



# INTEGRITY COLLEGE OF HEALTH

a Legacy Education Institution

Education with Integrity

2022 / 2023 School Catalog

ADDRESS:

**Integrity College of Health**  
1460 N. Lake Avenue  
Suite 102  
Pasadena, CA 91104

PHONE:

**626-808-0215**

FAX:

**626-345-9618**

REVISED:

**July 1, 2022**

## Catalog Information

### Period of Time Catalog Covers

This Catalog is covered for the period of time starting July 1, 2021 and ending on June 30, 2022.

### Student Consumer and Disclosure Information

Additional student consumer and disclosure information can be found on Integrity College of Health's website at [www.ICH.edu](http://www.ICH.edu). Go to "Disclosures" to find information regarding:

ABHES Student Outcomes, Annual Crime Disclosure, State BPPE Annual Report, Cost of Attendance Allocations, Drug-Free Campus Guidelines, College Navigator, Gainful Employment Information and Student Right to Know Graduation Rates.

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 we provide to you prior to signing an enrollment agreement.

Catalog is updated on a regular basis as changes occur. The most recent Catalog can be found at [www.ICH.edu/school-catalog/](http://www.ICH.edu/school-catalog/).

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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free 888-370-7589 or by fax 916-263-1897.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov.imprisonment](http://www.copyright.gov.imprisonment).

### File Sharing and Peer-to-Peer Files

Use of school computers and networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over Integrity College of Health's network through the use of email, webpages, and peer-to-peer file sharing software. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to disciplinary action, as well as civil and criminal liabilities. This policy applies to computers owned by Integrity College of Health, as well as personal computers that may be using the Integrity College of Health network or working with Integrity College of Health documents.

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# Getting to Know Integrity College of Health

## Mission Statement

The Mission of Integrity College of Health:

- Provide personal and focused education to students that are passionate about a 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:**  
**EDUCATION WITH INTEGRITY**

## Core Values

In pursuit of this mission, Integrity College of Health is guided by the following core values, principles, and objectives:

- **Integrity:** By constantly striving for the best in education, we remain true to our mission, our vision, and our commitment to students, faculty, staff, and investors.
- **Creativity:** Our inventive spirits and industrious imaginations fuel our efforts to consistently situate the company on the leading edge of its field and offer the latest innovations in instructional techniques and technologies.
- **Ambition:** The pursuit of education has at its very core a sound work ethic, a burning motivation, and an insatiable drive. These qualities nourish our venture and drive us forward in achieving our goals.
- **Teamwork:** While we started with a close-knit, loyal group of educators, more than 30 years ago, its true legacy will be the spirit of constructive collaboration it inspires in its students, faculty, and staff.

## History / Ownership

Integrity College of Health (ICH) was founded in 2007 by Bea Martin and Vella Masip, Registered Nurses. On September 15, 2020, Integrity College of Health LLC, dba Advanced Health Services was 100% acquired by Legacy Education Pasadena LLC, a company with a commitment to excellence in education.

The vision and passion the founders had, combined with expertise and love of teaching, helped the school grow successfully. From the day it was founded, ICH has educated hundreds of students 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 various teaching strategies, including but not limited to, training in the following environments: classroom, lecture, lab, and clinical and extern sites.

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.

## 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).

## Hours of Operation

### Admissions

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

### Financial Aid

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

### Business Office

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

### Career Services

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

### Student Services

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

### Registrar

**Monday to Thursday**  
10:00 a.m. to 7:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

## Instructional Hours

**Monday to Thursday**  
8:00 a.m. to 10:00 p.m.

**Friday**  
8:00 a.m. to 5:00 p.m.

The campuses will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

*\*Integrity College of Health reserves the right to move certain holidays above to other months during the year. Students will be notified by their program faculty or college administration of any changes*

## Curriculum and Policy Changes Approval and Accreditation

ICH is a private institution approved to operate by the **Bureau of Private Postsecondary Education (BPPE)**. Approval to operate means compliance with the standards as set forth in the CEC and 5, CCR. The College maintains institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). ABHES is an accrediting agency recognized by the United States Department of Education. The ICH Vocational Nursing program is approved to operate by the Bureau for Vocational Nursing and Psychiatric Technicians (BVNPT).

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  
North Falls Church, VA 22043  
Telephone: 703-917-9503  
[www.abhes.org](http://www.abhes.org)

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

*Physical Address:*  
1747 N. Market Street,  
Suite 225  
Sacramento, CA 95834  
*Mailing Address:*  
P.O. 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 Drive,  
Suite 205  
Sacramento, CA 95833-2945  
Telephone: (916) 263-7800  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

**Commission for Nursing Education Accreditation (CNEA)**

2600 Virginia Avenue, N.W.  
Washington, DC 20037

On May 5, 2022, the Initial Program Application Subcommittee voted to recommend to the NLN CNEA Board of Commissioners that pre-accreditation candidacy status be granted to Integrity College of Health for the Baccalaureate Degree Program (RN-BSN delivered via hybrid distance education).

## Curriculum and Policy Changes

Integrity College of Health reserves the right to change internal academic and administrative policies at any time, schedules, tuition and fees, student rules, regulations, and requirements at any time and without notices. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and / or the structure of course curricula at any time.

## Approval Disclosure Statement

Integrity College of Health, Inc., 1460 North Lake Avenue, Suite 102, Pasadena, CA 91104 is approved to operate by ABHES and the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The Bureau's licensure means that the institution and its operation comply with the standards established. An institution must renew its license every three years and is subject to continuing review.

The college is currently approved and licensed to offer the following programs:

### Program List

#### CERTIFICATE / DIPLOMA PROGRAMS

- Medical Assisting
- Medical Billing and Coding
- Diagnostic Medical Sonography
- Vocational Nursing

#### DEGREE PROGRAMS

- RN-BSN Bachelor of Science
- Vocational Nursing (Associate of Applied Science)

An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma, certificate, or degree verifying the fact.

As a prospective student, you are encouraged to review this Catalog, visit the facilities of the school, and to discuss personal educational and occupational plans with school personnel before enrolling or signing enrollment agreements. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. Integrity College of Health offers the following financing options:

- Federal and State Financial Aid.
- Alternative loan student financing through Education Loan Source.
- Monthly in-house installment payment plans.

The Vocational Nursing and the Vocational Nursing Associate of Applied Science programs are approved and meets the requirements established by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). There are no other state boards, bureaus, departments, or agencies that set minimum standards for your program of studies in accordance with Education Code §94860.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action can be made to the Lead Instructor, Department Director, Director of Education or Campus Director, in respective order. 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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free: 888-370-7589 or by fax: 916-263-1897.

## Facility Specifications

ICH is conveniently located on an intersection of major streets Lake Avenue and Washington Boulevard. It is off the 210 Freeway at 1460 N. Lake Avenue, Suites 102, 103 and 110, Pasadena, CA 91104. Class sessions are 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 5,200 square feet of classroom, laboratory, library, and office space. Entrance 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 based on 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. Integrity College of Health presently has the resources available to address the requirements of college. The institution uses LIRN (Library and Information Resources Network) which is an online library and has the necessary reference, research and information resources to support the program and to enhance student learning. The LIRN library has a librarian available to students. The librarians have masters' degrees from programs accredited by the American Library Association and high levels of engagement in the profession. They participate in regular professional development activities and attend national, regional, and state events to stay informed with the latest information and best practices in the field. The holdings include both nursing and general education resources including social sciences, the arts, health research and biological sciences.

Students have access to the College's Online Learning Resource System which can be accessed from the College's Learning Management System (Canvas). A link to the LIRN Library is embedded in each course along with LIRN Orientation and Training.

**NO FOOD OR DRINK, EXCEPT WATER ALLOWED IN CLASSROOM AND INSTRUCTIONAL AREAS.**

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

The Skills Lab is located in suite 110 has 720 square feet 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. Theory instruction and skills training are performed in this classroom. A student library of 109 square feet also is in Suite 110. Classroom B, located in Suite 103, has 1,700 square 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:

- **Financial Aid Office:** 100 square feet
- **Admission Office:** 100 square feet
- **Eating Area with Sink:** 216 square feet
- **Lobby:** 144 square feet

The College has ample parking located in the rear of building. Parking is provided to all students at no charge of the college parking lot. Integrity College of Health does not accept responsibility for damage or theft of students' personal belongings or vehicles while parked in the College's parking areas. Students park at their own risk. **PLEASE LOCK YOUR VEHICLE! INTEGRITY COLLEGE OF HEALTH IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!** The covered outside eating area is also available for convenience.

The College's contracted clinical and externship facilities are located in Pasadena, West Covina, Covina, Burbank, Los Angeles County and Sun Valley. ICH is constantly making additions to the current list of affiliates to best suit the needs of students, employers and community. The equipment used in training programs consists of standard office equipment that can be found in modern business and medical offices.

Integrity College of Health is non-smoking. Students wishing to smoke may do so in the designated outdoor areas.

## Student Equality

Integrity College of Health's Faculty and Staff are committed to actively pursue equality for all students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. Integrity College of Health incorporates the ethnic and academic pluralism, which is represented within our community into its educational process.

Integrity College of Health is dedicated to respecting, integrating, and celebrating our students' diverse cultures into all aspects of campus life. The College maintains a professional and safe environment where students are free to express and share their unique backgrounds and experiences.



# Becoming an Integrity College of Health Student

## Applying to Integrity College of Health – Admission Requirements

### Admissions Procedure

Prospective students including students with special needs may apply for admission to the College by making an appointment to visit the Admissions Department after filling out an admissions questionnaire; applicants will be interviewed by an Admissions Representative to ascertain their interests and previous educational and professional experience. Prospective students will then receive a tour of the facility and have an opportunity to ask any questions they may have. If a prospective student should choose to seek enrollment in one of the College's programs, he / she will be required to verify high school or equivalent graduation.

Upon completion of the entrance examination, the test will be graded. If the prospective student achieves a passing grade per the requirements of the chosen program, and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come – first serve basis to all qualified students based upon the student's total admissions points score and recommendation of the Admissions Committee. All students will be scheduled to meet with the Financial Aid Office and Financial Services Department for pre-qualification.

### Programs

Integrity College of Health is in compliance with federal, state and local government agencies and the College does not discriminate or will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Integrity College of Health abides by the regulation that “no otherwise disabled individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the disability.” The College does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

The College utilizes the Scholastic Level Exam (SLE) as an entrance examination for students. To be eligible for admission to any of Integrity College of Health’s programs a prospective student must meet the following requirements:

- Be at least 18 years of age. If 17 years of age, requires parental signature.
- Be a current resident of California. Government issued identification is required.
- Possess a High School Diploma, GED or pass the Ability to Benefit (ATB) test and enroll in an eligible career pathways program need to attend an adult education program while concurrently attending their vocational training. The adult education will be provided by an outside vendor and could lead to a high school diploma.
- Be able to read, write, speak and understand the English language.

- For students enrolling in a program that leads to a degree, they must take and pass a nationally standardized test the Wonderlic SLE with a minimum score to gain admittance to the College. The minimum score is listed below for these Programs:

Core Program	Minimum Score
Diagnostic Medical Sonography	18
Vocational Nursing*	19

*\*See additional admissions requirements in the next section.*

**NOTE: An applicant may attempt the SLE no more than four times within a 12-month period. A different version of the SLE must be used for all four attempts. Should a student not pass on their first attempt, they must wait 24 hours before the second attempt. Should the applicant not meet the minimum required score on the second attempt, they must wait two days after the second attempt, to re-take the test for the third time. Should the applicant fail to achieve the minimum required score on the first three testing attempts, the applicant must wait one week between administration of test three and four.**

Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

**NOTE: Students must notify the institution if they plan to relocate out of state. Integrity College of Health is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form to the campus prior to relocation.**

## Vocational Nursing Associate of Applied Science Admissions

Integrity College of Health will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

In Order to enroll into the Vocational Nursing Associate of Applied Science program you must:

- Provide evidence of graduating from a Vocational Nursing Certificate Program.
- Must hold a Valid State License (LVN / LPN).
- Take and pass the Wonderlic Digital Learning Risk Assessment test with less than three risks identified.
- Request Transfer of Credit for the Vocational Nursing Certificate Program.

The following are the General Education courses needed to obtain an AAS Degree:

Course Number / Name	Course Length	Description
<b>ANT 101</b> <b>Human Anatomy I</b> <b>PHYS 101</b> <b>Human Physiology I</b>	Semester Credit Hours: 2.5 Semester Credit Hours: 2.5 Total: 5 semester credits	This course is first combined course of Human Anatomy and Physiology in a two-course sequence in which human anatomy and physiology are studied using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, history and the integumentary, skeletal, muscular and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular, nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.
<b>ANT 102</b> <b>Human Anatomy II</b> <b>PHYS 102</b> <b>Human Physiology II</b>	Semester Credit Hours: 2.5 Semester Credit Hours: 2.5 Total: 5 semester credits	This course is the second combined course of Human Anatomy and Physiology in a two-course sequence in which human anatomy and physiology are studied using a body systems approach. The course builds on the previously presented content related to the anatomical structures and physiology of the human body. Course content includes the following body systems: Lymphatic, Blood, Cardiac, Vascular, Respiratory, Urinary, Gastrointestinal, Reproductive systems, and the Endocrine system. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in disease process, causes, and diagnostic procedures. This course includes one semester credit hour of virtual lab.
<b>ENG 101</b> <b>English Composition</b>	Semester Credit Hours: 3.00	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.

Course Number / Name	Course Length	Description
<b>ENG 102</b> <b>Public Speaking</b>	Semester Credit Hours: 3.00	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations.
<b>MIC 101</b> <b>Microbiology with Lab</b>	Semester Credit Hours: 4.00	The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation and culture of microorganisms, microscopy and staining techniques.
<b>MTH 101</b> <b>College Algebra 101</b>	Semester Credit Hours: 3.00	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems.
<b>MTH 102</b> <b>Statistics</b>	Semester Credit Hours: 3.00	The course stresses the practical use of statistics in the collecting, organizing, analyzing, interpreting and presenting of data. Both descriptive and inferential techniques are covered.
<b>PSY 101</b> <b>Introduction to Psychology</b>	Semester Credit Hours: 3.00	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.
<b>SOC 101</b> <b>Introduction to Sociology</b>	Semester Credit Hours: 3.00	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media.

## Learners with Special Needs

Integrity College of Health is committed to Equality of Opportunity, and positively values the participation of learners with special needs. Integrity College of Health is committed to the admission of all qualified students without regard to applicants' race, color, religion, sexual orientation, or disability if they are able to meet the physical and academic requirements of the programs. We further commit ourselves to make reasonable accommodations and provide information in order to render the academic programs and support services of the school accessible to all persons. Every effort is made to individually and appropriately serve students and to enable them to attain success and reach their educational goals.

