$1,095 (studio) to \$3,000 (3 bedroom). The college has no responsibility to find or assist a student in finding housing.

## REVISION OF PROGRAMS AND TUITION

ICH reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, equipment and organization as necessary with approval from the appropriate State agency, if required. Such changes may be needed to stay abreast with ever-

evolving technological advances, legislation in the allied healthcare field and to improve teaching methods. No changes will be made to diminish the competency of any program, or result in tuition changes for students currently enrolled in a program. For current tuition and fees please contact Admissions Office.

## CANCELLATION & REFUND POLICY

### POLICY OVERVIEW

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the initial class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or e-mail. The written notice of cancellation sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any form and is effective if the written notice shows that you no longer wish to be bound by this Agreement. You will be given two [2] Notice of Cancellation forms [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty [30] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will prorate any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

#### **Note:**

*In the event the eligible person fails to enter the course, withdraws, or discontinues attendance at any time prior to the completion, the amount charged to the eligible person for tuition, fees, and other charges should not exceed the approximate pro-rata portion of total charges for that program.*

If a student obtains a loan to pay for an education program, the student must repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. CEC 94911(e) (2). CEC 94919 or 94920. **Please refer to refund policy specific to financial aid and financial aid disclosures.**

### **Withdrawing from a Course after the Seventh (7th) Day after enrollment**

You have the right to withdraw from a course of instruction at any time. You have the right to cancel this Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The School will remit a refund less

a registration fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. 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 you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of this agreement.

**IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE GIVEN WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE BALANCE.**

Students whose entire tuition and fees are paid by a third-party organization are not eligible for a refund.

**HYPOTHETICAL REFUND EXAMPLE:**

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000 for tuition, \$75 for registration and \$150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,462 based upon the calculations stated below. If the student returns the equipment in good condition within thirty [30] days following his/ her withdrawal, the School shall refund the charge for the equipment paid by the student.

Refund Calculation

**Net Amount Paid** = Total Paid *Minus* Registration Fee

$$\$2,225 - \$75 = \$2,150$$

**Hourly Charge for the Program** = Net Amount Paid *Divided by* hours in Program

$$\$2,150 / 400 = \$5.38$$

**Total Refundable Amount** = Net Amount Paid *Minus* Cost of unreturned Equipment

$$\$2,150 - \$150 = \$2,000$$

**Owed by student for instruction received** = Hourly Charge *Multiplied by* Instruction Hours Attended

$$\$5.38 \times 100 = \$538$$

**Total Refund Amount** = Total Refundable Amount *Minus* Amount owed by student

$$\$2,000 - \$538 = \$1,462$$

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

- You notify the School of your withdrawal or the actual date of withdrawal.
- The School terminates your enrollment.
- You fail 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 your 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 used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

## STUDENT TUITION RECOVERY FUND (STRF)

Effective January 1, 2015 STRF will be reported, but no fees are required to be collected.

The Student Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF.



To qualify for STRF reimbursement you must file a STRF application within one [1] year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four [4] years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two [2] years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959 Fax: (916) 263-1897 Toll Free: (888) 370-7589

www.bppe.ca.gov

CALIFORNIA CODE OF REGULATIONS TITLE 5. EDUCATION DIVISION 7.5. PRIVATE POSTSECONDARY EDUCATION CHAPTER 7. STUDENT TUITION RECOVERY FUND ARTICLE 3. PAYMENTS FROM THE FUND This database is current through 02/02/07, Register 2007, No. 5 s 76215. Student Tuition Recovery Fund Disclosures.

(a) An institution approved under Article 8 (commencing with section 94900 of the Code), Article 9 (commencing with section 94915 of the Code), or a registered institution offering Short-term Career Training shall include on both the enrollment agreement and the current schedule of student charges, the following statement:

“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 or 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.”*

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include on the following statement on its current schedule of charges: 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 program attending certain schools regulated by the Bureau for Private Postsecondary 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 fee, 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 the 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.*

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.”

(c) The Bureau shall mail the Notice and Explanation of Student Rights under the Student Tuition Recovery Fund, Form STRF 06, effective January 1, 2002, to students soon after an institution's closure or upon request from a student for an explanation of his or her rights under the Student Tuition Recovery Fund.

Note: Authority cited: Sections 94774 and 94778, Education Code. Reference: Sections 94810, 94825 and 94944, Education Code.

#### HISTORY

1. New section filed 9-11-2003; operative 9-11-2003 pursuant to Government Code section 11343.4 (Register 2003, No. 37). 5 CCR s 76215, 5 CA ADC s 76215 1CAC 5 CA ADC s 76215

#### **RETENTION OF STUDENT RECORDS**

5 CCR 71810 (b) (14) Student Records-State law requires that student records be kept for five years after the student graduates or otherwise cancels enrollment. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested. Integrity College of Health maintains all student records in hardcopy format in locked areas only accessible by staff. Records are also maintained in a computerized storage database only accessible to staff of Integrity College of Health. Records are kept in both formats indefinitely.

#### **STUDENT ACCESS TO FILE INFORMATION**

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers within 3 business days.

#### **STUDENT INFORMATION RELEASE POLICY**

Integrity College of Health may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The School will not release any information without a written request.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959

Fax: (916) 263-1897

Toll Free: (888) 370-7589

**Web site:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **ACADEMIC ACHIEVEMENT**

College elects to award academic achievement based upon clock hours as a unit of measurement. The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and those skills that must be performed by the student before moving on to the next level of instruction.

### **CLOCK HOUR DEFINITION**

Integrity College of Health defines credits in terms of clock hours. A clock hour is defined as a fifty-minute period of lecture and/or field instruction.

### **DEFINITION OF CLOCK HOURS TO SEMESTER CREDIT HOURS CONVERSION**

\*1 Semester credit hour for at least 15 hours of classroom contact; or

\*1 Semester credit hour for at least 30 hours of supervised laboratory/shop instruction; or

\*1 Semester credit hour for at least 45 hours of externship/internship.

## **TRAINING PROGRAMS**

### **OVERVIEW**

The College's commitment is toward preparing students for successful placement in jobs with quality employers. As such, the teaching methods and materials are the most up-to-date and reflect the frequent changes in the allied health care field. This combination of methodology, intensive technique, and regular revision assures participants of the highest quality instruction available in the shortest possible time. Program lengths are measured in class hours of instruction.

### **INSTRUCTIONAL MODE OR METHODS**

Instruction includes lecture, lab, practical demonstrations and mandatory student participation. The progress of all students is monitored and graded regularly. Grades are based on a combination of objective and subjective evaluations of written and verbal tests, quizzes and proficiency in practical application. This method is specifically geared toward achieving high state board passing rates and ensuring job retention.

Instructional Mode will be given by Lecture, audiovisual, Demonstration and Lab practice.

At the end of the program there are fees established by the Board of Vocational Nurses (BVN) for fingerprinting, background checks, and testing. The student will be notified of the exact cost during the program. The BVN may not grant approval to take the NCLEX-PN exam, if there are any felonies noted with the background checks. Each case is individual, and must be taken up with the BVNPT BEFORE ENROLLING. 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:

## **Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 98018 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959 Fax: (916) 263-1897 Toll Free: (888) 370-7589

### **Copyright Law**

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted work. The person using the reproduction equipment is liable for any infringement. For more information on the laws regarding copyrights contact the U.S. copyright office at (202) 707-3000.

### **Orientation**

Orientations are generally held within the month prior to the start date of program. If the students did not attend orientation or orientation was not held before start of course, orientation will be provided on the first day or class. Emphasized during these meetings are issues related to behavior, commitment to obtaining employment, educational objectives, student rights and responsibilities.

### **TRAINING DESCRIPTION**

Training and instruction takes place at the School's facility and or designated training facility. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class range from 15 students to 30 lecture students and up to 10 laboratory students. Generally, classes will receive orientation training as a single group; however, the School may deem appropriate to divide the class size into smaller units.

Training may take place in a variety of academic environments including but not limited to: lecture, hands-on, field, site, and lab. Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives; i.e., cognitive and motor skills. Teaching strategies may vary with each instructor. Field training is structured where students are organized in groups. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances. The students do not have externships/internships. Clinical sites are used for practical clinical training. There are no television courses. There are no refresher courses. Remediation is within the program to help support continued attempts to understand the material offered.

### **HOMEWORK**

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

## STUDENT CONDUCT

### ACADEMIC HONESTY

Each student shall maintain academic honesty in the conduct of his or her studies and other learning activities at Integrity College of Health. The integrity of this academic institution and quality of education are based upon the principles of academic honesty. The maintenance of academic integrity and quality education is the responsibility of each student. Dishonest conduct, including cheating and plagiarism, is considered an offense for which a student may be expelled, suspended or put on probation. **Note: Students found cheating on a quiz or exam will immediately be expelled from the program. Use or attempting to use unauthorized materials, information, or study aids in any academic exercise constitutes cheating.** Dishonest conduct also includes fabricating information and data, copying or photographing any testing materials, allowing students to view your test, viewing or copying another students' test. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. Violation of this policy may result in disciplinary action up to and including dismissal from the program. The instructor may temporarily suspend the student from class or the clinical area until the question can be reviewed by the Program Director or designee. Any hours missed due to suspension must be made up before program completion.

### CELLPHONES

Cellphones are not allowed in classrooms. Cellphones are not allowed to be carried in the clinical facilities. Phones are to remain in your bag or in your vehicle, only to be used on your break. Violation of this policy may result in disciplinary action up to and including dismissal from the program. The instructor may suspend the student from class or the clinical area until the question can be reviewed by the Program Director or designee.

### CLASSROOM AND CLINICAL BEHAVIOR

Students are expected to maintain respectful and professional behavior. If a student becomes disruptive or argumentative with the instructor or other students, there will be a disciplinary warning. If behavior continues student will be at risk for dismissal. If the student disagrees with an instructors' assignment or behavior, the student is to speak with the Instructor in a private setting during break or after class. If the student does not feel issue was resolved, student is to make a written statement and report to the Program Director. Under no circumstance is a student to have a verbal or physical altercation with an Instructor, staff member, patient, or peer. Disrespectful, loud and disruptive behavior can be a cause for immediate dismissal from the program. Inappropriate comments and touching will place the student at risk for dismissal. All complaints and reports of inappropriate and disruptive behavior will be investigated by the Program Director or designee.

### STUDENT ACADEMIC PROGRESSION (SAP)

**Student Academic Progression applies to ALL students regardless of the method of payment for their educational program.** If the student has federal student loan financing, there are specific definitions related to SAP that are presented in bold, and defined on page 33.

To continue in the program, all students must:

A. Earn a final grade of "C" (75%) or better in theory courses. If a test grade is below 75% the student will be referred to remediation. **SPECIAL NOTE: If the student is receiving Financial**

**Aid and is placed on remediation for grades below 75%, the student will be also placed on a *Financial Aid Warning*. This means the student must meet satisfactory academic progress before next payment period. If student does not meet satisfactory academic progress, financial aid will cease, and student will be responsible for earned tuition. Student can appeal the decision, and if the student prevails upon appeal, can be placed on *Financial Aid Probation*. Eligibility for aid may be reinstated for one payment period.**

Integrity College of Health adopts a strict, rigorous evaluation system in the pursuit of excellence. Grades are based on attendance, tardiness, and the quality of class participation, projects, exercises, any written assignments and exams. A “Fail” is the equivalent of 74 % or less on a numerical scale, or an “F” on a letter scale.