For students who need to request accommodations they must present a formal physical or cognitive evaluation by a professional in the field that outlines areas in which the student would need reasonable assistance or accommodations to complete classroom, clinical rotations, or externship training. Learners with Special Needs are encouraged to meet with Integrity College of Health’s Campus Director.

## Distance Learning

As part of the admission process for programs delivered via distance education, students are required to complete a Digital Readiness Risk Assessment with a minimum score of 40 and to attest to certain competencies in the use of technology.

Students must have the following competency skills:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of the catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

Students must have access to a computer, tablet, or smartphone with the following:

- A processor of 2 GHz or faster.
- 4 GB RAM or greater.
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
- Monitor and video card with 1024x768 or greater resolution.
- Speakers / headphones and microphone.
- A web camera capable of video web conferencing.

## Software and Applications

You will need access to a computer, tablet, or smartphone with Microsoft® Windows or Apple® MacOS and familiarity with the following items:

### OPERATING SYSTEM

Operating System	Minimum	Recommended
Microsoft®	Windows 7	Windows 10 or higher
Apple® MacOSx	MacOSx 10.10	Latest version

**WEB BROWSER**

Web Browser	Minimum	Recommended
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Internet Explorer	10 or higher	Latest version
Microsoft® Edge	38 or higher	Latest version

*\*Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

**Additional Software**

*\*Recommended but not required.*

- Microsoft® Office 2013.
- An up-to-date installation of Adobe® Reader.
- An up-to-date installation of the Adobe® Flash plug-in.
- Local administrative privileges to operating system may be required to allow for installation of software and / or configure computer settings.
- A current security suite application (updated regularly).

**Eligible Career Pathways Program (ECPP) / Ability to Benefit (ATB)  
Admissions Policies**

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only:

- Medical Assisting
- Medical Billing and Coding

Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program. Additionally, all applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a three-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The ACCUPLACER test minimum scores are:

- **Reading:** 233
- **Writing:** 235
- **Arithmetic:** 230

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, he / she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification.

## Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

### Question 1

Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

### Question 2

Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

### ATB Alternatives

- Pass an independently administered, Department of Education approved ATB test.
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution.

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the ACCUPLACER test which meet the minimum scores listed above or successfully retest prior to enrollment.

## Eligible Career Pathway Program (ECP) ATB Program Requirements

Students enrolled into an ECP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

## English as a Second Language Instruction

Integrity College of Health does not provide instruction in English as a Second Language to students. All instruction at Integrity College of Health is provided in English.

## Vocational Nursing

### Philosophy of the Nursing Program

Integrity College of Health believes that nursing is caring, and that caring is a nursing virtue. Orem's nursing framework guides the education of our Vocational Nursing students based on the nursing paradigm that includes the person, health, environment and the nursing systems. The framework emphasizes the interrelationships between the self-care agency and the nursing systems.

Central to Orem's theory, limitations or loss of self-care results in dependence to the nursing systems. It is the goal of the nurse to assist the individual from having self-care deficit to autonomous self-care, and to promote the well-being of every individual with health care needs.

We believe that it is only through nursing education that a person's worldview of caring becomes meaningful. Nursing education is a continuous learning process, which encourages active participation, self-awareness, and self-direction in a rapidly changing society. Embracing Orem's framework in our nursing education program allows the student to develop a deeper appreciation of the core of nursing, the person, the environment, and the person's health.

Vocational Nursing is an integral, interacting part of the health care structure. The Vocational Nursing Practice Act, states that Vocational Nursing incorporates the nursing process in-patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines. Our Faculty and Staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

Integrity College of Health will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements. The College utilizes the **Scholastic Level Exam and the HESI** as entrance examinations for all Vocational Nursing students.

To be eligible for admission to the Vocational Nursing Program, an applicant must meet the following requirements:

- Take and pass VN PRQ 101 (128 hours) the prerequisite course for the VN Program.
- Take and pass a nationally standardized test the Wonderlic SLE with a minimum score to gain admittance to the College. The minimum score is listed below for the Vocational Nursing Program. (See "NOTE" above in reference to additional attempts to retakes and achieving the minimum required score for the SLE.)
- Vocational Nursing – 19 **and**
- Take and pass the required entrance exam (HESI) with a score of 75. If a prospective student should fail the examination, he / she will not be allowed to retake the test for 48hours.
- Be at least 18 years of age. If 17 years of age, requires parental signature.
- Provide documentation of a High School Diploma or G.E.D.
- The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, G.E.D. or passage of the California high school proficiency exam.
- Submit a 150-word essay, "Why you want to be a nurse."
- Successfully pass a background screening.
- Final approval from the Director of Nursing to enter the program.



- Attend the required Student Orientation.

Integrity College of Health utilizes the Scholastic Level Exam and the HESI as an entrance examination for all Vocational Nursing students. For the Vocational Nursing Program, new students must begin instruction in Term I and complete the objectives of each sequential Term.

*\*Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.*

### **Vocational Nursing Prerequisite (PRQ) Course**

This course is a Board of Vocational Nursing and Psychiatric Technicians (BVNPT) prerequisite (PRQ) requirement for admissions into the Vocational Nursing Program. The intended audience are high school graduates that are interested in enrolling in the Vocational Nursing program.

The course introduces the nursing student to critical thinking, basic arithmetic and medication dosage calculation and normal anatomy and physiology, the interrelationships between structure and functions of human cells, tissues, and systems, and the effects of disease on body systems and basic medical terminology, as well as study techniques and strategies to ensure student success throughout the program. This course will be delivered online and involve lectures and reading assignments. The student will undergo daily exams. The student will be required to participate in class discussions and take notes. Students must successfully pass this course with a 75% or higher. A certificate of completion for the course will be awarded to those who pass the course.

The PRQ course is 128 hours and four weeks total. The schedule is 9am to 5pm Monday through Friday. The course will be taught via distance education.

### **Vocational Nursing Students**

A VN Staff Member reviews nursing Candidates after pre-qualification by the Admission Staff. Factors used to judge prospective students include, but are not limited to attitude / professionalism, previous experience / training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission Staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission Staff and the Director of Nursing, accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview to receive approval of the Nursing Director.

If the Director of Nursing approves the candidate for enrollment, enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment.

**All Vocational Nursing** students will be provided with a worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning the Nursing Program.

Orientation for all Enrolled Candidates is conducted **the week prior to the first day of class**. During this orientation, discussions of important information concerning the administrative, educational and placement policies and procedures that each student will need during the course of instruction. During this orientation, the student will be given program specific information regarding the policies and procedures of the Department and the respective Board. Enrolled Candidates who fail to attend the first, second and / or third day of class may lose their training slot to another Candidate.

Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide assistance in increasing their academic standing during the Fundamentals unit.

***NOTE TO PROSPECTIVE STUDENTS: It is important to know that the Admissions Committee will typically review approximately 100 to 200 applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and / or achieve Enrolled Candidate status.***

Integrity College of Health will attempt to make reasonable accommodations where possible in compliance with ADA standards.

# Physical Exam Requirement

## Vocational Nursing

All students accepted as Vocational Nursing enrolled candidates must provide a physician's release and evidence of good health by completing a recent (within 30 days prior to enrollment) physical examination including the following elements:

- History and Physical Clearance
- Height and Weight
- Blood Pressure, Pulse and Respiration
- Hepatitis B vaccination series is recommended, but not mandatory. RPR, Two-step TB Test or Chest X-ray is mandatory to assure students are not in active stage(s) of tuberculosis. MMR Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series.
- Proof of a tetanus vaccination within the last 10 years is also required.
- The COVID-19 vaccination is mandatory. Vocational Nurse students may be required to obtain a COVID-19 booster vaccine if these becomes available and are required.
- The physician's release evidence of good health must be verified by Physician's Office stamp. Falsification of such information will result in denial of admission to the program. If the applicant is pregnant or becomes pregnant, a full medical release signed by the physician with no clinical restrictions will be required.
- The physical examination, lab tests and vaccination records MUST be turned in to the Nursing Office for review PRIOR to the orientation for the class start (one week before the start date).

***NOTE: The Nursing Office will provide each prospective student or Enrolled / Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.***

## Medical Assisting

During classroom orientation, all Medical Assisting students are made aware of the risks involved during the Bloodborne Pathogens Training and receive a certificate showing this training. Although, we make the student aware of the risks and where to get Hepatitis B Vaccinations they are not mandatory for the Medical Assisting program students. Additional information is given to students as to where they can receive the Hepatitis B series if they desire to do so.

## Drug Testing Requirements

All Vocational Nursing students are advised that most clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Integrity College of Health. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug screening test by virtue of evidence of illegal substance use will be subject to immediate termination from the program under patient / student safety protocols and "Drug Free" policies.

## Background Checks and Drug Screening

A criminal background may prevent someone from obtaining licensure, clinical training, externship placement or employment in their chosen field. When a criminal background must be fully investigated, it may take up to one year or longer in order to obtain a decision from a licensing board. Applicants or students with a criminal background should check with the relevant licensing body for their stance towards various criminal background situations.

Students will not be allowed to continue their enrollment in the following programs without a current criminal background check deemed “negative” or “clear”: Vocational Nursing.

A student’s background check will be initiated immediately upon enrollment and no later than the first day of class. A background deemed to be “clear” is required to remain active in any of the above programs. The cost of a criminal background check is included in the total tuition of these programs.

Students may be subject to additional background checks and possibly drug screening, at any time if requested by a clinical facility, employer, or externship site. Failure to pass any background check or drug screen requested by an Externship, Employer or Clinical Site may prevent a student from going to that Externship or Clinical Site and may put their program completion at risk.

Clear background checks are required for registration in clinical nursing courses. Should a student’s educational progress be interrupted, a new background check will be required upon readmission to the program. A student may be denied access to clinical facilities based on offenses appearing on a criminal record even though such offenses may have occurred seven or more years ago.

A background check is deemed to be “clear” by the College unless the background check results include any one or more of the following convictions:

- Murder
- Felony assault
- Sexual offense / sexual assault
- Felony possession and furnishing (with or without certificate of rehabilitation)
- Felony drug and alcohol offenses (with or without certificate of rehabilitation)
- Certain other felonies involving weapons and / or violent crimes
- Class B and Class A misdemeanor theft, or theft having to do with drugs or alcohol
- Felony theft
- Fraud
- Child abuse, elder abuse
- Active probation (for any offense, including offenses not listed above)

If one or more of these convictions appear on a student’s background check, the student’s enrollment may be cancelled, and the student may be responsible for charges incurred up to his / her last date of attendance.

***NOTE: These issues will be discussed with the individual student in a confidential manner.***

## Admission of All Students

### Program Transfer and / or Re-Admit Students

Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within six months from the last date of attendance will receive academic credit for all previously completed courses.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

### Credits Earned at Our School

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 (diploma, or certificate) you earn in Medical Assisting, Medical Billing and Coding, Diagnostic Medical Sonography, or Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Integrity College of Health to determine if your (diploma or certificate) will transfer.

Integrity College of Health will provide an Official Transcript and School Catalog to any student requesting to transfer credit from ICH to another school. The up-to-date Catalog is also available online for public access. Our school catalog contains course descriptions for each program at Integrity College of Health.

### Credits and Degrees Earned at Another School

Integrity College of Health will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled. A student must notify the Admissions Department at time of registration if requesting such credit. The Director of Education, appropriate Program Director or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a "C" (2.0) or better and the former institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. Credits awarded for previous education will be limited by program. Integrity College of Health does not give credit for experiential learning and does not accept advanced placement.

A maximum of 75% of the required credits can be transferred. Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Director of Education, appropriate Program Director or Director of Nursing of the College and dependent upon the type, length and correlation of content to the course being evaluated.

Student's requesting Transfer Credit must:

- Complete a Transfer of Credit Request Form.
- Provide an official transcript from the granting College or University.
- Provide a detailed Course Description, Syllabus or Catalog describing the course(s).
- Pay a \$75.00 non-refundable service charge for each course being evaluated for Transfer Credit.

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition cost and the corresponding course will be listed on the student's transcript with a grade of "TC". Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student's scheduled completion date. Students may appeal the decision of acceptance of transfer credit by written request to the Campus Director for review by a committee. A review and determination will be completed within 14 days and the student will be informed in writing. Integrity College of Health does not give credit for experiential learning.

### **Transfer Credit for Vocational Nursing**

Credit may be granted for related previous education completed in:

- Accredited Vocational or Practical Nursing courses
- Accredited Registered Nursing courses
- Accredited Psychiatric Technician courses
- Armed Services Nursing courses
- Certified Nurse Assistant courses

The courses for transfer credit must have been completed within the past five years. Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Integrity College of Health's Vocational Nursing Program.

## **Credit Granting Application Requirements**

### **Vocational Nursing Program**

- Completed Credit Granting Request Form (see Admissions for details).
- Sealed official transcripts. If official transcripts are not submitted at the time of the application, applicant forfeits the opportunity to apply for credit granting.
- Official course descriptions (e.g., from syllabi or a school catalog).

### **Allied Health**

No course grade less than a GPA of 2.0 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting.

### **Vocational Nursing Diploma Program**

No course grade less than a GPA of 2.5 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting. Courses that may be acceptable for credit granting include:

- Successfully completed approved vocational / practical nursing courses.
- Successfully completed Certified Nurse Assistant (CNA) courses.
- Successfully completed approved Psychiatric Technician courses.
- Successfully completed Armed Services Nursing courses.

- Successfully completed courses that are equivalent to courses in the program as determined by the Director of the Nursing program.

## Challenge Credit

All students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Campus Registrar prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay \$200.00 for Vocational Nursing at the time of request to schedule a challenge test.

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a "CC" and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. **Challenging a course will affect a student's scheduled completion date.**

For Vocational Nursing Applicants, a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorated basis for credits granted to students receiving Challenge Credit. The maximum amount of Challenge Credit that can be granted is 100 hours.

## Readmission Requirements

**ALL STUDENTS THAT HAVE WITHDRAWN FROM ANY MODULES AND / OR BEEN TERMINATED FROM SCHOOL WILL NOT BE ALLOWED AUTOMATIC READMISSION.**

Any student who wishes to be considered for readmission must submit a written request to the Office of the Registrar explaining the reasons for readmission. Readmission will be determined on an individual basis by the Appeals Committee comprised of the Campus Director, the Director of Education, Registrar, Student Services and the applicable Department Director or Lead. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons and has been out of the program for 12 months or longer, must take the entire program over and meet all requirements satisfactorily.

Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous credit will apply. The student will be notified in writing of the Committee's decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis only.

## Cancellation of Enrollment Agreement

Students have the right to cancel the Enrollment Agreement for the program. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall also provide a pro rata refund of nonfederal student financial aid programs moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. Institutions shall refund 100% of the amount paid for institutional charges, less a registration fee not to exceed \$100.00, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

# Academics

## Vocational Nursing

### Start Dates for the Vocational Nursing

Full-time programs are scheduled throughout the year. Please contact your Admissions Representative for proposed future start dates.

## Certificate / Diploma Programs

Integrity College of Health is proud to currently offer the following programs of vocational instruction:

- Medical Assisting
- Medical Billing and Coding
- Diagnostic Medical Sonography

## Degree Programs

- RN-BSN (Bachelor of Science)
- Vocational Nursing (Associate of Applied Science)

Individual program and course descriptions are located in this Catalog.

Carnegie Clock-to-Credit Hour Conversions for Academic Credit	
Lecture	15 clock hours to 1 semester credit
Laboratory	30 clock hours to 1 semester credit
Externship	45 clock hours to 1 semester credit

Financial Aid Semester Credit Conversion	
Lecture, Laboratory, Externship, and Homework	30 clock hours to 1 semester credit

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.



## Course Schedules (Academic Calendar)

Integrity College of Health maintains an open enrollment calendar with rolling monthly starts for most vocational programs except Vocational Nursing. The Vocational Nursing program is currently on a provisional status with the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This requires ICH to formally request and receive approval from BVNPT before starting a class.

ICH currently requests three to four classes per calendar year. Students will be provided with a schedule of courses at the time of enrollment. The schedule will be determined by the "Track" program the student chooses at enrollment.

### **Morning Track**

Monday to Thursday

Required courses are taken one at a time and completed between 8:00 a.m. and 2:30 p.m.

### **Evening Track**

Monday to Thursday

Required courses are taken one at a time and completed between 5:00 p.m. and 10:00 p.m. or 6:00 p.m. and 10:00 p.m.

### **Day Track**

Monday, Wednesday, Friday

Required courses are taken one at a time and completed between 8:00 a.m. and 4:00 p.m.

## Vocational Nursing Schedules

### **AM Track**

Monday, Wednesday, Saturday and Sunday, 9:00 a.m. to 4:00 p.m.

### **PM Track**

Tuesday, Thursday 6:00 p.m. to 10:00 p.m. or Wednesday, Friday 6:00 p.m. to 10:00 p.m. and Saturday, Sunday 2:00 p.m. to 11:00 p.m.

Note: Depending upon current enrollment, not all Tracks may be available for every program. Additionally, schedules can change according to clinic site availability. For example, a PM track student may need to complete clinical site requires in the morning / day hours.

## Satisfactory Academic Progress (SAP)

Satisfactory academic progress is necessary to become an Integrity College of Health graduate. The following applies to all students enrolled at Integrity College of Health:

- Maximum time frame is the maximum amount of time that a student is permitted to work towards a credential. This period is equal to 1.5 times the standard program length. The maximum time frame is on the length of the program measured in credit hours.
- Satisfactory Academic Progress is measured in increments of 50% of the program measured in credit hours for nine-month programs.
- Satisfactory Academic Progress is measured in increments of 25%, 50%, 75%, 100% of the program measured in credit hours for programs longer than nine months.
- Vocational Nursing, Satisfactory Academic Progress is measured in increments of 450, 900, 1243, 1595 of the program measured in scheduled hours.
- Students must have earned a minimum of 67% of attempted credits (quantitative) for credit hour programs or 80% Attendance for Vocational Nursing Programs and must have earned at least 70% (2.0), 75% (2.5) for Vocational Nursing, CGPA (qualitative) at each evaluation point.
- Failure to meet these standards may result in the student being placed on “Warning”. If at the end of the warning period, student meets both quantitative and qualitative requirements, student will be re-instated to Satisfactory Academic Progress. (If Title IV, for the warning period student will still be eligible for Title IV funds for that one payment period. Financial Aid Warning is assigned without an appeal or action by the students.)
- Failure to meet satisfactory academic progress requirements during the “Warning” period will result in the student being placed on academic probation. (If Title IV student may appeal unsatisfactory academic progress. If appeal is denied student will not be eligible for Title IV Funds and will need to make other payment arrangements. If appeal is approved probation will continue and Title IV Funds eligibility will not be interrupted.)
- Failure to meet the Satisfactory Academic Progress requirements during the “Probation” period will result in the student being terminated. At the end of the warning period, the student loses their Financial Aid eligibility. They must appeal and be approved for probation.
- For the effect of repeated courses and withdrawal on the SAP calculation, see Course Repetitions and Withdrawals.
- For being on warning, see Warning Section.
- For being on probation, see Probation Section.

## Satisfactory Academic Progress Timeframe Table

### Vocational Nursing Program

Term I Hours	Term II Hours	Term III Hours	Term IV Hours
450	900	1,259	1,679

### Nine Month Module Programs

Period 1	Period 2
50%	50%

### Diagnostic Medical Sonography and RN to BSN

Credit Hours	Credit Hours	Credit Hours	Credit Hours
25%	50%	75%	100%

## Quantitative and Qualitative Measurement Table

Program	Percent of Credits Earned vs. Attempted (Quantitative)	GPA Requirements (Qualitative)
Diagnostic Medical Sonography Medical Assisting Medical Billing and Coding RN to BSN	67%	70% (2.0)
Vocational Nursing	80%	75% (2.50)

Program	Program Scheduled Length	Maximum Time Length to Complete Program 150% Rule
Diagnostic Medical Sonography	2,440 Hours	3,660 Hours
Medical Assisting	800 Hours	1,200 Hours
Medical Billing and Coding	920 Hours	1,380 Hours
RN to BSN	2,100 Hours	3,150 Hours
Vocational Nursing	1,679 Hours	2,518.5 Hours

## Repeat Policy

### Vocational Nursing

If a student voluntarily withdraws, **or by SAP requirements** receives a **lower than standard grade**, the student may be allowed to repeat the Term at the discretion of the Director of Nursing whose decision is final. A student wishing to repeat a Term must schedule a meeting with the Director of Nursing and demonstrate that the conditions that caused the lower than standard academic progressor **withdraw has been corrected**. Students repeating a Term must complete the entire term within the maximum allowable time frame to be considered as maintaining satisfactory progress and remain eligible for student financing. The maximum allowable time frame is considered one and one-half times the length of the program.

A student may be allowed to repeat a unit of study (Term) within a program that the student failed or did not complete, on a space-available basis. When a Term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing. When grading the student, the grade received when repeating the Term will supersede any previous grade for that term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed.

Students repeating a Term will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed, and repeating students will be assigned a seat only on a "space available" basis. Students repeating a Term may be required to repeat the Term on Warning status depending upon the circumstances surrounding the cause of the initial Term failure or withdrawal. The grade for the repeated Term will become the official grade.

**NOTE: For more information on repeating a term, please refer to the Readmission Requirements section of the Catalog.**

### Programs

Students may repeat a course as required by Integrity College of Health due to academic or other reasons. A student may repeat at the discretion of the Director of Education. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and count toward the CGPA. All previous attempted credits will be listed as "R". Students who fail a required course three times will be terminated from the program.

Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financing. Students may repeat one course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per credit / hour charges.

## Satisfactory Academic Progress (SAP)

### Warning Policy

All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses students attending school during the “Warning” period are still deemed to be in Satisfactory Academic Progress and will continue to receive Title IV Funds for that one payment period.

Financial Aid Warning status is assigned without an appeal or other action by the student. If at the end of the Warning Period, the student meets both the quantitative and qualitative requirements, they will re-establish Satisfactory Academic Progress and eligibility for Title IV Funds will continue. If at the end of the Warning Period, the student has not met both the quantitative and qualitative requirements, the student will be placed on probation for the next payment period. At the end of the warning period, the student loses their Financial Aid eligibility. They must appeal and be approved for probation.

### Appeal Policy

Any student who is placed on probation and / or terminated for failure to maintain satisfactory progress or failure to complete the terms of probation may appeal the decision. All appeals and / or requests for readmission must be made in writing to the Appeals Committee within 15 days of the student being notified of his / her probation or termination.

The appeal or request for readmission must document that the conditions resulting in the probation status or termination have been rectified. Readmission is not guaranteed, and the decision of the Appeals Committee is final. A student will be notified in writing of the Committee's decision within 15 days of the College's receipt of the appeal or request for readmission. Please see the "Readmission Requirements" section of the Catalog for further information regarding appeals and the readmission process.

### Probation Policy

The college maintains an Academic Probation Policy. An Academic Warning will occur if a student's CGPA falls below 70% (2.0) or percent of credits attempted falls below 67% for credit hour programs, or attendance falls below 80% for Vocational Nursing Programs at the established incremental evaluation point. Warning status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on academic warning. Students must raise their CGPA to at least 2.0 and raise their percent of credits attempted above 67% by the end of the evaluation period. Students are expected to maintain a CGPA of at least 2.0 (70%) in vocational classes and 2.5 (75%) for Vocational Nursing in order to remain in good academic standing. This warning period will not interrupt any student's Title IV Funds eligibility.

Should the student fail to meet the set standards, the students will be placed on probation upon appeal and will continue to receive funds during that payment period only if the student submits a written appeal to the SAP determination during 15 days of receiving notice of unsatisfactory progress and Integrity College of Health approves the appeal. If the student meets the minimum quantitative and qualitative requirements by the end of the probationary period, satisfactory progress has been reestablished and Title IV Funds will be disbursed for the next payment period. If a student does not meet the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

## Academic Processes

### Adding / Dropping / Withdrawing

#### Programs

Students may add a module to their planned schedule on a space-permitting basis. Modules that are less than 60 days in length must be started at the first-class session. Modules that are longer than 60 days in length may be started up to the second-class session. All requests to add a module must be made with the campus Registrar and be approved by the Director of Education. Adding a module will affect the student's scheduled completion date and could impact student financial aid and financing. Students are required to speak to the Admissions, Financial Aid and Student Financial Services Departments to determine what effect adding a module will have on their account. Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Dropping or withdrawing from the module / term if notice of cancellation / withdrawal is made prior to, at the first-class session or the seventh day after enrollment, whichever is later will not affect the student's CGPA nor will the student incur any financial responsibility. The module / term will not appear on the student's transcript. However, if a student withdraws from a module / term of instruction after the at the first-class session or the seventh day after enrollment, whichever is later, the module / term will appear on the transcript with a "W" grade and the credits attempted will count toward the maximum allowable time frame. Withdrawing from a module will affect the student's eligibility for student's financial aid and financing. Withdrawing from all modules will cause the student's enrollment to be terminated. Any student, who completely withdraws from their program, will be subject to the College's refund policies. Mitigating circumstances will be reviewed on a case-by-case basis and the decision of the Director of Nursing.

#### Vocational Nursing

Withdrawal from a Term will result in termination from the program and all students' financial aid and financing will cease. A Term of instruction must be completed with a passing grade in theory and a "pass" grade in clinical according to the grading policies.

### Repeating a Course

#### Programs

**ALL STUDENTS MAY REPEAT A COURSE, AS REQUIRED BY INTEGRITY COLLEGE OF HEALTH, DUE TO ACADEMIC OR OTHER REASONS.** A student may repeat a course a maximum of three times. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and counted toward the CGPA. All previous attempted credits will be listed as "R".

**STUDENTS WHO FAIL A REQUIRED COURSE THREE TIMES WILL BE TERMINATED FROM THE PROGRAM.**

Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financial aid and financing. Students may repeat one course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per clock hour / credits charges and will not be covered by financial aid, other payments arrangements need to be done.

#### Vocational Nursing

All VN students may repeat Terms 2 and 3 of instruction with approval from the Director of Nursing.

### “Time and a Half”

Students repeating a term must complete the program within the maximum allowable timeframe which is 1.5 times the program length to be considered as maintaining satisfactory progress and remain eligible for student financial aid and financing.

## Program Transfers

All students wishing to transfer from one program to another must request the transfer in writing and receive approval prior to transfer. A "Request for Program Transfer" form can be obtained from the campus Registrar. Program transfer requests will be considered providing they occur within the first 30 days of enrollment. After 30 days of enrollment, program transfers are limited only to programs of greater credit / clock hour value unless the transfer is approved by the Campus Director, Financial Aid, Financial Services Department and Director of Education.

***NOTE: Program transfers may affect a student's scheduled completion date and student financial financing. For more information on transferring from one program to another, please see the campus Registrar.***

### Program – Track

Students wishing to transfer from one schedule track to another **must request the change in writing and receive approval prior to changing tracks by the Director of Education.** A "Request for Track Change" form can be obtained from the campus Registrar. Track changes will affect a student's estimated completion date and student financial aid and financing.

## Makeup Credit / Extra Credit

### Programs

While students are expected to attend all classes, and complete all assignments as scheduled, Integrity College of Health does allow students to receive academic credit for makeup assignments, late assignments and / or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day the student returns to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each day late after returning to class. Any student who is absent for a test or quiz must complete the quiz or test immediately upon return to class. Failure to complete the quiz or test upon return to class will result in an "F" grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra credit assignments are not designed to take the place of regular, required assignments or homework; therefore, students are only allowed to receive a maximum of 10 percentage points of extra credit for each course attempted. All extra credit assignments must be discussed with, approved and assigned by the instructor and documented in the student's academic file with maximum possible points established prior to assigning the project.

***NOTE: Makeup and extra credit assignments will not be counted toward a student's attendance percentage.***

## Makeup Hours

Students are allowed to makeup hours for absences only. Makeup hours are to be completed at school after the regular class session.

## Vocational Nursing Makeup Time and Assignments

Vocational Nursing students will be expected to make up all work necessary to meet program / course objectives. Students are responsible for missed didactic material. Make-up for missed classroom objectives will be in accordance with the criteria below or as otherwise approved by the Director of Nursing.

**CLINICAL MAKEUP MUST BE DONE WITHIN 10 DAYS OF THE ABSENCE WITHIN THE SAME TERM.**

### Criteria for Makeup Exams

Before any makeup exam may be taken by the Vocational Nursing student, they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero on the exam. The following criteria must be followed:

- Student must bring written verification of illness or emergency to the instructor.
- Students will be required to take an alternate test the day they return to school. Failure to take the exam on the day they return will result in a zero for the exam. Student must contact the instructor on the student's first day returning to school in order to schedule a makeup exam on the first Theory day after the absence.
- All makeup exams must be taken after scheduled Theory hours.
- Pop quizzes cannot be made up.
- All makeup exams scores are equal to the term passing score, or less.