**The following scale is the grading system:**

Letter Grade	Percent	Description	Grade Point
A	100% to 93%	Excellent	4.0
B	92% to 84%	Very Good	3.0
C	83% to 75%	Expected Progress	2.0
F	Below 75%	Fail	1.0

Integrity College of Health applies standard rounding practices to its grading system: 0.5 and above is rounded up to the next whole number, below 0.5 is rounded down to the nearest whole number. Incomplete grades will only be used when a student fails to take final examinations because of illness, death in the family, or other justifiable reasons. Otherwise, the instructor is required to assign for each student a definite grade based upon the work accomplished, irrespective of the circumstances that may have contributed to the results achieved.

**1. Course requirements and minimal academic standards** will be distributed to students at the beginning of the course. Students are expected to complete every assignment, submit assignments on time, and perform other academic course requirements within standards of achievement established by the instructor. Policies concerning incomplete course objectives are delineated in this handbook.

**2. Student Evaluation Methodology.**

To assure students assimilate the skills, procedures and duties of VN and MA students, evaluations will be conducted throughout the course of training. The evaluation techniques to be utilized include the following:

- ⇒ Brief weekly quizzes, either written or oral, will be given to students.
- ⇒ Quizzes are designed to test for understanding rather than for memorization.
- ⇒ Comprehensive tests are given every month, with a final exam given at the end of each semester.
- ⇒ All skills learned in class must be successfully demonstrated under supervision.
- ⇒ A dated checklist of skills will be used to track skills, which have been taught, and to record skills, which have been observed as having been successfully learned.
- ⇒ Periodic meetings will be held with student to discuss progress.
- ⇒ Student conference is available with the instructor by appointment.
- ⇒ Written evaluations summarizing clinical and theory competence will be maintained for each student.



⇒ **Late Penalty**

- ⇒ A test which is not taken at the time or date scheduled will be penalized 10% when taken, this includes make-up exams, where applicable. A test that must be retaken due to student error is also penalized 10%.

**EXIT EXAMS/Assessment Testing (Vocational Nursing)**

Integrity College of Health (ICH) provides assessment tools and materials for our students to prepare and assess how prepared they are to take the NCLEX-PN exam. These assessment tools are to the benefit of the student to identify specific subject areas of strengths and weaknesses. There are focused review materials that can help the student become proficient in the areas of weaknesses. ICH utilizes the preparation and assessment materials from Assessment Technologies Institute (ATI). ATI is a company that has a long-demonstrated history in providing the resources and assessment tools for nursing students in preparation for the NCLEX exam. The purpose of using these assessment and preparation materials, is to prepare the student for the rigors of the official test, and will be treated with the utmost seriousness, as all exams are recognized throughout the program. **ALL ATI ASSESSMENT EXAMS MUST BE COMPLETED AND PASSED TO GRADUATE FROM THE VOCATIONAL NURSING PROGRAM.**

ATI Examinations are taken by second and third semester students. There is a total of seven specialty exams in preparation for the final “Comprehensive Predictor” exam. Students are allowed two attempts per specialty. If upon completion of the first attempt of an exam, the student is not successful at achieving at least a “level 1”, the student will have remediation. ATI provides a review program called the “focused review.” After taking the assessment test, it shows areas of weakness and provides a computerized review in those specific areas. Remediation will also include meeting with the Program Director and turning in a copy of the ATI focused review to verify that the review was completed. A date will be scheduled to retake the ATI exam.

If the second attempt is not successful in meeting at least a “level 1”, the student will meet with the Program Director or designee, re-evaluate the remediation plan, complete a focused review, and schedule a third testing date. Any time a student requires taking the ATI examination more than twice, the student must purchase the exam from ATI. The student will have the option to take the ATI as many times as needed to be sure of retention of the specific information for NCLEX Preparation of passing on the first attempt.

The ATI Comprehensive Predictor Exam is the final of the ATI eight exams. This exam is also the final exam required to be considered a graduate from the ICH Vocational Nursing Program. The Comprehensive Predictor must be passed with a score of **77% or higher in the “Predicted Probability” of Passing NCLEX-PN on the First Attempt.** If the student did not obtain a **“77% Predicted Probability of Passing NCLEX on First Attempt,”** or above, the student will follow the same procedure in remediation as stated above. **The student cannot be considered a graduate from the program without completing all exams at the levels indicated.** Dates will be scheduled for the “retake” exam, and must be performed on a timely basis. If the student does not complete all testing within 4 weeks of program completion date, the student will be at risk for failing the semester, receiving an “F” and requiring repeating the 3<sup>rd</sup> semester. If the student has completed and passed all other semester requirements, maintaining at least 75% grade in coursework; and is not able to complete all ATI Assessments at least at a level 1, or the Comprehensive Predictor, the student will have the option:



1. Student will be eligible to enroll in Independent study. The students' grade will reflect an Incomplete (I) for the required "Exit Exam" on the transcript. The student will have the opportunity to continue in the Independent Study program for a period no longer than six months after their graduation date (150% of program period). When student succeeds in the satisfactory completion of all required Exit Exams, he/she will be a "Graduate," and qualifies the student to take the NCLEX as a "graduate from an Accredited Nursing Program." If the student is unable to successfully complete all Exit Exams within 150% of the VN program time (20 months), the student will receive a "non pass" for their exit exam. This will not meet the requirements for the successful achievement to graduate from the VN Program. The student may re-enroll with the Director's permission.
2. If the student was not successful in the completion of all "Exit Exams," and did not graduate from an "Accredited Nursing Program," the student has the option to challenge the NCLEX-PN by the Method of "Equivalent Education and/or Experience." If successful passing the NCLEX-PN exam, the student will be able to obtain the license as a LVN, but there are important limitations. The student can only use the license in California, and does not have reciprocity to other states; there may be restrictions to applying to Registered Nursing Programs (without graduation from an accredited nursing program); some hospitals and facilities may not hire without graduation from an accredited nursing program, even with the Vocational Nursing License. This is not the colleges' procedural recommendation for a student to obtain their license. If the student clearly understands the license restrictions, and wants to pursue the challenge option, ICH will assist with the application process. ICH will provide documentation regarding the required hours and training the student has obtained while attending.
3. **Remediation/Student Success Program** will be required if the student is not maintaining acceptable academic standards (below 75 percentile) each semester. When student obtains test score on exam less than 75%;
  - a. Student will be recommended for Student Success Program (SSP);
  - b. Will have assigned coursework (objectives from chapters' student shows deficit);
    - i. Includes comprehensive questions related to the objectives of assigned chapter content; to be answered in written/essay format, demonstrating knowledge of content.
  - c. Assigned coursework must be completed by assigned date;
    - i. Student will review with Instructor or Designee, all answers, and student will be verbally questioned on their understanding of the answers.
  - d. Repeat exam will then be scheduled.
  - e. If student obtains 75% or greater on repeat exam, a grade of 75% will be applied to exam record.
4. If student does not score a 75% or greater on repeat exam;
  - a. The highest grade between the 2 exams will be applied;
  - b. Student will meet with the Instructor and re-evaluate Success Plan;
  - c. Identify knowledge gaps;
  - d. Instructor will document on SSP goals for studying, resources, and any resources provided;
  - e. Instructor and student will discuss student grade status in coursework and any risks to success during the semester.

5. If student is successful in content area, student will no longer require reporting to Instructor, unless student requests. Student can schedule meeting times with Instructor if tutoring is desired.
6. If student does not score 75% or above on final exam and results in a final semester grade below 75%, students will not have prior written warning of semester failure grade. Final exams cannot be retaken.

Students who do not earn a final grade of “C” or better in portions of program courses, may continue with other courses within the same semester if remediation contract is successfully completed in allotted time. Student who does not earn a 75% or “C” at the end of the semester, will be required to repeat theory and clinical courses of the failed semester. **With Financial Aid students, this may impact receiving funding. Please speak with Financial Aid Officer.**

A minimum of 75% or a “C” on a letter scale is necessary at the end of each semester for Vocational Nursing program students to advance to the next term. Students are given two chances in the first semester to satisfactorily pass regular class tests and one chance for retakes in second and third semester. Final exams cannot be repeated.

If the student receives a grade of below 75% on an exam, they are required to complete Student Success Program Objectives for the exam content. The student must turn in assigned objectives, and meet with instructor for an oral evaluation before taking the retake exam. \*If they pass the retake exam, they will be granted the maximum grade of 75%. If the student is not successful in scoring a 75% or higher, then their highest grade from amongst the two tests is recorded.

**\*Note: For the retake tests, the score is capped at 75%. That is, regardless of the actual grade, nothing above a 75% credit can be obtained.**

Students are expected to complete their program within 150% of the allotted time (e.g., in a 12-month program the allotted time would be 18 months; in an 18-month program the allotted time would be 27 months). **Student enrollment will be considered terminated after 150% allotted time and/or incompleteness of exit exam unless permission of director has been granted.**

In any course, the instructor of the course shall determine the grade to be awarded each student. Each course instructor will present grading policies for courses at the beginning of each course. The determination of the student grade shall be final in the absence of mistake, fraud, bad faith or incompetency.

**Questions or concerns regarding grades or evaluations issued by a course instructor must first be addressed to the instructor, then to the Program Director. The appeal procedures or grievance procedure are implemented only after the appropriate efforts have been expended by the student to resolve his/her problem with the instructor. Students who have successfully completed the Vocational Nursing Program are strongly encouraged to take the NCLEX-PN exam for licensure promptly. Those that pass the NCLEX exam on the first attempt will be reimbursed for the testing fees(maximum \$200)\*. (\*NCLEX exam must be taken and passed within three months of State approval to take NCLEX).**

## CLINICAL/EXTERNSHIP EVALUATION

1. The instructor evaluates the achievement level of the student and determines if the student has satisfactorily completed course objectives. This evaluation is based on behavioral objectives described in vocational nursing and medical assisting courses with a clinical rotation. The behavioral objectives for each course and evaluation rating scale define the standards for a CR (credit) grade for the clinical portion of the Vocational Nursing Courses. Medical Assistant preceptors and MA Instructor will complete the externship evaluation. Rating scale and evaluation criteria are distributed to students in writing at the beginning of the semester.
2. Earn a final grade of CR (credit) in clinical laboratory portions of nursing courses and externship of the Medical Assisting program. If assigned a No Credit (NCR), the student will be referred to remediation (and placed on ***Financial Aid Warning if receiving financial aid***). If the student is assigned a minimal pass (MP), the student will be referred to remediation.

### **The rating scales are:**

**CR= Credit**

**MCR= Minimal Credit. Referred to Remediation**

**NCR= No Credit. Student is dropped from program.**

- A. Students who are assigned minimal pass must remediate to progress to the next class. Students who receive two consecutive minimal passes in clinical will not be allowed to progress. **SPECIAL NOTE: If the student is receiving Financial Aid and is placed on remediation for a No Credit (NCR), the student will be also placed on a *Financial Aid Warning*. This means the student must meet satisfactory academic progress before next payment period. If student does not meet satisfactory academic progress, financial aid will cease, and student will be responsible for earned tuition. Student can appeal the decision (see process below), and if the student prevails upon appeal, can be placed on *Financial Aid Probation*. Eligibility for aid may be reinstated for one payment period (See *Financial Aid Student Aid Appeal Process and Financial Aid definitions*).**
  - B. Students, who do not earn a final grade of "Pass" (credit) in laboratory or clinical portions of courses, after remediation, will be dropped from the course. To continue in program, student must repeat the semester, including theory and clinical (appropriate tuition charges apply).
2. The determination of the student grade shall be final, in the absence of mistake, fraud, bad faith or in competency.
  3. Questions or concerns regarding instructor evaluations of students should be addressed first to the instructor. The appeals procedures are designed for implementation only after reasonable efforts have been expended by the student to resolve his/her problem with the instructor.
  4. A student may be dropped at any point during the program courses for any of the following reasons.
    - A. Failure to meet acceptable standards of skill performance.
    - B. Failure to perform in the clinical setting at the level of competency of the preceding nursing course.
    - C. Evaluated by the clinical instructor to be unsafe in practice.

- D. Placing a patient or patients in physical or emotional jeopardy. One written warning will be issued. (NOTE: If a student places a patient in jeopardy by his/her actions, the student will be counseled, relieved of the clinical assignment and/or reassigned with close supervision. The course instructor will document the incident and inform student of the necessity for a meeting of the faculty to determine the students' continuation in the program.)
- E. Failure to meet clinical objectives stated in writing at the beginning of the course thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.
- F. Failure to effectively report about a patients' status during a clinical assignment, thereby placing patient, or patients, in physical or emotional jeopardy. One written warning will be issued.
- G. Failure to show appropriate preparation for completion of skill performance thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.
- H. Failure of student to adhere to uniform standards and program/facilities policies. One written warning will be issued.

Documentation of grades for the student who drops or is dropped from course includes:

A. Official transcript will note the following:

<u>Student was dropped from the course:</u>	<u>Transcript notation</u>
During weeks 1-6	No grade
During weeks 7-13	Grade W
After 13th week:	Grade D or F

B. A notation will be made in the student Vocational Nursing or Medical Assisting file that a drop with an unsatisfactory academic record in a course has occurred. These notations will be made for both student or faculty initiated drops.

An "Incomplete" will be converted to a grade of "F" if not resolved or completed by the end of the term. For repeating students, the second grade replaces the first grade.

### **ACADEMIC PROBATION**

Students who fail to meet Satisfactory Academic Progress (SAP) standards, as set forth above may be placed on academic probation. Students on academic probation must demonstrate compliance with the remediation plan and improvement or face possible dismissal. Students on probation will be evaluated at the end of each week of probation with the maximum probation period being three weeks. If satisfactory progress is achieved, the student will be removed from probation, if not, the student will be dropped from program. **SPECIAL NOTE: If the student is receiving Financial Aid and is placed on academic probation, the student will be also placed on a Financial Aid Warning. This means the student must meet satisfactory attendance and be removed from attendance probation before next payment period. If student does not meet satisfactory academic performance, financial aid will cease, and student will be responsible for earned tuition. Student can appeal the decision, and if the student prevails upon appeal, can be placed on Financial Aid Probation. Eligibility for aid may be reinstated for one payment period (see Financial Aid definitions).**

## ATTENDANCE

Students are expected to attend each scheduled class meeting, laboratory session, and clinical or externship assignment printed in the official schedule of classes and/or assigned by the instructor during the term. The student is expected to report on time for all classes and laboratory assignments, including those scheduled in off-campus facilities.

Up to 16 missed hours may be made up in Theory. Theory hours must be made up by assignments given by the instructor. This may include presentations, research, concept maps, etc. Any **theory hours** missed over 16 hours is considered excessive, and the student will be at risk of being dropped from program. Up to 18 Clinical hours may be made up during the last week of the semester for VN students. Up to 16 hours may be rescheduled with externship site for MA students. Any **clinical hours** missed over 18 hours by a VN student is considered excessive, and the student will be at risk of being dropped from program. Student will be placed on probation for attendance, in which absences must be made up immediately. Student cannot incur additional absences during probationary period, or risk being dropped from program. **SPECIAL NOTE: If the student is receiving Financial Aid and is placed on probation for attendance, the student will be also placed on a *Financial Aid Warning*. This means the student must meet satisfactory attendance and be removed from attendance probation before next payment period. If student does not meet satisfactory attendance, financial aid will cease, and student will be responsible for earned tuition. Student can appeal the decision, and if the student prevails upon appeal, can be placed on *Financial Aid Probation*. Eligibility for aid may be reinstated for one payment period (see *Financial Aid definitions*).**

Students are expected to attend clinical or hospital assignments in compliance with Integrity College of Health's Vocational Nursing Program and Medical Assisting Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments. Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to accommodate students. Students will be notified in advance of any changes.

## TARDINESS

Tardiness time and time lost by leaving lecture and laboratory early are cumulative and will be applied to absence time. Any tardiness in excess of 4 hours must be made up either in classroom, skills lab or clinical. Cumulative tardiness leading to excessive absences of 18 hours or more will be noted in student file, and student is at risk of being dropped.

A student may petition for re-admission because of excess absences only once during the entire program.

## ABSENCES

Students are expected to attend all theory and clinical/externship. The student is to give at least 30-minute notice to school or instructor of the reason he or she will be absent, as well as any documentation pertaining to the nature of the absence. Attendance is a vital component of the curriculum. Students are allowed only two excused clinical/externship absences (must be made up in clinical/externship), and two theory absences (which must be made up with assignments).



Any additional absences will be considered excessive and may result in the student having to repeat the course or semester.

Failure for a VN student to notify the clinical instructor thirty minutes in advance of an absence from a scheduled clinical assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." MA students must notify the externship preceptor and Instructor at least 30 minutes in advance of an absence from an externship assignment. A second occurrence of failure to notify the VN clinical Instructor or MA Instructor in a timely manner will result in the student being dropped from the course. A student may petition for re-admission because of excess absences only once during the entire program.

Because of the unique requirements of some nursing courses, VN instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). Students will be advised of such requirements early in the course, and are required to complete these attendance requirements.

Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.

#### **WITHDRAWAL**

A student may withdraw from an Integrity College of Health program at any time. Withdrawal must be in writing (email or letter). Should the student come back from the withdrawal, he/she must begin the program (semester) from the beginning.

#### **LEAVE OF ABSENCE**

Any student wishing to take a Leave of Absence from the VN or MA program, must present a request in writing at least two (2) weeks prior to the beginning of Leave of Absence. Such request should set forth the reasons for requesting the Leave of Absence and the student's projected return date. All such requests shall be considered by the Director of the Program. The Director will approve or deny the request and inform the student in writing. Students who interrupt their own progress in the program, due to personal reasons, and who have satisfactory academic and attendance records, and passing clinical may be reinstated in the program at the next available entry point providing space is available.

#### **Integrity College of Health Return to Title IV Policy (R2T4)**

Integrity College of Health students who receive federal financial aid and do not complete their program could be responsible to repay a portion of the aid received according to federal regulations. The Financial Aid Office is supplying the following information to help you better understand what could happen if you withdraw from or stop attending our Vocational Nursing Program.

Federal law requires schools to calculate how much federal financial aid a student has earned if he/she withdraws or stops attending before completing the program. Federal financial aid covered under this regulation includes Federal Pell Grants, Federal Direct Loans (subsidized and unsubsidized), and Federal Direct PLUS loans.

This regulation applies to students who receive federal financial aid and who withdraw or stop attending all classes prior to the 60% point of the program. Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in the program. The amount of federal



financial aid earned is proportionate to the number of clock hours the student completed while enrolled in the program. Unearned aid must be returned to the federal government.

For example, if you complete 30% of the program, you earn 30% of the aid you originally were scheduled to receive. This means that 70% of your scheduled award remains unearned and must be returned to the federal government.

**The following formula is used to determine the percent of unearned aid that must be returned to the federal government:**

Hypothetical Example

$\$24,800 - \$75.00$  (non-refundable registration Fee) =  $\$24,725.00$

$\$24,725 \div 1560 = \$15.85$  per hour cost of instruction

**Assume a student withdraws from the program after 780 hours of instruction**

**(50% of program instruction)**

**780 hours x \$15.85 = \$12,363 total cost of instruction to student earned.**

**Any funds in excess of \$12,363.00 paid to college will be returned to Title IV.**

**If the amount disburse to the student is greater than the amount the student earned, ICH will return the Title IV within 45 business days. If the amounts disburse to the student is less than the amount the student earned and for which the student is otherwise eligible he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The post-withdrawal disbursement will be provided to the student within 45 business days.**

**However, if you withdraw from your program after the 60 %( 936 clock hours) point of the program, you will have earned ALL of your federal financial aid for, and therefore none of it must be returned.**

The withdrawal date used in the recalculation of a student's federal financial aid is the actual date the student officially withdrew or by completing the drop form in the Registrar's office. If a student stops attending classes without notifying Integrity College of Health, the withdrawal date will be determined by the last date of class attendance documented by the instructor(s).

Integrity College of Health and the student are both responsible for returning unearned federal financial aid to the federal government. Integrity College of Health must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage.

**Financial Aid Student Appeal Process**

When a student loses FSA eligibility due to failure to make satisfactory progress, they are permitted a Financial Aid Appeal. The Appeal form can be obtained from the Financial Aid Officer. When the Appeal Form is completed, it is submitted to the Program Director for an Appeal Panel review. The Appeal Panel consists of the Program Director, Lead Instructor, and the Financial Aid Officer. Student may appeal the result based on the following: His or her injury or illness; the death of a relative; or other special circumstances. The students' appeal must clearly explain the identified reasons for failure to make satisfactory progress. The appeal must also identify changes that will allow and sustain satisfactory progress at the next evaluation. The Appeal Panel will determine, based on the submitted appeal, if the student should be able to meet the SAP standards by the end of the subsequent payment period.

The student may then be placed on *Financial Aid Probation* with an academic/remediation plan. Review of the student's progress will occur at the end of their payment period. Probation status is for one payment period only. **Please Note: During the period where student is working to meet satisfactory academic progress, financial aid funds have ceased. Student is responsible for payment of tuition until meeting requirements of the academic/remediation plan.** If the college determines, based on the appeal, that the student will require more than one payment period to meet progress standards, student may be allowed additional time to meet requirements and continue on *Financial Aid Probation* until satisfactorily meeting student academic objectives. **Student will continue to be responsible for payment of tuition while on *Financial Aid Probation*. When student is meeting the requirements of the academic/remediation plan, the student will be eligible to receive financial aid payments, and continue receiving payments for tuition, as long as the student continues to meet the academic requirements.**

## **FINANCIAL AID/FAFSA SAP RELATED DEFINITIONS**

### **Financial Aid - *Satisfactory***

A student has met all SAP requirements (two quantitative and three qualitative) after the conclusion of the semester and is in satisfactory financial aid standing. Satisfactory students remain eligible for federal student aid for their next semester of enrollment.

### **Financial Aid - *Warning***

At the end of the semester where a student does not achieve one or more of the required components, the student's SAP is considered to be below the College's standard. The student is placed on *Financial Aid - Warning* status and notified in writing. The Financial Aid Office will reexamine the student's GPA and completion Pace at the end of the *Financial Aid - Warning* semester. During the *Financial Aid - Warning* semester, the student must raise both the semester and cumulative GPA to a minimum 2.0, complete at least 67.0% of attempted semester credits, and complete the minimum credits for the enrollment status upon which their financial aid package was calculated (or for students who have not used financial aid, the amount of credits in which they were enrolled after add/drop period concludes) to avoid loss of federal student aid eligibility for future semesters of enrollment.

### **Financial Aid - *No Longer Eligible***

A student loses federal student aid eligibility by failing to adhere to one or more of the SAP components for two consecutive semesters or by exceeding the enrolled program's Maximum Timeframe limit. Federal student aid may be reinstated for GPA/Completion Pace issues with an approved appeal, or through self-rehabilitation by successfully completing a minimum of 12.0 credits (A, B, C, D, P or S) at the student's expense while earning a 2.0 in both the semester and cumulative GPA in conjunction with the successful completion of at least 67% of attempted credits and the minimum enrollment status credits declared after the add/drop period concludes during any period of eligibility rehabilitation. Federal student aid may be reinstated for Maximum Timeframe issues only with an approved appeal.