## Remediation

A student may be given an opportunity to remediate a course if a student receives a "D" for the course. Students who receive an "F" are not eligible for remediation. Students who are eligible for remediation will have up to 10 calendar days to remediate and pass a comprehensive course test with 75% or better. Successfully remediated courses can only earn a maximum grade of "C". A Vocational Nursing student may only remediate two courses during the entire program. Vocational Nursing students who meet the following academic criteria will be withdrawn from the program:

- Fails any course with a grade below "C".
- Must remediate more than two courses.
- Fails to successfully remediate a failed course.
- CGPA falls below 2.0.

### Remediation Tutoring

During any term at any time during the term if a student has a change in grades either the student or the faculty can initiate a remediation tutoring plan. The purpose of this plan is to assist the student in improving test taking abilities and increase theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail. Successful completion of a remediation tutoring plan is passing the course with a grade of "C" or better, negating the need to remediate the course.



## Skills Lab

The Vocational Nursing Program Skills Lab is available to provide supervised time for students to increase their proficiency in clinical skills such as review of mathematics, aspects of medication administration, assessment, and clinical documentation as well as other nursing skills.

## Instructor Referral

An instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase their understanding and competency of clinical skills. A Referral Form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by an instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor. The learning activities available in the Skills Lab are listed on the Referral Form. The instructor may specifically list other objectives in order to meet the student's needs.

Vocational Nursing students are encouraged to attend the Skills Lab independently, as well as, to aid in increasing technical proficiency and / or expanding the student's knowledge base. Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

## Tutorial Policy

All students are provided the opportunity for tutorial sessions. Integrity College of Health recommends that students be proactive in requesting tutorial assistance to better comprehend course material and improve overall academic achievement. Vocational Nursing students who receive a "F" grade on any examination will be required to attend mandatory tutorial sessions. Students must request tutorial assistance through their instructor or the Nursing Department.

Individual discussion with the instructor will lead to a determination of tutorial recommendation. Integrity College of Health posts current tutorial hours for student scheduling.

## Vocational Nursing – Theory Guidelines

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class per the Vocational Nursing testing protocols. Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his / her duties will be considered absent.

## Vocational Nursing Warning Policy Only

The Vocational Nursing Department maintains a separate policy for warning students of deficiencies noted during the term of their instruction. This policy is designed to keep students informed of their overall academic, attendance, clinical skills and interpersonal achievement and is not a part of the Institutional Satisfactory Progress Policy.

Students may be placed on "Warning" status for a variety of reasons. Failure to maintain acceptable levels of academic, clinical and / or didactic attendance progress will result in the student being placed on "Warning" status. During the time a student is on warning, he / she will be counseled and notified in writing of "Warning" status. The terms of the warning will be stated in the warning notification along with the specific conditions that will need to be met to be removed from warning status. Failure to complete the terms of warning during the allowable time frame may result in probation / termination from the program.

## Student Preparation and Behavior

Students are expected to be prepared for class. This means that reading and homework assignments are completed, and the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner in the clinical area. If an instructor feels that a student is not prepared in either the lecture or clinical portions of the program, the instructor has the right to excuse the student from the area or classroom and the student will be required to makeup objectives missed. Students are expected to be respectful and attentive during class. If a student's behavior is disruptive to either the instructor or to fellow students, the instructor has the right to excuse the student from class and the student will be required to make up objectives missed.

## Technical Support

Technical support is available to students and staff for canvas 24/7 via the help support center button that is in Canvas LMS. Additionally, technical support is provided for students and staff during institutional operating hours from 7:30 a.m. to 10:00 p.m. via our [helpdesk@hdmc.edu](mailto:helpdesk@hdmc.edu) email.

The Director of Student Information Systems, Director of IT, VP of Academics / Online Learning and Chief Academic Officer receive notification from faculty or students regarding any technical issues or assistance needed for all Systems utilized within the program.

## Certificate Requirements

In order to receive a Certificate of Completion from a program of study, students must:

- Complete the required credit / clock hours within the maximum number of credits attempted.
- Must meet minimum of 80% attendance requirement.
- Have a CGPA of at least 2.0 at the completion of the required credits.
- Complete all requirements within 1.5 times the program length.
- Fulfill all financial obligations to Integrity College of Health.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

## Vocational Nursing

In order to graduate and receive a **Certificate of Completion from the Vocational Nursing Program**, a student must meet the following requirements within the maximum allowable timeframe:

- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.
- Fulfill all financial obligations to Integrity College of Health; and
- Must submit a professional resume to the Career Services Department.

The program requires concurrent clinical make-up times for excused absences to meet the objectives of the course. All makeup days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame will be dropped from the program. Students will be officially graduated upon completion of all clinical makeup days.

As Vocational Nursing students progress in the program, each student will participate in the diagnostic testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

## Commencement Ceremony

Integrity College of Health provides a Commencement Ceremony for graduating students. The dates of the Commencement Ceremony are subject to change depending on facility availability and will be announced approximately two to three months prior to the ceremony date. Integrity College of Health normally hosts one to two ceremonies per calendar year. In order to participate in a ceremony, students must:

- Complete all Graduation Requirements and be in good standing with the College.
- Students must have an application with the Office of Student Services by the deadline date. This initiates a file and program audit that determines your eligibility to participate in the ceremony and will result in your name appearing in the Commencement Program. Participation in the Commencement Exercises is limited to those candidates who have completed their training program on or prior to the Application Deadline Date and have not attended an earlier commencement ceremony for the same program. Students are required to submit a commencement fee, which includes Cap and Gown, Tassel, Stole, Announcements, Tickets, Pin, and Diploma Covers.
- Complete all attendance requirements.
- Fulfill your financial obligations with Student Accounts, including the commencement fee.

***NOTE: The application deadline must be met to ensure participation in the appropriate ceremony.***

## Honors and Awards

Program students completing their program with a GPA of 3.5 or higher will receive an Honor Roll certificate, gold cord and be recognized at graduation for their accomplishment. A student, who attends 100% of their scheduled class sessions, will be honored with a Perfect Attendance certificate, and will be recognized for their accomplishments.

Vocational Nursing students with a GPA of 90% or higher will receive an Honor Roll certificate and gold cord and be recognized at graduation for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance certificate and be recognized for their accomplishment. Integrity College of Health conducts graduation ceremonies and recognizes the class Valedictorian for each program and for the Vocational Nursing program “The Nightingale Award”.

# Licensure Eligibility Requirements

## Vocational Nursing

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The Vocational Nursing program at Integrity College of Health has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the Vocational Nursing program at Integrity College of Health, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the Department of Nursing.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest / Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis.

# Paying for College

## Financial Services

### Disclosures to all Students

Any student who obtains a loan to pay for a course of instruction has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

### Student Finance Policies

Student responsibilities for applying for and receiving financial aid at Integrity College of Health are as follows:

- Complete all requested forms for financial aid accurately.
- Use all financial aid received solely for expense related to attending Integrity College of Health:
  - Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget.
- Submit in a timely manner all additional documentation requested by Financial Aid:
  - These documents can include tax forms and household information.

### Student Financial Aid Rights

- The right to know how financial need was determined.
- The right to know how financial aid will be distributed.
- The right to request an explanation of programs in the financial aid package.
- The right to refuse any aid offered.
- The right to request an explanation of Integrity College of Health refund policy.
- The right to know what portion of financial aid must be repaid and what portion is a grant:
  - If a loan has been received, have the right to know the interest rate and loan repayment options and procedures.
- The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid:
  - Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

## Financial Aid

The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current and former students and their families. Information includes federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents and processes all financial aid awards. The focus of the FA Office is helping students attend Integrity College of Health by alleviating or eliminating financial barriers and maximizing all available resources to help meet each student's financial needs. FA staff assist students in a variety of ways throughout the enrollment process and while attending Integrity College of Health. Integrity College of Health recognizes that each student is an individual with unique needs and barriers. The FA Office strives to provide information to increase awareness of available financial resources, and to provide information on how to access resources by reaching out to students, parents, and the general public. The FA Office recognizes that financial barriers are not always long term and significant but can also be short term and only involve small amounts of funds.

### Overview

Financial Aid is money that can be used to cover the costs associated with attending Integrity College of Health. Financial Aid funds are provided by U.S. taxpayers to ensure that all those who want a college education have the financial ability to pay for their college expenses. This money can be in the form of grants, scholarships and federal loans. All loans must be repaid. For more information about financial aid go to [www.studentaid.gov](http://www.studentaid.gov).

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff at Integrity College of Health's Financial Aid Office are available to answer questions and provide special assistance as needed.

All financial aid at Integrity College of Health is administered in accordance with the policies and procedures of the U.S. Department of Education. The basis of such programs is that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the families and / or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by an analysis of financial strength: income and net assets, which the family may have versus the allowable expenses. Educational expenses that are considered a basis for establishing student need include nonresident tuition, fees, books and supplies, room, board, transportation, and personal expenses. The Integrity College of Health Financial Aid office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey and local cost data.

The Financial Aid Office at Integrity College of Health is always available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal processes and has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue and make suggestions for resolution.

The FSA Ombudsman contact information is listed below:

<https://studentaid.gov/feedback-ombudsman/disputes/prepare>

Telephone: 877-557-2575

Fax: 606-396-4821

*Mail:*

**FSA Ombudsman Group**

P.O. Box 1843

Monticello, KY 42633



## Federal Student Loan Information

Federal regulations require all first-time Federal Direct Student Loan borrowers participate in Entrance Loan Counseling before receiving the first disbursement of their loan proceeds. To complete an on-line Entrance or Exit Loan Counseling please visit the following links:

- Entrance Counseling Session: [www.studentloans.gov](http://www.studentloans.gov)
- Exit Counseling Session: [www.nslds.ed.gov](http://www.nslds.ed.gov)

Follow the instructions carefully, complete all sections, and return the completed counseling session to the Financial Aid Office. Students and / or students' parents applying for and receiving a federal student loan under the Title IV student financial assistance programs and the Higher Education Act (HEA) will have their information reported to the National Student Loan Data System (NSLDS) and this information will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

## Program Availability

Integrity College of Health makes financial aid resources available to its students including federal and alternative loans or payment plans. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non-need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that Integrity College of Health currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-Integrity College of Health scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds and at the time awards are to be paid the Financial Aid Office will check a student's enrollment and continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account at Integrity College of Health, and any monies that are posted above the student's outstanding current school charges will be sent directly to the students address on file in check format via standard post.

Should a student not wish to receive the payment via standard post to the address on file they must notify the business office in writing at [financial@ich.edu](mailto:financial@ich.edu). It is important to keep the Business Office, the Registrar and the Financial Aid Office updated on with current addresses on all student accounts. Money will NOT be requested for payment of tuition or other charges earlier than three days after the start of the payment period. A student's financial aid award is based on enrollment level as of census date per semester, and any changes made prior to the census date must be addressed in financial aid prior to release of any pending FSA awards. If a student has a late-starting class due to a late enrollment it will be verified and adjusted as final attempted credits are tallied and any other such changes that may be made if deemed necessary.

In case of a Title IV credit balance, the student must provide instructions to the Financial Aid Office on how to handle any credit balance that may occur on your account. A Title IV credit balance occurs when the institution applies Title IV, Higher Education Act (HEA) program funds to the student account that exceeds the amount of direct educational cost for tuition and fees and / or other authorized charges for a program.

## Applying for Financial Aid

The procedures required to apply for financial aid are published in this Catalog and additional information can be obtained by visiting the Financial Aid Office. There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission and file the Federal Application for Federal Student Aid (FAFSA) to begin application process. Additional documents may be requested to complete processing of the aid request. Students will be notified via email or phone / message if additional documents are required:

- Proof of citizenship
- Proof of selective service registration
- Marriage certificate
- Verification Worksheet
- Tax returns (parent and student and / or spouse)

## Verification

If your FAFSA application is selected by the U.S. Department of Education for a process called verification you will be required to submit additional information to the Student Financial Services Office in order to receive federal student aid. This selection is based on information that you provided on your FAFSA. This documentation will need to be submitted within 30 days of selection. Failure to submit this documentation will result in Title IV funding being suspended. Without the funding, your tuition and fees will not be paid, and you can be dismissed from your program.

## Packaging

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list here, only Federal sources are listed below:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parental Loan for Undergraduate Students (PLUS)
- Campus Based Programs (SEOG and Federal Work Study)

## Federal Pell Grant Program

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or college of their choice. For eligible students, Federal Pell Grants are the “floor” or base upon which all other federal student financial aid is built. Current year awards range from \$400.00 to \$5,000.00+. The amount a student may receive depends on the student’s family’s financial situation, the student’s full- or part-time enrollment status and how much of the student’s remaining education at the school falls within the current federal award year (July 1st through June 30th). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor’s degree from any institution.

The amount of Federal Pell Grant funds received over a lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the amount of a scheduled Pell Grant award received each award year is equal to 100%, the six-year equivalent is 600%.

## Student Direct Loans – Subsidized and Unsubsidized

Once the FAFSA has been completed, and an EFC value defined, individual financial need will be established, and for students enrolled at least half time, they may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loan limits are federally established and may never exceed a student's cost of attendance. Student loans are deferred for six months after graduating or dropping below half- time status. An entrance and exit counseling session is required for all students who receive loans. Semesters of the promissory note, avoidance and consequences of default, student notification and responsibilities are very clearly explained. Contact the Financial Aid Office for further information.

### Direct Subsidized Federal Stafford Loan Program

These loans are available to eligible students enrolled at least half-time in an eligible institution and are based on the financial need demonstrated by each student. An undergraduate student may borrow up to \$3,500.00 for the first academic year and \$4,500.00 for the second academic year. The loan amounts will be pro-rated for academic years of less than nine months. A student must repay his or her Direct Subsidized Federal Stafford Loans based on the amount borrowed, but no less than \$50.00 per month, beginning six months after graduation or termination of studies.

Under certain circumstances, a student borrower can receive a deferment or forbearance that allows a temporarily stop making federal student loan payments or temporarily reduction of the amount of federal student loan payments. The student borrower will need to work with their loan servicer to apply for deferment or forbearance; and be sure to keep making payments on your loan until the deferment or forbearance is in place. Your loan servicer will notify you if further information is needed or if you do not qualify. With a Subsidized Federal Stafford Loan, the student may not be responsible for paying the interest that accrues on the loan during the deferment period. However, during a forbearance the student borrower is responsible for paying the interest that accrues on all types of federal student loans, whether subsidized or unsubsidized.