### **Financial Aid - *Probation***

**GPA/Completion Pace Standard:** The student has had their federal student aid eligibility reinstated as the result of an approved appeal and is placed on ***Financial Aid - Probation*** status.

Probation lasts for one semester only, and SAP is recalculated at the end of the probationary semester. The student must earn both a semester and cumulative GPA of 2.0 or greater, complete 67% of their attempted semester credits, and complete the minimum credits for the enrollment status upon which their financial aid package was calculated (or for students who have not used financial aid, the amount of credits in which they were enrolled after the add/drop period concludes) to avoid loss of federal student aid eligibility for future semesters of enrollment.

**Maximum Timeframe Standard:** Students exceeding their Maximum Timeframe eligibility are not eligible for probationary status.



## STUDENT SUSPENSION AND MATTER OF STUDENT IMPAIRMENT FROM ALCOHOL, DRUG ABUSE AND EMOTIONAL ILLNESS

An instructor may suspend a student from class or clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student or to others. Integrity College of Health's catalog describes regulations pertaining to appropriate behavior in classrooms.

### In the matter of students impaired by alcoholism, drug abuse and emotional illness, the Vocational Nursing faculty recognizes:

1. *These are diseases and should be treated as such.*
2. *Personal and health problems involving these diseases can affect academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the clients in her or his care.*
3. *Nursing students who develop these diseases can be helped to recover.*
4. *It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.*
5. *Confidential handling of the diagnosis and treatment of these diseases is essential. Impaired students pose a danger to self and a grave danger to the patients in the students care. An instructor may suspend an impaired student from class in accordance with Section A the instructor will notify the Program Director. The Vocational Nursing Program Director will notify the Advisement Center of the suspension. The Program Director will recommend one of the following:*
6. *Re-admission to class without restriction.*
7. *Re-admission to the class with specified restrictions, including but not limited to academic remediation, clinical remediation, learning lab instruction, counseling and other special conditions.*
8. *Temporary disqualification from the Vocational Nursing Program.*

### REINSTATEMENT INTO THE VN PROGRAM

A student whose suspension has resulted in disqualification from the Vocational Nursing Program may be reinstated in the Vocational Nursing Program at the next available entry point, if space is available and, in the judgment of the Vocational Nursing Program Director, the problem causing the suspension has been appropriately remediated.

A student who is disqualified from the Vocational Nursing Program for unsatisfactory attendance or for unsatisfactory completion of a lecture portion of a course, or failure to meet the prerequisite requirements for the course, will be reinstated in the program at the next scheduled entry point, upon application by the student and upon satisfactory completion of the written terms for reinstatement, if any. Reinstatement is contingent upon available space and approval by the Vocational Nursing Program Director.

A student who is disqualified from the Vocational Nursing Program for **not passing** may be reinstated in the program at a time determined by the Vocational Nursing Program Director. Students thus disqualified must complete the terms for reinstatement as delineated in written communication given the student at the time of the disqualification.

Students are permitted only one reinstatement for disqualification from the Vocational Nursing Program for unsatisfactory academic and/or clinical performance, and excessive absence. A student who has **twice been disqualified** shall **not be re-admitted to the program**.

Students who interrupt their own progress in the program, and who have satisfactory academic and attendance records, and passing clinical may be reinstated in the program at the next available entry point providing space is available.

Students who fail to meet the prerequisite requirement for a course will be reinstated at the next available entry point providing space is available, after they complete the prerequisite requirement and submit the required documentation.

Students who wish to re-enter the Vocational Nursing Program must be evaluated by the Vocational Nursing Program Director prior to re-entry. Conditions for re-entry will be outlined in a contract given to the student and inserted in his/her student file. The entire Vocational Nursing Program must be completed within a five-year period or previously passed courses must be repeated.

### **POLICY FOR TEMPORARILY IMPAIRED STUDENTS**

Students who become temporarily impaired due to illness, injury, surgical procedure, or pregnancy while in the program will provide the school with a letter from his/her doctor stating what restrictions pertain to the student's ability to perform in the classroom and clinical/externship settings. Every effort will be made on the part of the school to enable the student to continue safely in the program and still receive the required learning experience. If the students must take a medical leave of absence, the student may not return to school until a written release is received from the physician.

### **GRADUATION REQUIREMENTS**

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical/externship hours are completed with a combined grade of a "C" (75%) grade or higher and a "Credit" grade for clinical/externship. **All VN students must pass Exit Exam (ATI Comprehensive Exam) with 77% "chance of passing NCLEX on first attempt" or above.** All students must have no outstanding Incompletes in the school records and must have satisfied all financial obligations to the school. Upon program completion, the student will receive school certification attesting to successful completion of their respective certificate program.

Students completing the program will complete required applications. The college will submit proof of completion with the student application, and attest to meeting requirement for application, and submit completed applications to the Board of Vocational Nurses and Psychiatric Technicians (BVNPT); for Medical Assistants, the National Competency Credentialing Test (NCCT) to become certified as a National Certified Medical Assistant (NCMA). Fees for the NCMA are included in tuition for MA students. The VN student will be required to pay additional fees to the BVNPT. These fees are regulated by the Board, and subject to change. The following fees are assessed: fee for licensure application; Exam application fee; Department of Justice Fingerprints; FBI Fingerprints fee.



# PROGRAMS

## VOCATIONAL NURSING PROGRAM

### INTEGRITY COLLEGE OF HEALTH PHILOSOPHY

Integrity College of Health was founded to provide vocational education to assist students to be self-sufficient in the health care workforce environment. The faculty of Integrity College of Health hold the following beliefs about person health, nursing, and education:

#### PERSON

Each person is unique, sharing basic interactive biophysical, cognitive, developmental and spiritual life experiences that are common to all human beings. Client and nurse bring culture, beliefs and history to each life experience.

#### HEALTH

Health encompasses states of wellness and illness. Wellness is viewed as a dynamic state of wholeness for optimal functioning. Illness is viewed as a dynamic state of loss or wholeness, dysfunction, or disorganization that results when threats to one or more of the basic needs produce consequences that are beyond the person's capacity to cope. Healing is the process through which illness is overcome and wellness is re-established.

#### NURSING

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. The diagnosis, and the social implications, will be felt differently among different cultures and different age groups. Nursing involves an interaction between client and nurse designed to promote, maintain, and restore an optimal level of health. The nurse must recognize his/her own personal cultural and religious beliefs, as well as those of the client, to give competent care. Integrity College of Health serves a multi culturally diverse population and strives to provide nursing students with transcultural learning experiences to develop competence to help people.

#### EDUCATION

Education is a dynamic process that directs and facilitates learning. Learning is the active, continuous process of acquiring knowledge and skill that brings about actual or potential changes in behavior. The faculty at Integrity College of Health believe that the adult learner is responsible to develop individual learning styles to ensure that he/she is an active participant in the learning process. The faculty is responsible for assessing and responding to adult learner styles and needs.

#### Conceptual Framework

The Conceptual Framework of Integrity College of Health Program is based on the humanistic philosophy of Abraham Maslow's Hierarchy of Needs, and is inherent in the philosophy, mission statement, objectives, terminal behavioral statement and curriculum of the Vocational Nursing Program. This philosophy emphasizes that man's behavior is motivated by basic needs which are common to all people and satisfaction of man's basic needs through the experience of physical,

mental, and social well-being, results in a healthy individual. Health and wellness is a dynamic continuum within the context of Maslow's hierarchy of needs.

Nursing involves an interaction between client and nurse, designed to promote maintain and restore an optimal state of health. Nursing is the establishment of a therapeutic interpersonal process which consists of the individual, his family and community to prevent or cope with threats to the individual's basic needs. Competent nursing care incorporates knowledge of a person's hierarchy of needs (including transcultural needs) and applies the nursing process to meet clients' needs or to assist clients to meet their needs. The nursing process requires development of problem solving, nursing assessment and nursing diagnosis to facilitate nursing students to develop planning, implementing and evaluation skills, as identified in the Vocational Nursing Practice Act. Cultural integrity/congruity is included within a person's hierarchy of needs. Recognition must be given to the uniqueness of the individual with respect to culture, ethnicity, sexual identity and socioeconomic status.

## **Technical Standards**

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The completion certificate awarded by Integrity College of Health certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the entry-level Vocational Nurse.

To accomplish this, all courses in the curriculum must be completed successfully. To acquire the knowledge and skills to function in a variety of clinical situations and to obtain a wide spectrum of patient care, graduates in nursing must have abilities and skills in five areas:

### **Observation, Communication, Motor, Conceptual-Integrative, Behavioral-Social**

Technological compensation can be made for some disabilities in certain of these areas, but a student should be able to perform in a reasonably independent manner and exercise independent judgment.

#### **Observation/Data Collection**

The student must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A student must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

#### **Communication**

Students must communicate effectively using English in clinical and classroom settings. A student must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The student must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

#### **Motor**

Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A student should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A student should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients.

Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Students

must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Students should also be able to assist and/or participate in various lifting activities.

### **Conceptual-Integrative**

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires these intellectual abilities to provide optimal nursing care. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

### **Behavioral-Social**

Students must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Students must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area.

They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

**Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.**

### **Occupational Objectives**

All Integrity College of Health Administrative Policies, Educational Requirements, Student Counseling and other services are structured specifically to prepare the graduates for entry-level position in the healthcare field as a Licensed Vocational Nurse. As such, the school is committed to providing intensive, comprehensive, dynamic classroom and skills instruction.

A student is eligible to graduate from the program when all classrooms, practical, laboratory, and clinical hours are completed with a combined grade of a "C" (75%) grade or higher. All students must pass Exit Exam with 77% or above **"predicted probability of passing NCLEX on first attempt."** The student must have no outstanding Incompletes in the school records and must have satisfied all financial obligations to the school. Upon program completion, the student will receive school certification attesting to successful completion of their respective certificate program, which is composed of 1560 total hours.

The College is dedicated to training students to pass their licensure exams. Those who pass the exam will be eligible for entry-level employed in the field of nursing for which they were trained. When the actual license is issued by the appropriate governing body/bodies, graduates will be able to respond to job opportunities in a wide variety of facilities including long-term care facilities, hospitals, clinics and doctor's offices. These positions are highly specialized and the current shortage of skilled nursing staff in the United States will increase dramatically over the coming years.

## The Program Goals and Objectives

The goal of the program is to develop the nursing student with the educational foundation to pass the NCLEX-PN exam, foster upward mobility and establish a career path in nursing. The student will be able to demonstrate the knowledge in promoting wellness, providing safe, empathetic care, and provide the nursing care to the community in a culturally sensitive manner.

## Terminal Objectives

**Upon completion of the Vocational Nursing Program, the student will be able to:**

1. Demonstrate command of basic knowledge and principles of safe and effective nursing care by passing the NCLEX-PN exam on the first attempt.
2. Demonstrate safe and effective clinical decision-making skills as an entry level Vocational Nurse.
3. Utilize the Nursing Process in determining the needs of the client.
4. Collaborate with the client, family and members of the interdisciplinary team to achieve positive outcomes for the clients.
5. Participate in the process of exploring the many varied and dynamic roles of nursing in our society today.
6. Utilize effective communication skills with clients and healthcare team members.
7. Demonstrate culturally competent care by the identification, honor and respect of each client's cultural heritage.
8. Practice within the legal and ethical standards of the nursing profession.

## PROGRAM INFORMATION

### VOCATIONAL NURSING

#### PAYMENTS AND FINANCIAL ARRANGEMENTS

**REGISTRATION FEE:** .....\$75 paid on date of registration (separately) - Non-refundable

**TUITION:** ..... **\$27,800**

\* **STRF FEE (Non-refundable) - \$ 0**

*\*Refund information can be found on page 13*

#### Included in Tuition:

#### Not Included in Tuition (Estimated Costs):

Blood Pressure Cuff, Stethoscope

1 pair canvas White shoes (\$30-\$80)

Uniforms - Scrubs (3 sets), watch

\*Health exam/TB Test (\$40-\$100)

CPR Card, Required Textbooks & ATI (NCLEX Prep)

\*Vaccinations/Titers (\$40-\$300)

Malpractice Insurance, Background check

*\*May be covered by Health Insurance*

**DEPOSIT DUE: \$2,000 (To be arranged before class session begins)**

**TOTAL TUITION, FEES AND EXPENSES: \$ 27,875**

**Estimated additional costs: \$30-\$300 (If student does not have health coverage)**

**PROGRAM LENGTH:            1560 Total Clock Hours  
60 Weeks Full-Time**

	<b>INSTRUCTION HOURS</b>	<b>CLINICAL HOURS</b>	<b>TOTAL HOURS</b>
Semester I	196	324	520

Semester II	160	360	520
Semester III	160	360	520
<b>Total</b>	<b>516</b>	<b>1044</b>	<b>1,560</b>

**PROGRAM DELIVERY:** Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

**PROGRAM DESCRIPTION:** This is a course to teach Vocational Nursing as approved by the Board of Vocational Nurse and Psychiatric Technician Examiners and is ABHES accredited.

**PROGRAM OBJECTIVES:** At the end of this course, the graduate will be eligible to sit for the National Council Licensure Exam (NCLEX-PN) and when completed, to become a Licensed Vocational Nurse.

**CLOCK AND CREDIT HOURS:**

516 Theory Hours = 38 Credit Hours

108 Lab Hours = 3 Credit Hours

936 Clinical Hours = 21Hours

**Total Hours 1560 clock hours**

**PREREQUISITES:**

Prerequisites are required for each course. See course syllabi for prerequisites pertaining to each course.

**KEY INSTRUCTION RESOURCES:**

The resources include:

1. Textbook of Basic Nursing 11th edition by Rosdahl
2. Textbook of Basic Nursing Study Guide 11th edition by Kowalski
3. Comprehensive NCLEX-PN Review Resource
4. ATI - current edition
5. Nursing drug guide current edition

**METHOD OF EVALUATION, GRADING SCALE:**

For a student to continue in the program students must earn a final grade of “C” or better in theory courses. If grade of individual test is below 75%, the student will be referred for remediation according to the Semester requirements.

Clinical laboratory/Clinical rotations earn a final grade of CR (credit). If assigned a No Credit (NCR), the student will be referred for remediation. If the student is assigned a minimal pass (MP), the student will be referred to remediation. Students who are assigned a minimal pass in clinical will not be allowed to progress until remediation plan has been successfully fulfilled.

<b>Method</b>	<b>Weight</b>	<b>Letter Grate</b>	<b>Percent</b>
Examination	70%	A	100%-93%
Final Exam	20%	B	92%-84%
Class Assignments	5%	C	83%-75%
Quizzes	5%	F	Below 75%

**STUDENT SUPPLIES:**

Stethoscope and Blood Pressure Kit and watch with second hand.



**PROGRAM REQUIREMENTS:**

COURSE	HOURS			
	LECTURE	LAB	CLINICAL	TOTAL
<b>Semester I</b>				
VN I Fundamentals of Nursing	85	72	0	157
VN II Nursing Across Lifespan	24	0	54	78
VN III Pharmacology I	32	0	72	104
VN IV Medical-Surgical I	84	6	144	234
<b>Semester II</b>				
VN V Medical Surgical II	112	12	162	286
VN VI Pharmacology	8	0	36	44
VN VII Maternity Nursing II	30	3	36	69
VN VIII Pediatric Nursing	30	3	36	69
<b>Semester III</b>				
VN IX Psychology Nursing	16	18	0	34
VN X Medical Surgical Nursing III	70	3	153	226
VN XI Community Nursing	40	0	90	130
VN XII Transition to Nursing	46	3	81	130
<b>Total</b>	<b>576</b>	<b>120</b>	<b>864</b>	<b>1,560</b>

**COURSE DESCRIPTIONS****Semester I**

**COURSE TITLE: VN I. Fundamentals of Nursing**

**PREREQUISITES:** Successful completion of entrance exam, and completion of enrollment requirements.

**COURSE DESCRIPTION:**

This course covers the Wellness, Health Care Delivery Systems, Emergency Preparedness, Transcultural Considerations, Legal Issues, Admission, Transfer, Discharge Basic Human Needs, Introduction to Nursing Process, Introduction to Body Systems, Introduction to Data Collection, Therapeutic Communication Skills, Assisting the Physician, Data Collection, Elimination Needs, Basic Nutrition, Patient Rights Oxygen Needs, Tracheostomy, Internal Feedings, Perioperative Care, and Skills Review.

**COURSE TITLE: VN II. Nursing Across the Life Span**

**PREREQUISITES:** Successful Completion of VN I

**COURSE DESCRIPTION:**

This class covers theories of life span development, including Erickson and Piaget, and Levinson's "Individual Life Structure" theory. These theories are also compared with Sheehy and her "Phases of Adulthood". Stressors on the aged person are identified with challenges to the family and future healthcare.

**COURSE TITLE: VN III. Pharmacology I****PREREQUISITES:** Successful Completion of VN I & VN II**COURSE DESCRIPTION:**

Introduces the students to the understanding of basic mathematics before learning the basics of essential pharmacology.

**COURSE TITLE: VN IV. Medical-Surgical I****PREREQUISITES:** Successful Completion of VN I - III**COURSE DESCRIPTION:**

Describes the anatomy and physiology of the musculoskeletal system and musculoskeletal disorders, cardiovascular system and cardiovascular disorders, fluid and electrolyte balance, integumentary system and skin disorders, the immune system, allergic immune and autoimmune disorders, and includes transcultural and social aspects of nutrition and diet therapy.

**Semester II****COURSE TITLE: VN V. Medical-Surgical II****PREREQUISITES:** Successful Completion of VN I -VN IV**COURSE DESCRIPTION:**

Covers the anatomy and physiology and treatments of the respiratory system and disorders, digestive system and disorders, endocrine system and disorders, urinary system and disorders, male and female reproductive system and disorders, and the nervous system and disorders.

**COURSE TITLE: VN VI. Pharmacology II****PREREQUISITES:** Successful Completion of VN I - VN V**COURSE DESCRIPTION:**

Reviews and applies the calculations of medication, the different classification of medication, the effects, side effects, and applies the use of medication within the nursing process.

**COURSE TITLE: VN VII. Maternity Nursing****PREREQUISITES:** Successful Completion of VN I – VI

**COURSE DESCRIPTION:** This course covers the physiology of conception and the alterations of the body that occur during normal pregnancy and high risk pregnancy. The course covers the events of each of the four stages of labor and delivery and nursing considerations of each. The four main goals for immediate care of the newborn are identified. The term “high-risk” pregnancy and childbirth is defined along with five types of abortions and nursing considerations.

**COURSE TITLE: VN VIII. Pediatric Nursing****PREREQUISITES:** Successful Completion of VN I - VII**COURSE DESCRIPTION:**

The fundamentals of prevention and health maintenance as they pertain to children are identified, including the immunizations provided and nursing considerations related to toddler, preschooler, school-age child, and adolescent. The stages of separation anxiety are discussed, normal vital signs, and pediatric safety care during hospitalization.

**Semester III****COURSE TITLE: VN IX. Psychology Nursing****PREREQUISITES:** Successful Completion of VN I - VIII

**COURSE DESCRIPTION:**

Explains the normal role of defense mechanisms and the results when they are over used. Also, the role of neuropsychological and neuro-diagnostic testing in diagnosing mental illness is explained. The method of psychiatric nursing is discussed, along with nursing responsibilities. Psychodrama and the use of role-playing is discussed. The signs and symptoms of substance abuse and withdrawal are identified along with the effects of abuse in the elderly.

**COURSE TITLE: VN X. Medical-Surgical III****PREREQUISITES:** Successful Completion of VN I - IX**COURSE DESCRIPTION:**

Review the anatomy and physiology of the body organs and progresses to identification and treatment modalities with nursing interventions for: Sensory systems and disorders, Blood and Lymph disorders, Hematology disorders, Oncology, Reproductive disorders, STD's and HIV/AIDS.

**COURSE TITLE: VN XI. Community Nursing****PREREQUISITES:** Successful Completion of VN I - X**COURSE DESCRIPTION:**

This course explores the continuum of healthcare from acute care to independent living for the aging adult including rehabilitation, ambulatory nursing, home care nursing, and hospice nursing and end of life care.

**COURSE TITLE: VN XII. Transitioning to Nursing****PREREQUISITES:** Successful Completion of VN I -IX**COURSE DESCRIPTION:**

Review the important of obtaining a license to practice nursing, ethical decisions of a leader versus manager, and the characteristics of a good manager with four different leadership styles. The course explores career opportunities and job-seeking skills and advancement leadership in nursing.

**CLASS SCHEDULE AND BREAK TIME:****VOCATIONAL NURSING****Theory Hours of Instruction: AM**

Class 8:00 – 10:00 am

Break 10:00 - 10:15 am

Class 10:15 - 12:00 noon

Break 12:00 noon - 1:00 pm

Class 1:00 - 2:30 pm

Break 2:30 - 2:40 pm

Class 2:40- 4:00 pm

**Clinical Hours of Instruction: AM**

Class 7:00-9:30am

Break 9:30-9:45am

Class 9:45-12:00 noon

Break 12:00 noon-1:00pm

Class 1:00-2:30pm

Break 2:30- 2:45 pm

Class 2:45- 4:00 pm

### **Theory Hours of Instruction: PM**

Class 6:00 - 8:00 pm

Break 8:00 - 8:30 pm

Class 8:30 - 10:00 pm

### **Clinical Hours of Instruction: PM**

Class 2:00-4:30 pm

Break 4:30-4:45 pm

Class 4:45-7:00 pm

Break 7:00 -8:00pm

Class 8:00-9:30pm

Break 9:30- 9:45 pm

Class 9:45- 11:00 pm

## **UNIFORM POLICY**

Students are required to adhere to the uniform policy. Appropriate attire for the clinical laboratory settings is:

**Males:** Scrub uniforms, white shoes. **No** t-shirts or shorts. **No** facial jewelry. **No** visible tattoos.

**Females:** Scrub uniforms. Hosiery or socks may be worn. White shoes only. **No** t-shirts or shorts. **No** large dangling earrings. **No** facial jewelry. **No** visible tattoos. **No** Acrylic Nails, must be short, clear polish allowed.

Note: **No** strong colognes, perfumes, or aftershave odors.

*Name badge must be worn at all times to identify you as a student.*

***Students are given an extra uniform to wear on campus. If student does not wear the uniform He or She will be sent home, and the missed time will have to be made up.***

## **STUDENT CONDUCT**

Students are expected to attend all clinical or hospital assignments in compliance with ICH's Vocational Nursing Program Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments.

Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation". A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course.

An instructor may temporarily suspend a student from class or the clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student, the client, or to others.

Students are not allowed to be disrespectful to faculty, clinical staff, patients, and fellow students. No loud talking or cursing in classrooms or at clinical site. One verbal warning will be given.