If enrolled at least half-time, in most cases a loan will be placed into a deferment automatically, and the loan servicer will notify the student that the deferment has been granted. If enrolled at least half-time but the student does not automatically receive a deferment, they should contact the Financial Aid Office immediately. They will then send information about your enrollment to your loan servicer so that your loan can be placed into deferment.

### Direct Unsubsidized Federal Stafford Loan Program

These loans are available to eligible students enrolled at least half-time in an eligible institution and who do not demonstrate financial need. Under this program, an undergraduate student who is classified as:

- Independent; or
- Dependent and whose parents fail to qualify for a Direct Federal PLUS Loan

may borrow up to \$3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus \$6,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; \$4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus \$6,000.00 additional Direct Unsubsidized Federal Stafford Loan for the second academic year; or dependent and whose parents are not rejected for a Direct Federal PLUS Loan may borrow up to: \$3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus \$2,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; \$4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus \$2,000.00 additional Direct Unsubsidized Federal Stafford Loan for the second academic year.

This loan was created so that any student, regardless of income, would be able to obtain a Federal Stafford Loan. The terms and conditions of the unsubsidized loan, including deferments and loan charges, with few exceptions, are the same as the Direct Subsidized Federal Stafford Loan described above. However, a student must pay the interest on any Direct Unsubsidized Federal Stafford Loan during the time that the student is in school and during any deferment period.

## Direct Federal PLUS Loan Program

Direct Federal PLUS Loans are for parent borrowers. Direct Federal PLUS Loans enable parents to borrow the cost of the student's education, less other aid received by the student. Direct Federal PLUS Loan borrowing is limited to parents with a favorable credit history.

### Need-Based Eligibility

To be considered for Federal financial aid, a student must:

- Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or G.E.D. California compulsory education law requires everyone age 6 to 18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
- Have proof (a copy) of any of the following: a U.S. Department of Education Accredited school, Foreign High School Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or master's degree Transcript evaluated to be the equivalent of a U.S. High School Diploma.
- Be a U.S. citizen, national or eligible permanent resident of the United States.
- Be enrolled or admitted to a degree or diploma program at Integrity College of Health that is eligible for Federal Financial Aid.
- Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to Integrity College of Health.
- Maintain Satisfactory Academic Progress as defined by Integrity College of Health's Standards for Academic Progress and published in the catalog.
- If you are male, you must register and / or be confirmed as registered with Selective Services.

## Definition of Financial Aid

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) from Integrity College of Health's Cost of Attendance (COA). Aid from most Federal Aid programs is awarded on the basis of financial need. The information a student reports on their Free Application for Federal Student Aid (FAFSA) is used to calculate each specific student's "Expected Family Contribution" (EFC). Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high, students would not be eligible for Pell Grant. To ensure compliance with federal regulations, Integrity College of Health defines the neediest students as those whose EFC = 0.

Financial aid packages are awarded as follows

- The Pell Grant is awarded to students who meet the federal criteria including the student's EFC. Award amounts vary.

- The Federal Direct Subsidized and Unsubsidized Loans are awarded to all eligible students based upon the academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, and the remaining need.

## Cost of Attendance

Cost of attendance (COA) components are composed of direct and indirect costs which establishes the student's unmet need for attending Integrity College of Health. Below is a list of cost categories utilized in calculating the full cost of attendance at Integrity College of Health.

Direct Costs	Indirect Costs
Tuition and fees	Room and board living expenses
Books and supplies	Personal and miscellaneous expenses
Lab and technology fees	Transportation costs

Direct costs are all expenses associated with direct program costs including tuition, fees, books and supplies. Indirect costs are living expenses associated with attending school and are calculated using a monthly cost allocation for each living expense category.

Integrity College of Health utilizes the California Student Aid Commission's recommended monthly cost of attendance allocations to determine the true cost of attendance for each student and conducts student surveys annually. This amount is based on the student's living situation and length of the program the student's indirect expenses will change. To view your full cost of attendance for your program with living expenses, please go to Integrity College of Health's website and view the Net Price Calculator and cost of attendance allocation at: <https://ich.edu/financial-aid/net-price-calculator/>.

## Academic Grade Levels

Academic Grade Levels at Integrity College of Health (by clock hours and semester credits) are as follows:

Credit / Check Hours Breakdown	Grade Level
0 to 24 Credits / 900 Clock Hours	1
25 to 50 Credits / 1,595 Clock Hours	2

Loan amounts cannot exceed the remaining of a student's annual loan limit at the loan level associated with their training program.

## Disbursement

All Financial Aid is received by the Financial Aid Office and disbursed through the Business Office. Eligible Title IV and other Financial Aid funds will first reduce any tuition a student owes Integrity College of Health and, depending on the method by which the student selects, a refund of any overages will be returned by check. Checks will be mailed to the mailing address on file with the school.

Students who are Pell Grant eligible will have disbursements as follows: the first disbursement will be after the add / drop period and the second disbursement will be the first day of the following semester / semester. The first disbursement will be 50% of the student's Pell Grant eligibility and any scholarships you may have been awarded. The remainder of the student's financial aid (loans, SEOG, etc.), as well as the other 50% of the student's Pell Grant will be disbursed the first day of the following semester. As students become eligible for additional aid, Integrity College of Health will process the updates and notify the business office of the additional funds. The business office will produce refund checks on Friday of each week and all checks will be mailed to the mailing address on file with the school.

The U.S. Department of Education requires that for all first-time loan borrowers a 30-day delay from the start of semester be put in place. For alternative loans, the loan is disbursed once per semester / semester.

## Withholding Aid

Integrity College of Health reserves the right to withhold aid from any student, at any time, who has:

- Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards.
- Not completed mandatory entrance counseling and signed the MPN / Plus MPN.
- Not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to abuse the financial assistance programs. For example, financial aid could be withheld from any student who, withdraws from all classes two consecutive semesters, or who has previously attended two or more institutions and who has not progressed satisfactorily, or who does not appear to be pursuing degree / diploma completion, etc.

## Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

- Be a citizen or national of the United States.
- Provide evidence from the U.S. Immigration and Naturalization Service that they are:
  - A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards;
  - Classified as one of the eligible non-citizen categories:
    - Refugees;
    - Victims of human trafficking;
    - Persons granted asylum;
    - Persons paroled into the U.S. for at least one year;
    - Some persons under the Violence against women act;
    - Cuban Haitian entrants.

## Misrepresentation and Fraud

Any student found or suspected to have misreported information and / or altered documentation to increase his / her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and / or the remaining semesters of enrollment.

Integrity College of Health will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, and if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.

Financial Aid Administrators of Title IV programs and funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated and all cases of fraud and abuse will be reported to the proper authorities. Regulations require only that the college refer the suspected case for investigation, not that a conclusion be reached about the propriety of the conduct.

### **Procedures for Fraud**

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and / or the local law enforcement agency.

The Financial Aid Office must identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications.
- Needs analysis documents (e.g., Institutional Student Information Records [ISIRs], Student Aid Reports [SARs]).
- Federal income tax returns.
- Documents and information related to a student's citizenship.
- School credentials (e.g., high school diploma).
- Documentation of the student's Social Security Number (SSN).
- Compliance with the Selective Service registration requirement.
- Other factors related to students' eligibility for Title IV funds.

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes.
- Falsified documents – including reporting members that are not part of your household.
- False statements of income.
- False statements of citizenship.
- Use of fictitious names, addresses, SSNs.
- False claims of independent status.

Cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED

<http://www.ed.gov/about/offices/list/oig/hotline.html>

**Office of Inspector General**

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-1510

## Payment Methods

Accepted payment methods are cash, check, credit card, Financial Aid or private bank loans.

## Student Loan Repayment

Students are responsible for the re-payment of loans plus any interest accrued. If students fail to repay any loans, income tax refunds can be withheld. Students may not be eligible to receive another student loan, financial aid or government housing assistance until the loan is paid. Semesters and schedules of loan repayment will be disclosed and discussed with the student once the lender is determined.

## Delinquency and Default

Students who experience a financial hardship and / or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options and determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, and the default(s) are reported to the national credit agencies; additional repercussions could occur.

## Financial Responsibility

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal and state government or a loan guarantee agency may take action against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owned on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. Students receiving federal financial aid may be entitled to a refund of moneys not paid from federal financial aid funds.

## Packaging Statement

Integrity College of Health will consider each eligible student's financing options on an individual basis and will strive to offer each student the lowest cost financing options available.



## Collection Procedures

Students whose financing package does not cover the entire cost of tuition will be required to pay the balance due by means of cash payment, check or debit card, money order or credit card at the time of enrollment or to execute a promissory note unless other arrangements are approved by the college. Students will receive a payment schedule upon execution of the promissory note. No additional notices or statements are automatically mailed. Students may request a copy of a statement at any time free of charge from Student Accounts. Unless otherwise informed, payments are due on the first day of each month and may be made by cash, check, credit card or money order payable to Integrity College of Health. (Please see Student Accounts to make a payment.) A service charge of \$25.00 will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier's check unless otherwise approved by Student Accounts. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion.
- Suspension of services offered by Placement / Career Services.
- Termination from the program.

## Refund Policies

### Cancellation of Enrollment Agreement

Student has the right to cancel the agreement without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later with a full refund of all monies paid. Subsequent to this seven-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of \$100.00.

After the end of the cancellation period, student also has the right to stop school at any time. At the time the school is notified that the student is withdrawn from school, a refund calculation will be processed.

The notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled, the school will refund the student any money he / she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in like issued condition within 10 days after the notice of cancellation is received or student does not attend their first day of class. Additionally, in the event of a rejection of an applicant by the institution to start, the Enrollment Agreement is cancelled, and the school will refund the student any money paid.

### Cancellation and Refund Policy

- You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance.
- During the first week of classes, tuition charges will be refunded up to the stated tuition billed to the student for this period. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through 60% of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed. (See example below.)
- After 60% of the period of financial obligation is completed, the institution may retain the full tuition.
- The institution must not obligate a student for more than 12 months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

ABHES requires that tuition be listed on the enrollment agreement, as does California, for an entire program even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution is based on the portion of the program the student was attending through their last date of attendance when the student withdrew, not the tuition charged for the entire program listed on the enrollment agreement.

### Refund Computation Example

- Enrolled in a 48-week program, starting January 4<sup>th</sup> and scheduled to complete December 10<sup>th</sup>.
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is \$15,000.00 tuition for each period is \$7,500.00.

- The last date of attendance (LDA) for the student is February 24<sup>th</sup>.
- The date of determination is March 8<sup>th</sup>.

Description	Amount
Number of Weeks Student Attended	8 weeks = 33.3%
Number of Weeks Financially Obligated	24 weeks
Pro Rata Portion Completed Based on 8 Weeks	33.3%
33.3% of \$7,500.00 Tuition	\$2,500.00
10% of Unearned Tuition (\$7,500.00 - \$2,500.00 = \$5,000.00 unearned)	\$500.00
Owed to Institution	\$3,000.00
Student Payment	\$7,500.00
Refunded to Student by April 22 <sup>nd</sup>	\$4,500.00

Once the refund calculation, according to the State of California, ABHES and the Department of Education (if federal financial aid has been used) is performed, the calculation most beneficial to the student will be used.

## Determination of the Withdrawal Date

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the last date of attendance or academic related activity, as determined by the institution's signed documentation.

***NOTE: A student who is on an approved leave of absence retains in-school status for purposes of student financial aid and financing. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.***

## Title IV Funds Refund Policy

A refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement does not show for the first day of class or withdraws during a period of attendance. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

Percentage earned is equal to:

$$= \frac{\text{Calendar days completed up to the last day of attendance}}{\text{Calendar days in the payment period}}$$

### Excludes

- Institutionally scheduled breaks of five or more consecutive days.
- When a student has completed MORE than 60%, 100% of Title IV funds are earned.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

## Program Cancellation

If a program is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

- Provide a full refund of all money paid; or
- Provide currently enrolled students assistance in transferring to another institution that includes similar program offerings.

## Withdrawal / Drop Date Policy

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw.
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn. The last date the student attended will become the student's official withdrawal date.
- Students who fail to return from an approved Leave of Absence (LOA); The last date the student attended will become the student's official withdrawal date.

## Return of Title IV Funds Calculation Process

The school will use the federal policy to determine the amount, which must be returned by the school and / or the student to Title IV programs. The procedure is:

- Determine Appropriate Withdrawal Date
- Determine Percentage Earned of Title IV Aid
- Determine Percentage of Unearned Title IV Aid
- Determine Title IV Aid to be Disbursed
- Determine Title IV Aid Disbursed
- Determine Title IV Aid to be Returned
- Determine Amount Institution Must Return
- Determine Student's Responsibility / Refund

## Timeframe of Processing

All students who withdraw from school must have applicable refunds (R2T4) and / or State calculated accurately and paid within 30 days from the Date of Determination (DOD) and 15 days to return the funds, not to exceed 45 days.

## Funds Returned by Program

### Return to Title IV Calculation (R2T4)

This is the federally required process that determines whether any portions of funds received must be returned when a recipient of Federal Financial Aid Funds withdraws from a school.

- Federal Aid funds are returned in the following order:
  - Federal Unsubsidized Loan
  - Federal Subsidized Loan
  - Federal PLUS Loan
  - Federal Pell Grant
  - Federal SEOG Grant
  - Cal Grant B and C
  - Other Title IV Assistance

### Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refunds made if applicable. An exit-counseling packet as referred in the policy for exit counseling will also be sent to the student.

## Post-Withdrawal Disbursements

If a student does not receive all of the funds that have been earned, per Return of Title IV calculation, the student may be due a post-withdrawal disbursement. Eligibility depends on required federal conditions and includes but is not limited to the U.S. Department of Education having processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official EFC prior to the student's loss of eligibility / last date of attendance grants.

- If a student is eligible for a post-withdrawal of a Federal Grant, it will be disbursed within 45 days of the date of determination of withdrawal and notified immediately.
- If a student is eligible for a post-withdrawal disbursement of a Federal Loan, they are notified within 45 days of the withdrawal date by mail and must respond within 14 days.
- If a student accepts the post-withdrawal disbursement of a Federal Loan, loans are disbursed as soon as possible, but no later 180 days of the withdrawal date.

## Student's Responsibility for Returning Unearned Aid

If the return of the Title IV aid calculation determines the student's portion of the funds are to be returned, the Financial Aid Office notifies the student of the amount to be refunded the federal government. Any loan funds that the student must return, the student will repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment a student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the Department of Education to return the unearned grant funds.