## CLINICAL FACILITIES

### **West Covina Healthcare**

850 S. Sunkist Ave.  
West Covina, Ca. 91790  
T: (626)962-3368

### **Westlake Convalescent Hospital 316**

S. Westlake Ave.  
Los Angeles, CA 90057  
T: (213) 484-0510

### **Mother and Child Medical Clinical (1)**

16008 Amar Rd.  
City of Industry, CA 91744  
T: (626) 330-9535

### **Mother and Child Medical Clinical (2)**

11017 Valley Mall  
El Monte, CA 91731  
T: (626) 575-8342

### **Dr. Jonathan Tam M.D.**

105 N. Hill Ave., Suite 20  
Pasadena, CA 91106  
T: (626) 795-5145

### **The Rowland Convalescent Hospital**

330 W. Rowland St.  
Covina, CA 91723  
T: (626) 967-2741

### **Mission Care Center**

4800 Delta Ave.  
Rosemead, CA 91770  
T:(626) 607-2400

### **Pasadena Day Nursery**

450 N. Garfield Ave. Pasadena, CA  
91101  
T: (626) 449-6220  
F: (626) 449-9456

### **Rose Garden Sub-Acute and Rehabilitation Center**

1899 N Raymond Avenue  
Pasadena, CA 91103  
T: (626) 797-2120



# MEDICAL ASSISTING PROGRAM (MA)

## MEDICAL ASSISTING

**REGISTRATION FEE:**..... \$20 paid on date of registration (separately) - Non-refundable

**TUITION:** ..... \$7,500

**Books, Supplies, Equipment**..... \$500

**STRF FEE (Non-refundable)** ..... \$ 0

*\*Refund information can be found on page 13*

**TOTAL TUITION, FEES, AND EXPENSES: \$8,020**

### Tuition and Fees

Course Program	Registration	Tuition	Equipment/ Lab Fee	Textbooks/ Handouts	Uniform	Total Charges
Medical Assisting	\$20	\$7,500	\$100	\$325	\$75	<b>\$8,020</b>

#### Included in Tuition:

Blood Pressure Cuff, Stethoscope  
 Uniforms - Scrubs (3 sets), watch  
 CPR Card, Required Textbooks  
 Health exam/TB Test

#### Not Included in Tuition (Estimated Costs):

1 pair canvas White shoes (\$30-\$80)  
 \* Vaccinations/Titers if needed (\$40-300)  
 (\* *May be covered by Health Insurance* )

**Payment schedule to be arranged before class session begins**

**TOTAL TUITION, FEES AND EXPENSES: \$ 8,020**

Financial arrangements must be made with the Director, and the Business Office, and a schedule of fees to be made must be followed accordingly. – A 10% late fee is charged on any outstanding amount over 30 days. If a cancellation is made before class begins, 100% of the deposit will be refunded, however the \$20 testing fee for MA, is nonrefundable.

If a loan is obtained for payment of the program, you are responsible for that amount. If you get a loan, you are responsible for repaying the loan amount plus any interest.

**Balance to be paid at end of Program. Financial aid may be available to those who qualify.**

**Program Length:** 800 Hours (Theory: 600 Hours Externship: 200 Hours)

**Instructional Delivery:** Residential

**Program Schedule:**

Full Time:  
(27 Weeks)

**Weekday Schedule: Monday-Thursday 7:00 am-1:30 pm**

26 Hours/Week (22 weeks); Externship 200 hours may vary (approx. 40hrs/wk x 5 weeks)

**Week-End Schedule: Friday, Saturday, Sunday 8:00 am-4:30 pm**

**26 Hours/Week (22 weeks); Externship 200 hours will vary from weekend schedule (student must be able to make arrangements for change in schedule for Externship).**

**Program Goals:**

The primary goal of the Medical Assisting program is for our graduates to perform clinical and administrative functions professionally, with confidence and competence as they enter the role of Medical Assistant. In the rapidly changing healthcare system, the Medical Assistant can use their education and skills in medical terminology, coding, billing, electronic records, patient care, and phlebotomy in various roles in the healthcare environment (Unit Secretary, Patient Care Technicians, Hospital Admission Representatives, etc.). The training received will open the door for many opportunities in the healthcare field.

**Program Objectives:**

Upon completion of the Medical Assisting program, the student will be able to:

1. Demonstrate entry-level competency in the day-to-day duties of a medical assistant in medical offices or clinics to perform the following administrative functions:
  - a. Telephone Techniques
  - b. Scheduling Appointments
  - c. Patient Reception and Processing
  - d. Written Communications and Mail Processing
  - e. Medical Records Management
  - f. Billing and Collecting
  - g. Diagnostic Coding and Procedural Coding
  - h. Health Insurance Claim Form
  - i. Third-Party Reimbursement
  - j. Customer Service
  
2. Demonstrate entry-level competency in the day-to-day duties of a medical assistant in medical offices or clinics to perform the following clinical functions:
  - a. Take medical histories and recording vital signs
  - b. Explain treatment procedures to patients
  - c. Prepare patients for and assist the physician during the examination
  - d. Collect and prepare laboratory specimens or perform basic laboratory tests on the premises
  - e. Instruct patients about medication and special diets
  - f. Prepare and administer medications as directed by a physician
  - g. Authorize drug refills as directed and telephone prescriptions to a pharmacy
  - h. Draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, change dressings and sterilize medical instruments.

**Program Description:**

This program is designed to prepare students for entry-level positions as a Medical Assistant in either clinical and/or administrative capacity. It trains individuals to assist with clinical and administrative procedures. In addition, students will gain knowledge of the legal as well as ethical responsibilities outlined in the scope of practice. Upon successful completion, students will have the knowledge and technical skills to obtain entry-level employment in medical clinics and in other outpatient medical settings.

**Outside Work:** Not required

**Instructional Resources and Materials:**

1. Required Textbooks
2. Student Workbook
3. Study Guide
4. Projector
5. Computer / Printer
6. CD/DVD's
7. Recorder / Player
8. Skills lab supplies and equipment

**Required Textbooks:**

1. Today's Medical Assistant Clinical & Administrative Procedures, 3<sup>rd</sup> ed.
2. Today's Medical Assistant Clinical & Administrative Procedures Workbook
3. SimChart for the medical office; Learning the Medical Office Workflow 2017 edition

**Method of Instruction and Evaluation:**

Strategies utilized in this course include classroom discussion, demonstrations, review questions, critical thinking, oral presentation, return demonstration, group discussion, role play, use of audio-visuals, concept mapping, computer-assisted activities and hands-on skills. Evaluation includes homework, assignments, quizzes, unit tests, skill lab test, final and comprehensive exams.

**Grading System:**

Grades are based on the quality of class participation, projects, exercises, homework, written assignments and exams.

The student's final grade will be computed based on the following average:

<b>THEORY</b>	<b>PERCENTAGE</b>
Homework	10%
Quiz	20%
Unit Test	30%
Final Exam	40%
<b>TOTAL</b>	<b>100%</b>

<b>EXTERNSHIP:</b> 1. Completion of Clinical/Administrative Hours & Objectives 2. Satisfactory Externship Evaluation
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**Grading Scale:**

75% is required to pass the course.

100%-93%	Excellent
92%-84%	Very Good
83%-75%	Expected Progress
Below 75%	Fail

**Course Content:**

**Term 1**

The Medical Assisting Profession (60 Hours)  
Medication Administration (60 Hours)  
Clinical Medical Assisting (70 Hours)

**Term 2**

Medical Specialties and Procedures (60 Hours)  
Assisting in the Clinical Laboratory (60 Hours)  
Assisting With Surgical Procedures (60 Hours)

**Term 3**

Phlebotomy & Blood Analysis (50 Hours)  
Administrative Medical Assisting (70 Hours)  
Billing & Coding Procedures (40 Hours)  
Medical Office Management (40 Hours)

**Term 4**

Career Development & Certification (30 Hours)

**Externship (200 Hours)**

**Course Outline:**

Subject/Course	Total Clock Hours	Lecture Hours	Lab Hours	Extern Hours	Credit	Weeks
<b>MA 101</b> The Medical Assisting Profession	60	60	0			2.3
<b>MA 102</b> Clinical Medical Assisting	70	50	20			2.5
<b>MA 103</b> Medication Administration	60	40	20			2.3

<b>MA 104</b> Medical Specialties and Procedures	60	40	20			2.3
<b>MA 105</b> Assisting in the Clinical Laboratory	60	40	20			2.3
<b>MA 106</b> Assisting with Surgical Procedures	60	40	20			2.3
<b>MA 107</b> Phlebotomy & Blood Analysis	50	30	20			1.9
<b>MA 108</b> Administrative Medical Assisting	70	50	20			2.5
<b>MA 109</b> Billing & Coding Procedures	40	30	10			1.5
<b>MA 110</b> Medical Office Financial Management	40	20	20			1.5
<b>MA 111</b> Career Development & Certification	30	30	0			1.0
<b>MA 112</b> Externship	200			200		5
<b>Totals</b>	<b>800</b>	<b>430</b>	<b>170</b>	<b>200</b>		<b>27</b>

**MEDICAL ASSISTING Course Descriptions:**

**MA 101 The Medical Assisting Profession**

**Prerequisite: None**

**Course Description:**

This course focuses on the basic concept of the scope of practice of the medical assistant. It is designed to provide students an overview of the medical assisting profession. Students discuss professionalism, interpersonal skills and human behavior, communication, legal and ethical standards for medical assistant.

**MA 102 Clinical Medical Assisting**

**Prerequisite: None**

**Course Description:**

The role and function of the medical assistant in the clinical setting is introduced. This course includes theory and practice in preparation for physical examination, vital signs, patient assessment and education, nutrition and health promotion, and infection control.



### **MA 103 Medication Administration**

**Prerequisite: None**

**Course Description:**

This course deals with the concepts and applications of pharmacological principles, pharmacology math, dosage calculations and principles and procedures of medication administration. In this course students will prepare and administer medications via several routes with emphasis is on safe and accurate administration.

### **MA 104 Medical Specialties and Procedures**

**Prerequisite: None**

**Course Description:**

This course will instruct the medical assisting student in the skills in assisting physicians with medical specialties such dermatology, gastroenterology, urology, obstetrics and gynecology, pediatrics, orthopedic medicine, neurology, endocrinology, pulmonary, and cardiology. Medical conditions and illnesses treated in the medical office by the various medical specialties will be also studied.

### **MA 105 Assisting in the Clinical Laboratory**

**Prerequisite: None**

**Course Description:**

This course introduces basic clinical skills necessary for the medical assistant. Topics to include are principles of electrocardiography, diagnostic imaging, and analysis of urine.

### **MA 106 Assisting With Surgical Procedures**

**Course Description:**

This course consists of the theory and clinical skills necessary to assist the physician with minor surgical procedures. Topics included are surgical supplies and instruments and surgical asepsis.

### **MA 107 Phlebotomy & Blood Analysis**

**Prerequisite: None**

**Course Description:**

This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions including vacuum collection devices, syringes, capillary skin puncture, venipuncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Additionally, the student is introduced to the microscope, the techniques of blood typing, and basic blood analysis procedures.

### **MA 108 Administrative Medical Assisting**

**Prerequisite: None**

**Course Description:**

In this course, the student learns medical office administration skills. The course includes computer concepts, telephone techniques, scheduling appointments, patient reception and processing, written communications and mail processing and medical records management.

### **MA 109 Billing and Coding Procedures**

**Prerequisite: None**

**Course Description:**

This course integrates foundational coding concepts with disease classification. Students are introduced to basics of diagnostic and procedural coding. It also covers billing procedures in the medical office.

### **MA 110 Medical Office Financial Management**

**Prerequisite: None**

**Course Description:**

This course introduces the student to aspects of the medical office financial management. Topics include professional fees, billing and collecting, the health insurance claim form, third-party reimbursement, and banking services and procedures.

### **MA 111 Career Development & Certification**

**Prerequisite: None**

**Course Description:**

This course prepares the students for career placement. It is also designed to review and integrate medical assisting concepts taught throughout the program and to serve as preparation for the medical assisting certification.

### **MA 112 Externship**

**Prerequisite: MA 101 – MA 111**

**Course Description:**

This course provides the student with an opportunity to apply clinical, laboratory, and administrative skills in a supervised medical facility. Students are assigned to selected physicians' offices and health care facilities to apply the skills and knowledge acquired in the classroom. Students will assist a Medical Assistant or Physician who is a regular employee of the externship facility. Students will perform various front and back office skills while under the direct supervision of an on-site preceptor.

## **Uniform Code/Externship**

### **Standards for Dress, Presentation and Hygiene**

#### **Student Identification**

The student Identification is part of the uniform and will be visible at all times while on campus.

#### **Uniform Scrubs**

Students must wear clean and presentable ICH scrubs. Students may purchase additional scrubs from college if desired. Notify "Student Services."

#### **Outer Garments**

Lab coats are required as part of the uniform while in lab; No lab coat ; No lab, No exceptions.

#### **Shoes/ Socks**

Shoes must be white, clean; Leather or pleather; No canvas shoes

Students must wear socks.

#### **Oral and facial piercings**

No facial piercings permitted.

### **Hair**

Hair must be clean, worn back, out from the face and professional. (neatly styled)

### **Jewelry**

1 necklace, 1 ring, 1 pair of stud earrings.

No bracelets, No plugs, No facial piercings.

Watch is a requirement and must be worn daily.

### **Nails**

Finger nails should be clean, neatly trimmed and appropriate color and length

No Acrylic nails allowed.

### **Tattoo's**

All tattoos must be covered (can be covered by clothes or make-up).

**Note:** **No** strong colognes, perfumes, or aftershave odors.

*Name badge must be worn at all times to identify you as a student.*

### **Phones**

Phones should be kept on vibrate and not visible during class.

NO TEXTING while in class or answering cell phone.

(If there is an emergency please let the Instructor know)

### **Requirements for Successful Completion:**

**A diploma will be awarded upon successful completion of all courses, with a grade of 75% or better and all other curriculum requirements. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable externship, practical or hands-on portion of their training. Student must settle all financial obligations from the school before graduation.**

## CONTINUING EDUCATION

### EMERGENCY MEDICAL TECHNICIAN (EMT)

### 24 HOUR RECERTIFICATION COURSE

**COURSE DESCRIPTION:** These courses will qualify the EMT-Basic Certified student to obtain all required 24 continuing education units for the continuous renewal of the EMT-Basic recertification required by the County of Los Angeles EMS Agency and the State of California. All courses are Instructor Based. (Courses excluded from ABHES Accreditation)

Prerequisites: EMT-Basic Certification, AHA CPR Certification

**Course Objective:** On completion of this course, the EMT-Basic will meet the requirements for recertification for L.A. County and the State of California. The student will receive a certification for the continuing hours met in the courses; student will receive recertification of AHA BLS for Healthcare Providers; Skills Certification. If the student maintains National Certification, the 24 hours of Instructor-based courses will meet a portion of the recertification requirement.

**The following are the courses and descriptions offered:**

**Preparatory 2 CE hrs:** This course will help the EMT-Basic refresh previously learned material while gaining new knowledge, skills and attitudes necessary to be a competent, productive, and valuable member of the emergency medical services team.

**Airway 2CE credit hrs:** Maintain an open airway, pulmonary resuscitation, variations for infants and children and patients with laryngectomies. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices.

**Patient Assessment 4 CE hrs:** A rapid approach to the trauma patient will be the focus of this lesson. EMT demonstrates the method of assessing patients with medical complaints or signs and symptoms. Detailed Physical Exam reviews the knowledge and skills required to continue the assessment and treatment of the patient.

**Medical Emergencies 5 CE hrs:** Basic knowledge of pharmacology, Cardiovascular, Respiratory, Diabetes, Anaphylactic & Environmental Emergencies. Renewal for AHA Basic Life Support for Healthcare Providers will be provided (must have current AHA BLS for Healthcare Providers).

**Behavioral Emergencies 2 CE hrs:** Develops the student's awareness of behavioral emergencies and the management of the disturbed patient. Restraining the combative patient will also be taught.

**Trauma 4 CE hrs:** Bleeding and Shock Reviews the cardiovascular system Emergency medical care, including the use of cervical immobilization devices and short and long back boards.  
**Medical Emergencies Infants & Children 2 CE hrs:** Infants and Children presents information concerning the developmental and anatomical differences in infants and children, discuss common medical and trauma situations, and also covered are infants and childrens' dependent on special technology.

**OB/GYN Emergencies 3 CE hrs:** Demonstrate normal and abnormal deliveries, summarize signs and symptoms of common gynecological emergencies, and neonatal resuscitation.



# **ANNUAL SECURITY REPORT**

**Published January 30<sup>th</sup>, 2017**

## **Annual Security Report-Integrity College of Health**

The safety and security of our students are of great importance to our college and members. Integrity College of Health provides an annual report of information regarding the safety and preventative actions students, employees and visitors should be aware of. The report provides statistics related to any crimes or criminal acts that have occurred on the campus, in the building, or on public property in the immediate vicinity of the campus.

### **Reporting Crimes & Other Emergencies**

#### **Annual Disclosure of Crime Statistics Requirement Campus Security (Clery Act)**

##### Details of the Clery Act (Campus Security)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 is part of the Higher Education Act. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

It requires institutions of higher education that receive federal financial aid to report statistics on specified crimes on or near our college campus and to provide other safety and crime information to members of the campus community. This information must also be reported to the federal Department of Education by October, 1 of each year.

Failure to comply with the reporting requirements may be punished with a \$35,000 fine, and egregious non-compliance may cause an institution to lose all federal financial aid funds.

#### **CRIME AND SECURITY REPORTING**

Any victim or witness to a crime that occurs on the campus, property immediately adjacent to the campus, or clinical facilities, may immediately report incident to the College Director or available office staff. Any suspicious activity or observations made by students, staff or visitors may also be reported the College Director or available office staff. All criminal activity can immediately be reported to law enforcement by dialing **911**. Reports can be confidential. Listed below are the names and direct phone numbers for reporting:

1. Bea Martin, College Director: (626) 825-5600
2. Front Office personnel: (626) 808-0215 (will contact College Director, 911, or appropriate agency)

#### **VOLUNTARY CONFIDENTIAL REPORTING**

All victims will have the opportunity to report any criminal incidents or suspicious incidents to the local police department. On report of incident to the College Director or Office Staff, the student will have assistance in contacting appropriate law enforcement agency and making a report. If the student decides not to have incident reported to local police authorities, the situation will then be handled by internally by the College. If there offensive or dangerous activities are from an enrolled student, the College retains the right to provide disciplinary action, even if it is not



investigated by a police department. If there is a threat to the safety or health of those at the College, the College representative will notify local law enforcement.

### **SECURITY & ACCESS POLICY**

The campus is open to employees, students and visitors during normal business hours of operation. Visitors are to check in with the Front Office Staff for information or tour of campus. Students are only allowed at clinical facilities during scheduled hours and only with Clinical Instructor present.

Multiple businesses occupy the building and shared parking lot. The main entrance and exits may require special access after-hours and College Director or Instructor will have ability to access main doors.

There are no dedicated campus law enforcement personnel on duty at Integrity College of Health. Integrity College of Health does not have a campus police/security department.

Integrity College of Health can provide referral to outside pastoral or professional counseling services, although does not provide services on campus. Referrals to outside services can be provided upon request to College Director.

### **TIMELY WARNINGS, EMERGENCY NOTIFICATION & EVACUATION POLICY**

If the College Director determines there may be a possible or probable threat to the employees and students, a campus Timely Warning will be issued. The College Director and Office Staff will implement the Timely Warning Notification System. Timely Warnings may be communicated by the following methods:

- ❖ Email to students, faculty and staff
- ❖ Text Notifications to students, faculty and staff
- ❖ Warnings and announcements posted at entrances to campus.
- ❖ Phone calls to students, faculty and staff
- ❖ College Director or designee will contact any applicable law enforcement agencies.

### **Emergency Notification & Evacuation Policy**

The College Director or designee will determine if there is an emergency or dangerous threat that requires notification and/or evacuation. An emergency or dangerous threat is defined as an immediate threat to the students, faculty or staff in the campus, local area, or at the clinical facility where students and faculty are training.

If it has been advised that a dangerous situation exists, the notification system will be implemented in the safest manner to respond to the existing threat or danger. Once the notification and evacuation system has been determined to be initiated, all students and staff will be notified by College Director or designee. College Director will maintain contact with and updates on existing dangerous situation.

Notification and evacuation system will be tested on yearly basis, including announced and unannounced tests. The drills will be documented in log with the date and time initiated; what type of test; whether it was announced or unannounced.

### **DRUG & ALCOHOL POLICY**

The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on Integrity College of Health premises including parking lots, cafeterias, and other non-work areas. Employees who

report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for : speech, walking, standing , physical dexterity, agility, coordination, actions, movement; as well as an employee’s demeanor, appearance, clothing , body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years old is forbidden as provided by state law and campus regulations. Students and employees will be subject to criminal prosecution for any unlawful possession or distribution of alcohol or drugs. Integrity College of Health may refer violations to appropriate authorities for prosecution.

### **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING POLICY**

If possible, victims of sexual assault, dating violence, domestic violence, rape, or stalking, should be reported as soon as possible. If an assault or rape has taken place, it is imperative to preserve evidence of the crime.

All victims of crimes or those that have observed a crime will be directed and assisted to contact local law enforcement. If the victim feels unable to report the crime, the College will respect the victims' confidentiality and anonymity request as long as the College, students, and staff and not placed at any risk or danger. If the College determines there may be a risk to staff and students, local law enforcement will be contacted.

Any incident investigation by the College and resolution will be maintained confidentially. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal Family Educational Rights and Privacy Act (FERPA). Any publicly released reports of crimes will not be contain name or names of victims or information that could lead to the identification of the victim. Information about victims is maintained privately in accordance with Title IX and FERPA. The accused and the accuser are both entitled to the same privacy and confidentiality. Both parties will be able to have equal rights in presenting their case with witnesses during a hearing at the campus.

Once an informal or formal complaint of sexual assault, misconduct or harassment has been received, an investigation will be conducted under the most confidential manner. Disciplinary action for a student that has found to be guilty of offense can be expelled, suspended, or placed on probation. Staff accused and found guilty of sexual harassment, misconduct or assault will be terminated.

### **STUDENT DISCIPLINARY HEARING RESULTS**

Integrity College of Health will disclose the results of a disciplinary proceeding for a violent crime or sex offense to the victim.

**MISSING STUDENT NOTIFICATION POLICY**

Integrity College of Health does not have campus housing, therefore, there are no policies for missing student notification policy.

**SECURITY AWARENESS PROGRAMS**

All students, staff and faculty are provided a copy of the Annual Security Report. If there is are any occurrences of criminal or suspicious activity, a bulletin and email will be sent to staff, students and faculty.

**CRIME PREVENTION PROGRAMS**

Crime prevention is discussed in all staff and student orientations. Weekly staff and monthly faculty meetings address any safety concerns related to the campus security and clinical facility security.

**REGISTERED SEX OFFENDER POLICY**

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College provides a link to the State Sex Offender Registry. All sexual offenders are required to register and provide notice to each institution of higher education at which the person is employed, carries out a vocation or is a student.