Hard copies of policies are maintained by the Campus President / Executive Director and reviewed with Department Managers to ensure proper implementation. Directors of Admissions, Career Services, Education and Financial Planning and the Business Office Manager are responsible for maintaining hardcopies of the policies pertaining to their department and are responsible for training and monitoring implementation of the policy for their staff.

## Refund Policy

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Upon withdrawal, the tuition refund amount is calculated in the following manner:

- The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- The amount of tuition paid by the student is determined.
- If the amount of the tuition paid by the student as determined in step is more than the amount owed to the school as determined in step (b) the difference is the refunded amount.

The withdrawal date for refund calculation purposes is the last date of record attendance.

### Payment of the Refunds

Refunds will be paid within 45 days from the date of determination of withdrawal.

## State Refund Policy

In addition to the return of Title IV requirements for Federal Financial Aid Recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 60% of their program, regardless of whether or not the student received Federal Student Aid Funds. However, the federal formula for return of Title IV funds may result in a larger refund than the State Refund Policy. In that case, the institution and / or the student must return the sum resulting in the larger of the two calculations to the appropriate federal student aid program. Therefore, the student may, after the Title IV funds are returned owe a balance to the Institution.

If a student withdraws or ceases attendance, we are required to determine if any Federal Financial Aid received should be returned. Federal Financial Aid is based and received at the start of the program and after mid-point and depending on the point of completion and the number of credits we are required to return all or a portion of aid we received.

The percentage earned according to the Return of Title IV policy is determined by the number of days attended in the payment period up to the last date of attendance from the institutions' attendance records over the actual number of days in the payment period of attendance.

### Sample

Percentage earned is equal to:

$$= \frac{\text{Calendar days completed up to the last day of attendance}}{\text{Calendar days in the payment period}}$$

### Excludes

- Institutionally scheduled breaks of five or more consecutive days.
- When a student has completed 60% or more, 100% of Title IV funds are earned.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of \$15,000.00 and assumes the student paid the entire \$15,000.00.

Percentage of Program Completed	10%	25%	50%	60%
<b>Tuition Paid by the Student</b>	\$15,000	\$15,000	\$15,000	\$15,000
<b>Non-Refundable Tuition Owed by the Student</b>	\$1,500	\$3,750	\$7,500	\$15,000
<b>Refund Amount</b>	\$13,500	\$11,250	\$7,500	\$0

## Withdrawal / Drop Date Policy

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw.
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.
- Students who fail to return from an approved Leave of absence (LOA). In cases, where the student fails to return from an LOA, their last day of attendance (LDA) prior to the LOA will be used in the Return to Title IV calculation.

## Timeframe of Processing

All students who withdraw from school must have applicable refunds to the State calculated accurately and paid within 45 days from the Date of Determination (DOD) and will be based on the payment period from which the student withdrew.

## Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refund(s) made if applicable. An exit counseling packet, as referred to in the policy for exit counseling, will also be sent to the student.

## Additional Cost Disclosure

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

- **Housing Costs:** Integrity College of Health does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$1,000,000.00 and rent for a one-bedroom apartment is approximately \$2,000.00.
- **Travel Expenses to and from School and / or Extern or Clinical Sites (if applicable):** Integrity College of Health does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable).
- **Incidental School Supplies:** Integrity College of Health does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalog. You will be responsible for paying for these items separately.

# Once You Are an Integrity College of Health Student

## Attendance Requirements

### Program

Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must meet the minimum required attendance standards of 80% in order to graduate from the program.

Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered absent.

Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered absent.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

### Tardiness

Students are considered 'tardy' if they arrive 15 minutes or later to the start of class. Time absent is counted toward total class hours missed. A student who exhibits consistent tardiness shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing.

### Early Departure

An 'early departure' is defined as the departure from a class 15 minutes or later from the scheduled end of class. A student who exhibits consistent early departure shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing. Legacy Education utilizes a real-time digital attendance tracking application, CourseKey, to maintain real-time attendance for all students. Chronic or excessive late arrivals or early departures may lead to disciplinary action up to and including expulsion from the course or program. Time absent is counted toward total class hours missed.

## Vocational Nursing

Integrity College of Health provides accelerated learning programs and mandates students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his / her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the Vocational Nursing program:

- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and / or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the Vocational Nursing Department, Clinical Coordinator when they are absent.

**ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.**



Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to connect with the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions.

Integrity College of Health may review and require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

- To return to school after a medical LOA, the student must provide Integrity College of Health with a full medical clearance.
- The student will be re-admitted on a space available basis only.
- The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make up form for all theory makeups and clinical make-ups.
- A student is allowed no more than two absences per term and a total of eight absences for the entire program. Any absences exceeding these numbers will cause a student to be terminated from the program.
- All attendance issues are subject for review by the Director of Nursing.

### **Tardiness**

Students are considered 'tardy' if they arrive 15 minutes or later to the start of class. Time absent is counted toward total class hours missed. A student who exhibits consistent tardiness shall meet with the Director of Education or Director of Nursing and show cause as to why he / she should not be placed on attendance warning. The Director of Education or Director of Nursing will specify the required condition of warning issued in writing.

### **Early Departures**

An 'early departure' is defined as the departure from a class 15 minutes or later from the scheduled end of class. A student who exhibits consistent early departure shall meet with the Director of Education or Director of Nursing and show cause as to why he / she should not be placed on attendance warning. The Director of Education or Director of Nursing will specify the required condition of warning issued in writing. Legacy Education utilizes a real-time digital attendance tracking application, CourseKey, to maintain real-time attendance for all students. Chronic or excessive late arrivals or early departures may lead to disciplinary action up to and including expulsion from the course or program. Time absent is counted toward total class hours missed.

### **Grading Policies**

Students are required to maintain satisfactory progress in their course of study. Satisfactory progress is measured by both qualitative and quantitative measurements calculated at the midpoint and conclusion of the program per the requirements set forth below. Students must maintain the minimum standards to be considered as maintaining satisfactory progress. In order to be assured of making satisfactory progress toward completion of their educational goal, all students must complete their program within 1.5 times the normal length of time as measured in clock / semester credit hours attempted.

For example, if a program requires 740 hours for completion, a student must meet this requirement without attempting any more than 1,110 clock hours ( $740 \times 1.5 = 1,110$ ). All clock / credit hours attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of "W" or "I".

All students will be evaluated during their program to assure adherence to the Satisfactory Progress Policy requirements. If the required evaluation point(s) falls within a grading period, satisfactory progress will be judged based upon the Cumulative Grade Point Average (CGPA) for the preceding grading period.

## Grading System

The school uses the following grading system for Diagnostic Medical Sonography, Medical Assisting and Medical Billing and Coding programs:

Grade	Percentage	Rating	Grade Point Value
A	90 – 100	Excellent	4.0
B	80 – 89	Very good	3.0
C	70 – 79	Average	2.0
D	60 – 69	Below average	1.0
F	50 – 59	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer credit	N/A
CR	None	Test out	N/A
I	None	Incomplete	N/A

Each course must be passed with a minimum of 70%.

## Registrar / Records

Grade	Rating	Description
P, F	Pass or fail	These grades are given for Externships and are not counted in the CGPA.
CC	Challenge credit	Students who successfully pass a challenge examination(s) will receive this grade. This grade does not affect the CGPA.
TC	Transfer credit	Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.
W	Withdrawal	Students who drop / withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credit attempted for this course will be counted toward the maximum timeframe with no credits granted.
I	Incomplete	Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be conferred to an "F" grade if the requirements are not met within 10calendar days of the last scheduled day of instruction for the course.
R	Repeat	This grade will be assigned to all courses that a student repeats. This grade does not affect the CGPA; however, credit hours attempted will count toward the maximum timeframe.

## Vocational Nursing

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each term in order to continue in the program. Each of the three required terms is made up of multiple modules / or courses of instruction. All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed under the "Grading" section of this catalog.

## VN Clinical

Vocational Nursing students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical Pass is based on satisfactory achievement of all clinical objectives.

## Performance Rating Scale – VN Clinical

The clinical evaluation has 10 categories:

1. Safety
2. Nursing Skills / Activities
3. Communication / Interpersonal Skills
4. Assessment
5. Planning
6. Nursing Diagnosis
7. Implementation
8. Evaluation
9. Medication
10. Critical Thinking

The student must practice within the standards of the 10 categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

## Remediation for Vocational Nursing

Remediation has been established to assist the student in improving theoretical or clinical knowledge while compensating for a failed module. Effective for all VN students beginning on or after July 1, 2011 remediation will be offered to students when the cumulative GPA is below the term minimum. During each Term, students will be allowed to remediate (i.e., retake one exam) replacing the lowest grade. **The student must complete remediation within 10 calendar days.** If the student has completed the process but does not achieve a passing score, the original exam grade will stand and be factored into the term GPA. The maximum points allowed for passing remediation are equal to the term passing score (i.e., 75%, 78%, and 80%).

## Grading for Vocational Nursing

The total term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

The student must achieve a passing grade based on the scale listed below:

- **Term 1:** 75% passing grade = to letter grade of "C"
- **Term 2:** 75% passing grade = to letter grade of "C"
- **Term 3:** 75% passing grade = to letter grade of "C"
- **Term 4:** 75% passing grade = to letter grade of "C"

The student must achieve a clinical passing grade in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will result in a final grade of "fail".

	Basis of Guide
<b>Theory: 100% of Total Grade</b>	Quizzes and assignments
	Class presentation
	Comprehensive final exam
	Comprehensive math exam
<b>Clinical: Pass or Fail</b>	Clinical performance
	Attendance / participation

Grade	Percentage	Rating	Grade Point Value
A	90 – 100	Excellent	4.0
B	80 – 89	Very good	3.0
C	70 – 79	Average	2.0
D	60 – 69	Below average	1.0
F	0 – 59	Fail	0.0
R	None	Repeated	N/A
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## Registrar / Records

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I	Incomplete	Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be conferred to an "F" grade if the requirements are not met within 10calendar days of the last scheduled day of instruction for the course.
R	Repeat	This grade will be assigned to all courses that a student repeats. This grade does not affect the CGPA; however, credit hours attempted will count toward the maximum timeframe.

## RN-BSN Grading Scale

Grade	Percentage	Rating
A+	96 to 100	Excellent
A	91 to 95	Very good
B+	86 to 90	Good
B	80 to 85	Satisfactory
	Below 80	Fail

### Requirements for Successful Completion of RN-BSN Program

A diploma will be awarded upon successful completion of all courses, with a grade of 80% or better and all other program requirements. Students must also meet all applicable administrative, financial, clerical, classroom, laboratory and clinical requirements.

## Records / Transcripts

In accordance with the Family Education Rights and Privacy Act (FERPA), all student information contained in the student's academic, administrative, financial aid and placement files is held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the campus Registrar / Records office. Official transcripts will be issued for students at any time after graduation. Please see the Accounting office for a schedule of transcript fees.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Director and Director of Education if the request for amendment is denied, challenging the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Director.

## Retention of Student Records

Student records will be maintained at the school site for five years from the last date of attendance as required by law. Transcripts are maintained permanently and are available for all currently and formerly enrolled students. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within 10 days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the campus Registrar / Records office.

Integrity College of Health protects our students' admissions, academic and financial records against loss and fire by storing such records in multiple secure locations both physical and electronic. Integrity College of Health maintains all financial records of students, including but not limited to Financial Aid Disbursements, Financial Aid Retail Agreements, Tuition and Fee payments, and Tuition Refund records, as digital copies for at least six years. The Corporate Registrar, and Custodian of Records, is based at the Lancaster main campus located at 701 West Avenue K, Suite 122, Lancaster, CA 93534. Phone number is 661-940-9300. Records are maintained at each campus.

## Family Educational Rights and Privacy Act (FERPA) and Personally Identifiable Information (PII)

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

- The right to inspect and review the student’s education records within 45 days after the day the Integrity College of Health receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Integrity College of Health Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to have records amended should submit a written form, available from the Registrar, clearly identifying the part of the record the student wants changed and specifying why it should be changed. The student should also identify the school official responsible for the record, if known. If Integrity College of Health decides not to amend the record as requested, the Integrity College of Health Registrar will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- Personally, Identifiable Information: the right to provide written consent before the university discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Integrity College of Health may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Integrity College of Health in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Integrity College of Health who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Integrity College of Health.

Under FERPA, Integrity College of Health may also disclose PII from the education records to the following parties without obtaining prior written consent of the student for the following purposes:

- Information the school has designated as “Directory Information” to the general public.
- Other schools to which a student is transferring or seeks to enroll.
- Specified federal or state officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid for the student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations carrying out their functions.
- Appropriate officials in cases of health and safety emergencies.

- Appropriate parties in order to comply with a judicial order or lawfully issued subpoena, State and local authorities, within a juvenile justice system, pursuant to specific state law.
- The parent or legal guardian when the student is a dependent, when the student is under the age of 21 and is in violation of any laws governing the use of alcohol or a controlled substance, or when the student is accompanied by their parent to a meeting with a college official.
- Appropriate parties, including parents, when a significant threat to the health or safety of a student or other individuals exists.
- The final results of a disciplinary hearing based on a crime of violence or a non-forcible sex offense, under certain circumstances.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Integrity College of Health to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC20202.

### **The Right to Limit the Release of Directory Information**

“Directory Information” is information contained in a student’s education record which would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Integrity College of Health may release Directory Information about its students. The following is a list of the information that Integrity College of Health considers Directory Information:

- Name
- Integrity College of Health Student Identification Number
- Address
- Phone Number
- Email Address
- Birthdate
- Enrollment Status
- Degrees and Honors Received
- Major or Field of Study
- Attendance Dates
- Most Recent School Attended
- Participation in Officially Recognized Activities
- Photographs

You have the right to limit the disclosure of Directory Information. ask the Registrar for assistance. Integrity College of Health must receive your request to limit the disclosure of Directory Information within 45days of the start of your course or program. However, please carefully consider the consequences of any decision to limit disclosure. For instance, if you choose to withhold disclosure of your name or degree, your information will not appear in the commencement program or honor rolls. Should you later choose to release this hold, you may do so at any time.



## **Withdrawal and Incomplete Grade Policy**

Withdrawal from a program will result in termination from the program and all student financial aid and financing will cease. A course of instruction must be completed with a passing grade for Vocational Nursing both in theory and clinical according to the grading policies.

### **Official Withdrawal Procedure**

Students who intend to withdraw from a program must notify Integrity College of Health either orally or in writing. The designated office for official notification of withdrawal is the Registrar / Records office. Students who do not provide official notification of withdrawal to the campus Registrar / Records office will be terminated per the college's satisfactory progress and attendance policies. The withdrawal date will be the last date of attendance at an academically related activity. Students, who notify the college of intent to withdraw and subsequently rescind that decision, must provide the college with written notification of the rescission.

## Student Services / Placement Assistance

Integrity College of Health provides placement assistance to all qualified graduates at no additional charge. The college makes no claims guaranteeing employment upon graduation. However, we strive to help students to get interviews and locate possible job openings for their program of study. Placement assistance includes but is not limited to:

- Assistance in preparing, updating and customizing resumes for graduates.
- Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
- Pre-placement interview by the placement department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work. This is accomplished through personal contact by the placement department, telephone contact to employers, which may result in scheduled interviews for graduates, review and investigation of advertised openings in local newspapers and other sources of current job openings.
- Direct telemarketing of prospective employers.
- Memberships and attendance in local organizations to develop personal contacts and market the graduates to local businesses.
- Subscribing to the mailing lists of local large employers such as universities and colleges, city and county employment departments, state and federal employment listings, local coalitions and organizations that publish newsletters or other publications listing job openings.
- Pre-interview reviews with graduates prior to assignment of interviews. The Career Services Department will research the prospective employer and then meet with the graduate to prepare them for the specific requirements and expected situations / questions of the interview.
- If requested and approved, the Career Services Department will also arrange and monitor a voluntary externship for any graduate that is not a part of the regular course curriculum. Externships are a proven method for increasing the chances of hiring.
- Follow-up with graduates after placement to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers and addresses to the Career Services Department to ensure continued assistance.
- All students must complete the confirmation of hire form with their employer's signature once employed.
- All Integrity College of Health students must provide a resume prior to completion of program.

## Student Services

The ultimate goal of Faculty and Staff at Integrity College of Health is to help students successfully complete their academic program and support the students in whatever way possible to achieve their goal. Here are some of the services Integrity College of Health provides as well as other student support services:

### Tutoring

Upon student request, Career Services will work with the student, faculty and college tutor to assist the student in their academic performance.

### Advisement

Advisement is available at Integrity College of Health to all students through the Student Services office, instructors, programs supervisors, and the Campus Director or manager at each location.

### Other Services

There are many things that can impact a student's success while in school. At Integrity College of Health, we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices. Students are strongly encouraged to meet with the Student Services Coordinator / Director, Director of Education, Program supervisor, and / or Extern Coordinator if they are encountering difficulties.

## Externship

Externship is designed for students to demonstrate their skill level to a prospective employer. It allows a potential employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer. All programs except for Vocational Nursing have an externship as part of their educational process. Extern is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field.

The externship coordinator will meet with the student prior to their starting an extern site. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program.

The externship may require travel up to 100 miles from campus. The externship coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the campus Registrar / Records office by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which **could lead to termination from the program.**

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student is then required to find their next site within the specified time frame to avoid termination from the program.

If a student gets **released** from an externship site for inappropriate conduct the student will be required to find his or her own site within the specified time frame to avoid termination from the program. The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

## Campus Security / Safety Information

Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel.

All students are requested to complete a Medical Emergency Information Form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service Office and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in your medical conditions, medications, allergies or related information.

Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at Integrity College of Health, the student should immediately report the matter directly to any of the following individuals:

- Campus Director

Integrity College of Health's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Office or report the hazard to any staff member. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services office. The college conducts regular fire drills on an unannounced basis. Please review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

In compliance with federal law, the college publishes an annual Campus Safety report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been made on campus since the college began operation. To request a copy of the Safety Report, please see the Campus Director.

## Accidents / Illnesses / Insurance / Safety

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.

Accidents involving personal injury must be reported to the Advisement Center immediately. Students must be covered by Student Liability and Medical insurance. 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:

- 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.
- If the student belongs to an HMO, a prepaid medical plan, or has a private health insurance plan they obtain all except essential emergency care from their own agency, or designated physician.
- If the student has no health insurance, they contact Integrity College of Health Advisement Center Office and receive direction from that office.
- All injuries incurred at an affiliating clinical / extern 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.

- All injuries incurred at an affiliating clinical / extern agency must be reported to the instructor in charge of the clinical course and Program Director within 24 hours of the occurrence of the incident.

## 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:

- Students will report infections immediately to their Clinical Instructor, and the Vocational Nursing or Medical Assisting Program Director.
- 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.
- If reassignment cannot be made, students will be sent home. (See Attendance Policy, which remains in force.)
- 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.

## Bloodborne Pathogens and Infectious Diseases

ICH acknowledges that gloving is critical to all health care professionals working and handling with sharp instruments (needles, lancets, etc.) and body fluid. Wearing gloves is the most important measure to prevent the spreading of infectious diseases, especially Hepatitis B and AIDS. The ICH campus utilizes the engineering controls and work practice controls to minimize or eliminate student exposure to the bloodborne pathogens. Students are expected to utilize the following personal protective equipment:

- Gloves (hand protection)
- Spill Kits
- Sharp Containers
- Face Shield and / or Eyewear. Long Sleeved gown
- Eyewash Stations

## Hazardous Materials

Integrity College of Health understands that hazardous material is a substance, be it solid, liquid or gas, is capable of harming humans, property and the environment if mishandled, stored / disposed incorrectly. ICH maintains safe handling and use of these materials through training with proper instructions, precise labelling, storage, disposal, and provision of material safety data sheets (MSDS). Contaminated materials such as needles, syringes, etc., must be disposed of in the sharp collectors' containers. The use of these containers is mandatory, and students are not allowed to dispose the sharp collector under any circumstances.

## Exposure to Radiation

The ICH campus does not have any radiation equipment on campus but depending on the clinical facilities and on the assigned area, have the potential risk for students which may include the exposure to radiation. The policy of ICH for all students who are exposed while participating in the educational program, is to obtain immediate medical attention and / or laboratory follow ups as necessary.

## Firearms and Weapons

Integrity College of Health has zero tolerance to any type of violence committed by or against any of ICH faculty, staff, and / or students including physical and / or verbal threats. Threatening students / employees in engaging in violent acts are prohibited. Firearm and / or weapon possession is absolutely banned in campus and within the building's property. Violation of the policy constitute grave misconduct that may lead to student termination and notification to the local police / law enforcement. Integrity College of Health have surveillance cameras to monitor the campus.

## 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.

- Report injury to Advisement Center Office immediately.
- Refer student for hepatitis-B Surface Antibody and HIV testing:
  - If the student has Kaiser or other HMO insurance, refer to HMO provider for testing and appropriate follow up care.
  - 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.
- 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.

Repeat the HIV test six months after the incident. 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.

## **Drug and Alcohol Prevention / Awareness Policy**

Integrity College of Health maintains a Drug and Alcohol-free campus. Drugs and alcohol pose a serious health threat to students and the public at large. The college strictly prohibits the unlawful use, sale, possession or distribution of narcotics, prescription drugs or alcohol by students and employees on the campus grounds, externship or clinical sites or as part of any school activity. Students found in violation of this policy will be subject to immediate termination and possible referral to the appropriate authorities for criminal prosecution as applicable under state and federal laws.

Drug and Alcohol Prevention / Awareness informational materials are available to any student. We have an extensive list of referral agencies that can assist any student in these areas. Please contact the Student Services office for information on referral sources. All inquiries or requests for information on Drug or Alcohol awareness / prevention are held in strictest confidence.

## Dress Code Policy

In keeping with the philosophy of dressing for success, we require that all students at Integrity College of Health follow the dress code for the field in which they train or for the program of enrollment. All programs at Integrity College of Health require students to wear uniforms (scrubs); each student will be issued two sets of scrubs as part of the program costs. Additional scrubs may be purchased from the school.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that is inappropriate or in direct violation of the dress code. The following guidelines will be required in all programs:

### Dress Code (Both on Campus, Externship, and Clinical Rotation Sites)

- Scrub pants and top with school---embroidered logo. Picture ID badge. The picture I.D. name badge is always to be worn in all facility units. The uniform / scrubs should be laundered and free of wrinkles each time it is worn. You may wear a jacket or sweater with no sport or affiliation logos. Integrity College of Health apparel will be permitted to be worn on campus. The jacket should not have hoods attached to them (no "hoodies") and no hats, or bandannas, sunglasses or headphones may work in class, externship, or clinical sites. Externship and clinical sites may require the student to remove their jacket or sweater while on site.
- Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.
- A current CPR Card must always be carried by all students while on clinical rotation.
- The student is to be dressed in full clinical uniform / scrubs before clinical pre-conference and is not allowed to change out of the uniform / scrubs until after clinical post-conference.
- No key necklaces at clinical.

### General Appearance

Scrubs at all times, clean and wrinkle free. No headgear, such as hats, bandanas, beanies, caps, scarves, etc. No sunglasses or headphones in classroom or clinical sites. White shoes must be worn and must be clean.

### Hair

Must be clean, dry hair and well-groomed with natural colors. Hair must be secured off of the face and shoulders.

### Nails

The length of your nails should not exceed 1/8 of an inch. No acrylics. Clear polish only. The length of your nails should not exceed the length of the finger.

### Makeup

Recommend simple light, makeup for a professional environment.

### Jewelry – Body Art

One pair of stud earrings only. No hoops. No tongue rings. No necklaces. No bracelets. One watch. No visible facial or body piercing and all tattoos must be covered. Single wedding rings only.



## Cell Phones

Cell phones, PDAs etc. use of these devices in the classroom, lab, externship or clinical sites are **NOT** allowed at any time.

## Vocational Nursing

At the start of clinical rotations, the student must wear the uniform (scrubs) at clinical sites and while attending classes on campus. The uniform (scrubs) and the supplies noted below are included in the cost of the program. Additional uniforms and supplies may be purchased through the college receptionist; scrubs cannot be purchased from outside sources.

- Picture ID Badge
- Stethoscope
- Unisex Scrub Sets with School Embroidered Logo
- Lab Coat (**Note: Issued prior to Externship**)

All students are **REQUIRED** to provide the following additional items that are not included in the costs of the program and or made available by the college:

- White, Closed-Toe Nursing Shoes
- Wristwatch with Sweep Second Hand
- Blood Pressure Cuff
- Pen Light
- Skills Lab Supplies as Specified

## Personal Hygiene and Grooming Guidelines

- No gum chewing, or smoking is allowed in the clinical units. All clinical "No Smoking" policies must be observed.
- Hair must be neat, off the collar and secured to avoid the possibility of falling into food or onto a sterile surface. Hair must not be allowed to fall onto a patient.
- Hair combs, clasps, barrettes, and pins should be brown or black. They should be functional and not worn for decoration.
- Hair color must be maintained in naturally occurring shades. Hair styles must be subdued and acceptable in a medical office environment, (e.g., "Mohawk" or "Spiked" styles are examples of hairstyles that are NOT acceptable).
- Any make-up worn should be subdued.
- Good personal hygiene and grooming, including use of a deodorant. No perfume, cologne or aftershave is allowed. Scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients.
- Fingernails should be short and clean. No artificial nails of any kind may be worn. Colored nail polish is not allowed. Non-chip, clear nail polish is allowed.

- Jewelry carries microorganisms. Only one stud earring in each ear is allowed. Only wedding band and / or engagement ring is allowed on the ring finger. No bracelets, anklets, necklaces, chains, chokers, etc., are allowed.
- No facial or tongue piercing is allowed, and all tattoos must be covered.
- A current CPR card must be in the student's possession while at the externship or clinical assignment.

Students will be measured for scrubs and orders will be placed during the first week of classes. All other items included in the Uniform Package will be issued to students prior to starting the appropriate skills lab, externships or clinical rotations. After the supply Uniform Package has been issued, students must wear the required uniform / scrubs while on campus, externship sites and at clinical sites. Failure to dress in the required scrubs once issued will result in the student being sent home and an absence will be credited to the student's attendance.

## Conduct

Integrity College of Health strives to provide a professional learning environment for all its students. Therefore, students are asked to dress for class in attire that is required of all programs and acceptable in a medical environment. Abusive language and / or profanity are not allowed.

A student lounge is provided for meals and breaks. **THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE.** Smoking is permitted in designated areas outside the facility. Please dispose of smoking materials properly. Integrity College of Health is a "closed" campus. Children and / or guests of enrolled students are not allowed on campus or in classrooms.

Students are expected to adhere to the high standards of personal and professional conduct that will not interfere with the learning process of other students. Those students who do not meet the conduct standards will be subject to review by the Disciplinary Committee and subject to suspension and / or termination. The school administration reserves the right to exercise its judgment to suspend and / or dismiss a student for any of the following reasons:

- Failure to abide by the rules and regulations of the school.
- Conduct which reflects unfavorably on the school or its students.
- Failure to adhere to Satisfactory Progress Policies.
- Excessive absences or tardiness.
- Cheating.
- Falsifying school records.
- Putting patients or other students in jeopardy through the exercise of poor judgment or inability to meet clinical objectives.
- Failure to adhere to the rules or regulations of clinical sites.
- Entering the campus, classrooms, or clinical sites under the influence of alcohol, drugs, or illegal substances of any kind.
- Conduct which interferes with the learning process during classroom, externship, and clinical experience.
- Conduct that interferes with the instructional process.
- Instigation or participation in rebellious activities against the school, faculty, or its students.
- Violation of copyright laws, use or distribution of said materials will result in immediate dismissal from a program and / or Integrity College of Health.
- Sexual harassment of any kind toward students, staff, or patients.
- Profanity on campus or at clinical sites.
- Theft, vandalism or destruction of student, school, or clinical property.

Students are expected to stay in their seats during class time. Students will not leave the classroom during class time without permission from the instructor.

## Cell Phone Usage

Cell phone use or texting during class will not be allowed. Earphones will not be allowed during class time. All cell phones must be turned off during class time. Phone calls can be made or received during the breaks. No electronic devices will be allowed during class.

## Sexual Harassment / Offense Policy

Integrity College of Health conducts periodic seminars and guest lectures regarding sexual harassment and sex offenses including rape, acquaintance rape and other forcible and non-forcible sex offenses. If a student feels that he / she has been a victim of a sex- related offense or sexual harassment, the following steps should be taken:

- The incident should immediately be reported to either of the following individuals:
  - Campus Director
- Students should be aware that it is important to preserve any evidence of a sexual or other criminal offense to aid in providing proof of the offense.

A student has the option to notify local law enforcement agencies regarding the offense. If requested, an Executive Staff member will assist the student in doing so.

Integrity College of Health maintains information on local counseling and mental health agencies that can assist the student in coping with a sex related offense. To obtain this information, please see the Director of Education or the Student Services. All inquiries regarding this information will be held in strictest confidence. Integrity College of Health will make every effort to modify the student's academic situation after an alleged sexual offense if requested.

Disciplinary action will be taken in cases of an alleged sexual offense if requested in writing by the accuser. The request for disciplinary action should include the date of the alleged offense, the specific location, time, details and circumstances of the alleged offense, the name of the accused and be signed by the accuser. The request should be forwarded by certified mail, return receipt requested to:

- Campus Director

If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the proceeding and both the accused and the accuser will be informed of the outcome of any disciplinary proceeding brought alleging a sex related offense. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the Executive Management Team of Integrity College of Health, the accused, the accuser and their other parties to the extent allowed by law.

The following sanctions may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, and other forcible or non-forcible sex offenses:

- Warning (either verbal or written) documented in the accused student or employee file.
- If the accused has been previously warned either verbally or in writing for a similar offense, the accused may be immediately terminated from enrollment or employment without the possibility of reinstatement.
- Immediate termination from enrollment or employment without the possibility of reinstatement.

## Leave of Absence Policy

A Leave of Absence (LOA) may be granted to students who require a medical leave of absence, extreme hardships, legal reasons or other mitigating circumstances. LOAs are granted on an individual basis and must be requested in writing by the student and approved by the Director of Education and / or the Director of Nursing, Registrar, and Instructor. A student may take multiple LOAs during their entire program. During the term of a LOA, eligibility for student financing is suspended. The total cumulative length of time that a student may take a Leave of Absence must not exceed 180 days or 1/2 the program length, whichever is shorter. An approved LOA will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a LOA will be required to take an LOA at the end of the module and return to the training program at the beginning of the module.

ALL students requesting a Leave of Absence are required to meet with the Campus Registrar, Director of Education and / or Director of Nursing and Financial Aid Office for initial requests for Leave of Absence. Approval of all Leave of Absences (LOA) will be at the discretion of the Campus Director.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. The first day of the student's Leave of Absence will be considered the last date of attendance for determining refund calculations. No additional charges will be assessed to a student's account during a Leave of Absence.

Students will be re-admitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.

Recipients of Federal Funds Educational Loans (FFEL) and alternative loan financing should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student's "grace period" for beginning repayment of funds / loans disbursed. For example, if a student takes an approved leave of absence for 30 days and fails to return to classes (withdraws from school) the withdrawal date will be the first day of the Leave of Absence. Therefore, 30 days of the student's grace period would already have been used. For an explanation of grace periods, please see the Student Financing Office and Financial Aid Office. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Campus Registrar, Director of Education and / or the Director of Nursing and Campus Director. All LOAs will be approved in 30-day increments unless otherwise approved by the Campus Director or Executive Management.

# Student Disciplinary Procedure

## Disciplinary Steps

### Disciplinary Committee

Integrity College of Health maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions, behavior on campus or at clinical, externship sites, or any other serious matter concerning a student's period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination from Integrity College of Health. All Disciplinary Committee meetings are closed, and students referred to the Committee for action will be informed in writing of the Committee's decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

### Student Termination

Students may be terminated for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to achieve minimum passing scores per Grading Policies.
- Failure to adhere to the terms of probationary notices.
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel / clients.
- Cheating on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term (Vocational Nursing) without notifying the college (excluding LOAs, holidays and scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (excluding LOAs, scheduled breaks and holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Failure to adhere to the terms of warning notice(s).
- Any violation of BVNPT policy (Vocational Nursing Students).
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to successfully pass the mandatory Exit Examination after two attempts (Vocational Nursing Students).
- Failure to make up missed clinical days. In current term (Vocational Nursing Students).
- Falsification of school records.
- Failure to adhere to all Student Conduct Guidelines.

***NOTE: All terminations are subject to review. Final decisions are made by the Campus Director and / or Executive Management.***

A Vocational Nursing student may also be terminated for failure to abide by the **EXPECTATIONS FOR STUDENT BEHAVIOR** while at clinical. A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:

- Placing a patient in physical jeopardy.
- Placing a patient in emotional jeopardy.
- Failure to demonstrate competence.
- Gross negligence.
- Violation of the Integrity College of Health and / or BVNPT Attendance Policies.
- Failure to meet theory or clinical objectives.
- Failure to maintain personal composure.
- Violation of Integrity College of Health's Drug and Alcohol or Weapon Policies.
- Patient abandonment.
- Leaving the clinical site without authorization.

When a faculty member perceives that a student may be experiencing difficulty, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behaviors. It is the primary objective of all instructors to de-escalate all problems before they reach critical levels.

Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results (e.g., Warning) will be made in the Anecdotal Notes. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the Instructor, the Student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances. Students may be sent from the clinical facility to the campus if Student Behavior standards are not met. The student will receive an absence for the day.



# Student Grievance and Academic Due Process

## Grievance Complaint Procedure

Communication is one of the most important aspects of effective education. If a student has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor first. If the problem or complaint involves the instructor and the student does not wish to approach him or her directly, please see the Program Director / Lead or Director of Education.

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may register a formal complaint in writing addressed to the Director of Education or Campus Director. The letter will be reviewed in private by the staff and a written response will be forwarded to the student involved. Communication is one of the most important aspects of effective education. If a student has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor first. If the problem or complaint involves the instructor and the student does not wish to approach him or her directly, please see the Program Director / Lead or Director of Education.

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may register a formal complaint in writing addressed to the Director of Education or Campus Director. The letter will be reviewed in private by the staff and a written response will be forwarded to the student involved.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools (ABHES). All complaints considered by ABHES must be in written form, with permission from the complainant(s) for ABHES to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council.

Please direct inquiries to:

### **Accrediting Bureau of Health Education Schools**

7777 Leesburg Pike, Suite 314 N

Falls Church, VA 22043

Telephone: 703-917-9503

[www.abhes.org](http://www.abhes.org)

A copy of the Accrediting Bureau of Health Education School' Complaint Form is available at the College and may be obtained by contacting the Registrar's office.

This institution is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) recognized as meeting and maintaining certain standards of quality. Approval means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

It is the mutual goal of the BPPE and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

*\*Per 94909 (a)(3)(c) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."*

Complaints should be in writing and mailed, faxed or emailed to the BPPE office. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- A detailed description of the problem(s).
- The approximate date(s) that the problem(s) occurred.
- The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and / or other students who were involved.
- Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the BPPE.
- The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, BPPE will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the BPPE (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution.)

SEND TO:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Telephone: 916-431-6924

Fax: 916-263-1897

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

If Vocational Nursing, SEND TO:

**Student Bureau of Vocational Nursing and Psychiatric Technicians**

2535 Capital Oaks Drive

Suite 205

Sacramento, CA 95833-2945

Telephone: 916-263-7800

Fax: 916-263-7855

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

## Program Description – Vocational Nursing

SOC Code: 29-2061

CIP Code: 51.3901

Vocational Nursing (VN)

### Program Objectives

#### 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:

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

### Total Clock Hours

- **Total Clock Hours:** 1679 hours (56 weeks for AM track and 68 weeks for PM track)
- **Program Schedule:**

#### AM Track

Tuesday or Wednesday 8:00 a.m. to 4:00 pm, Saturday, Sunday 7:00 a.m. to 4:00 p.m.

**PM Track**

Tuesday, Thursday 6:00 p.m. to 10:00 p.m. or Wednesday, Friday 6:00 p.m. to 10:00 p.m. and Saturday, Sunday 2:00 p.m. to 11:00 p.m.

- Theory times and day may vary.
- Depending on Term and Clinical sites, times will vary.
- **Teacher / Student Ratio:**
  - Theory 1/class
  - Clinical 1/10
- **Method of Delivery:** Residential: Blended
- **Credential:** Student will receive a Certificate of Completion.

**NOTE: Scheduled hours of attendance at clinical and theory may vary with each term based upon clinical patient consensus. A basic schedule information page is available from the Clinical Coordinator or the Admissions Department.**

**Required Course Hours**

**Vocational Nursing**

	Lecture Hours	Laboratory Hours	Clinical Hours	Total Hours
Course Title / Number	Clock	Clock	Clock	Clock
Term I – Fundamentals of Nursing / VN-101	162	134	88	384
Term II – Medical – Surgical Nursing / VN-102	186	37	200	423
Term III – Medical – Surgical Mental Health / VN-103	175	16	224	415
Term IV – Maternal – Child Health Leadership / VN-104	201	24	232	457
<b>TOTALS</b>	<b>724</b>	<b>211</b>	<b>744</b>	<b>1679</b>

**Vocational Nursing – Course Descriptions**

Course Number / Name	Course Length	Description
<b>TERM I VN 101 Fundamentals of Nursing</b>	<b>FT – 13 Weeks</b> 162 Lecture Hours <b>PT – 17 Weeks</b> 134 Lab Hours Total Clock Hours: 384 <b>88 Clinical Hours</b>	This course introduces the nursing student to the evolution of nursing science, the development of vocational nursing, the vocational nurse's role, legal and ethical aspects of vocational nurses, basic nursing skills, nursing concepts based on human needs, Maslow's hierarchy of Needs, nursing theory, basic nutrition, human growth and development across the life span, medical terminology, patient safety, critical thinking, and the nursing process applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs.  Prerequisites: VN PRQ 101 or equivalent

Course Number / Name	Course Length	Description
<b>TERM II</b> <b>VN 102</b> <b>Medical – Surgical Nursing</b>	<b>FT – 14 Weeks</b> 186 Lecture Hours <b>PT – 17 Weeks</b> 37 Lab Hours Total Clock Hours: 423 <b>200 Clinical Hours</b>	<p>This course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the integumentary, musculoskeletal, gastrointestinal, blood and lymphatic, cardiovascular, respiratory and urinary disorders. The vocational nursing student will learn to apply the nursing process and Orem’s Self Care Deficit Nursing Theory in caring for adult patients with these health beliefs. The course also introduces the vocational nursing student to the nursing care and special need of gerontology patients, patients undergoing a surgical procedure and patients requiring rehabilitation and home health.</p> <p>Prerequisites: Term I – Fundamentals of Nursing / VN-101</p>
<b>TERM III</b> <b>VN 103</b> <b>Medical – Surgical Mental Health</b>	<b>FT – 14 Weeks</b> 175 Lecture Hours <b>PT – 17 Weeks</b> 16 Lab Hours Total Clock Hours: 415 <b>224 Clinical Hours</b>	<p>The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the endocrine, reproductive, sensory, neurological and immunology disorders. The vocational nursing student will learn to apply the nursing process and Orem’s Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the medical and surgical clinical setting and with respect to their cultural backgrounds and health beliefs. The course also introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration and patient teaching of psychiatric disorders.</p> <p>Prerequisites: Term I – Fundamentals of Nursing / VN-101 and Term II Medical – Surgical Nursing / VN-102</p>
<b>TERM IV</b> <b>VN 104</b> <b>Maternal – Child Health Leadership</b>	<b>FT – 15 Weeks</b> 202 Lecture Hours <b>PT – 17 Weeks</b> 24 Lab Hours Total Clock Hours: 457 <b>232 Clinical Hours</b>	<p>This course introduces the vocational nursing student to the nursing care and assessment of obstetric women, the stages of normal pregnancy, labor and delivery, childbearing practices of families from various cultures and settings, newborn assessment, high risk pregnancy and complications, ad patient education., pediatric diseases and care of the pediatric patient, leadership and NCLEX review. The student will utilize the nursing process and the Orem’s conceptual framework in the care plan for the obstetric patients and families and pediatric patients.</p> <p>Prerequisites: Term I – Fundamentals of Nursing / VN-101, Term II Medical – Surgical Nursing / VN-102 and Term III – Medical – Surgical Mental Health / VN-103</p>

## Required Uniform

- 2 Scrub Sets (tops and pants)
- 1 Stethoscope
- 1 CPR Card
- 1 Lab Coat (issued prior to Externship)
- 1 ID Badge
- 1 Live Scan
- 1 Vocational Nursing Grad Diploma

**NOTE TO STUDENTS:** Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are **NOT RETURNABLE**, and the cost of the uniform and supplies package is **NON-REFUNDABLE** once the student has been issued the uniform and supplies.

The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.

## Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
Physical Examination	\$85.00 to \$150.00
One Pair White, Closed-Toe Uniform Shoes	\$35.00 to \$85.00
Wrist Watches with Sweep Second Hand	\$15.00 to \$25.00
Black Ink, Ball Point Pen	\$0.75
Blood Pressure Cuff	\$30.00
Scissors	\$10.00
Pen Light	\$10.00

## Required Physical Examination / Lab Tests

All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning their first clinical rotation. The physical examination and lab tests are not included in the total program cost.

The physical examination must include the following elements:

- Basic Physical Exam
- Height and Weight
- Blood Pressure, Pulse and Respiration

Tetanus Vaccination Booster, RPR, PPD or Chest X-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.

## Required Clinical Background Check

*\*Included in total program cost.*

Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. Integrity College of Health will conduct a limited background check on all students in accordance with its clinical facility contracts.

The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program. **IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY.** Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

## Graduate NCLEX Test Prep Flow

- Integrity College of Health will meet with Term IV students 30 days prior to graduation to review the application process and assisting with Live Scan onsite. The cost for the application and fingerprinting is included in the Board Application Fees.
- Once a student completes all graduation requirements a required mandatory NCLEX Review is scheduled. 100% attendance and class participation are required. Applications to sit for the state exam will be mailed along with required fees. Allow four to eight Weeks for BVNPT processing time.
- Students will receive Authorization to Test (ATT) by mail and should contact the NCLEX Success Office directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- The NCLEX Success Office will receive an email as a result of the ATT and arrange a test date with the student
- Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.

## Test Day

Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the NCLEX Success Office to expedite Licensure fee payment.

## NCLEX Board Testing

All graduates are required to complete the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the Vocational Nursing Program, the following steps will need to be taken to apply for licensure.

- **Step 1:** Integrity College of Health will submit the graduate's BVNPT application for licensure along with the applicant's background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application.
- **Step 2:** When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college.
- **Step 3:** Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college.

***NOTE: Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application and testing fees.***

## Clinical Facilities List

### **The Rowland Convalescent Hospital**

330 W. Rowland Street  
Covina, CA 91723  
Telephone: 626-967-2741

### **West Covina Healthcare**

850 S. Sunkist Avenue  
West Covina, CA 91790  
Telephone: 626-962-3368

### **Westlake Convalescent Hospital**

316 South Westlake Avenue  
Los Angeles, CA 90057  
Telephone: 213-484-0510

### **Totally Kids**

10716 La Tuna Canyon Road  
Sun Valley, CA 91352  
Telephone: 818-252-5863

### **Mother and Child Medical Clinical**

11017 