California: [www.meganslaw.ca.gov/disclaimer.aspx](http://www.meganslaw.ca.gov/disclaimer.aspx)

**CRIME STATISTICS**

	<b>ON CAMPUS</b>				<b>PUBLIC PROPERTY</b>		
<b>Criminal Offenses</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Negligent Manslaughter	<u>0</u>	<u>0</u>	<u>0</u>		<u>5</u>	<u>0</u>	<u>0</u>
Negligent Manslaughter	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Sex Offense-Forcible	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Rape	<u>0</u>	<u>0</u>	<u>9</u>		<u>0</u>	<u>0</u>	<u>9</u>
Fondling	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Sex Offenses – Non-Forcible	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Incest	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Statutory Rape	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Robbery	<u>0</u>	<u>0</u>	<u>0</u>		<u>51</u>	<u>0</u>	<u>0</u>
Aggravated Assault	<u>0</u>	<u>0</u>	<u>0</u>		<u>98</u>	<u>0</u>	<u>0</u>
Burglary	<u>0</u>	<u>0</u>	<u>0</u>		<u>167</u>	<u>0</u>	<u>0</u>
Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0</u>		<u>61</u>	<u>0</u>	<u>0</u>
Arson	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

	<b>On Campus</b>				<b>Public Property</b>		
<b>HATE CRIMES</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Negligent Manslaughter	<u>0</u>	<u>0</u>	<u>0</u>		<u>5</u>	<u>0</u>	<u>0</u>
Rape	<u>0</u>	<u>0</u>	<u>0</u>		<u>9</u>	<u>0</u>	<u>0</u>

Fondling	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Incest	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Statutory Rape	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Robbery	<u>0</u>	<u>0</u>	<u>0</u>		<u>46</u>	<u>0</u>	<u>0</u>
Aggravated Assault	<u>0</u>	<u>0</u>	<u>0</u>		<u>98</u>	<u>0</u>	<u>0</u>
Burglary	<u>0</u>	<u>0</u>	<u>0</u>		<u>12</u>	<u>0</u>	<u>0</u>
Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0</u>		<u>61</u>	<u>0</u>	<u>0</u>
Arson	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Simple Assault	<u>0</u>	<u>0</u>	<u>0</u>		<u>98</u>	<u>0</u>	<u>0</u>
Larceny - Theft	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Intimidation	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Destruction/Damage/Vandalism of Property	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

**ON CAMPUS**

**PUBLIC PROPERTY**

<b>Victims Against Women Act</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Dating Violence	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Stalking	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

**ON CAMPUS**

**PUBLIC PROPERTY**

<b>Arrests</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons: Carrying, Possessing, etc.	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Drug Abuse Violations	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Liquor Law Violations	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

**ON CAMPUS**

**PUBLIC PROPERTY**

<b>Disciplinary Actions</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons: Carrying, Possessing, etc.	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Drug Abuse Violations	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Liquor Law Violations	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

**ON CAMPUS**

**PUBLIC PROPERTY**

<b>Unfounded Crimes</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>
Total Unfounded Crimes	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>

**DEFINITION OF REPORTABLE CRIMES**

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses – Forcible:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Larceny – Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Illegal Weapons Law Possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.



## **Drug and Alcohol Abuse Prevention information**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

### **DRUG & ALCOHOL COUNSELING**

More information about alcohol and drugs and the risk they pose to health is available at Impact Drug & Alcohol Pasadena (626) 798-0884 and Pasadena Recovery Center 1811 N. Raymond Ave Pasadena, CA 91103 (866)663-3030. These are outside counseling services and support groups available. Individuals can speak with their own physician about counseling referrals. Other community resources may be found online.

It is the goal of Integrity College of Health to provide a drug-free environment for all college students and employees. Under the Drug-Free Workplace Act and the Drug Free Communities Act, Integrity College of Health must maintain a drug-free Campus and workplace or risk the loss of financial aid assistance and grants. The Drug-free Campus and Workplace Policy is required by

law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling service that may be available.

All faculty and staff are expected and require reporting to work on time and in an appropriate physical and mental condition for work. Integrity College of Health is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on Integrity College of Health premises including parking lots, cafeterias, and other non-work areas.

Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for : speech, walking, standing , physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance, clothing , body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

Employees who use over -the -counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in Integrity College of Health events, or present on College premises (including parking lots, cafeterias, and other non-work areas), unless pre-authorized by senior management. Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. Integrity College of Health will take appropriate action within 30 days of notification. Failure to inform the College subjects the employee to disciplinary action, up to and including termination.

### **HEALTH RISKS**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition, on health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol and lead to dependence.

## **SANCTIONS**

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Additionally, sanctions will be imposed on students or students or employees who violate Integrity College of Health drug and/or alcohol policies. Sanctions may include suspension or expulsion or for students and, for employees, disciplinary actions up to and including immediate discharge.



APPENDIX A.

**Integrity College of Health**

**Student Right - To -Know-Rate**

<b>Initial Cohort</b>	<b>Men</b>	<b>Women</b>	<b>Total</b>	<b>Rate</b>
Initial Cohort	8	16	24	-----
Allowable Exclusions	0	0	0	-----
Final Cohort	8	16	24	-----
Completers	6	12	18	75%
Transfer-out Students	0	0	0	0
Completion or Graduation Rate	75%	75%	-----	75%
Transfer- Out Rate	0	0	-----	0%
Retention Rate (Based on IPEDS Fall Enrollment Report-Part E)	-----	-----	-----	83%
Placement Rate (disclose any placement rate calculated)	-----	-----	-----	-----

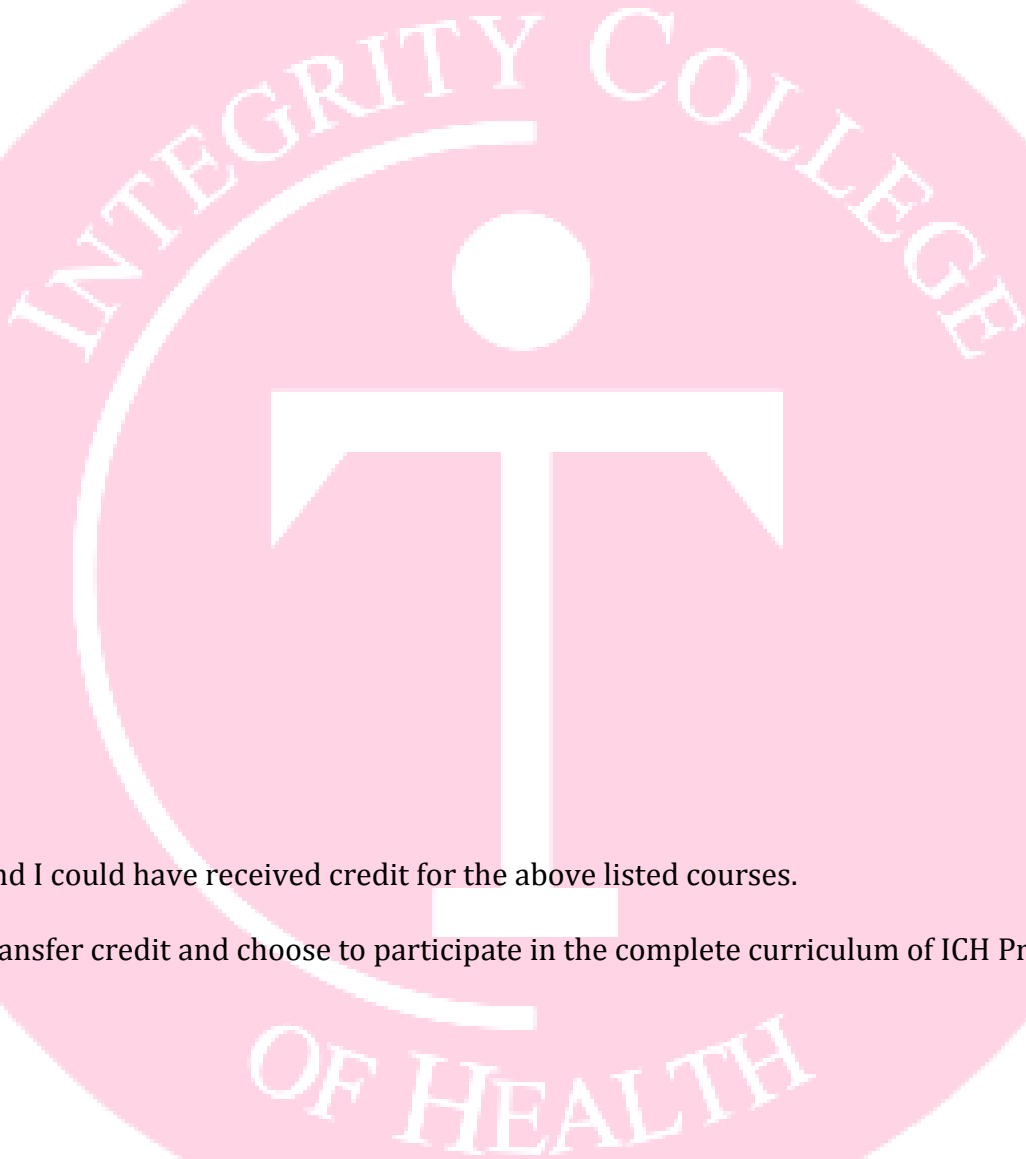
<b>ETHNICITY</b>	<b>Pell MEN</b>	<b>Recipients Women</b>	<b>DL MEN</b>	<b>Without PELL WOMEN</b>	<b>NEITHER OF THE MEN</b>	<b>AID PROGRAMS WOMAN</b>
Hispanic/Latino	18	17	0	0	0	35
American Indian or Alaska Native	0	0	0	0	0	0
Asian	16	3	0	16		0
Black	8	0	0	8	0	8
Native Hawaiian or other Pacific Islander	0	0	0	0	0	0
White	5	5	0	1	0	5
Two or More Races	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0

Appendix C. WAIVER CONTRACT

ACADEMIC CREDIT WAIVER CONTRACT

The following courses are eligible to be waived as a requirement in ICH Program:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



I understand I could have received credit for the above listed courses.

I decline transfer credit and choose to participate in the complete curriculum of ICH Program.

Student Name: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_



**Appendix D. Transfer Credit**

**ACADEMIC TRANSFER CREDIT**

The following courses are eligible to be transferred as credit to ICH Program

<b>Name of Course</b>	<b>Amount of Credit ((Max. 54 hours)</b>	<b>Date Course Completed and where</b>
1.		
2.		
3.		
4.		
5.		
6.		

The above listed courses have been approved for transfer credit.

Signed by Program Director \_\_\_\_\_ Date \_\_\_\_\_

**Appendix E. Alternate Student Agreement Policy**

**ALTERNATE STUDENT AGREEMENT POLICY**

My signature below signifies the understanding of the Alternate Student Policy.

By signing the policy, I hereby agree and understand that I will be temporarily admitted to Integrity College of Health for no more than six (6) weeks, while waiting for a position to open.

I will attend each scheduled class, and participate in lectures, including testing.

As an Alternate, I will not be required to pay any monthly fees or deposit.

If no position becomes available before the scheduled clinical experience at seven (7) weeks, I understand that I will be dropped from the program, and placed at the top of the next class waiting list, if I choose to do so.

If a position becomes available, I will be expected to complete the application process with the regular fees and deposit.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix F. CATALOG RECEIPT ACKNOWLEDGMENT

I have received and understand the Catalog/Handbook of Integrity College of Health and agree to abide by the policies contained therein.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

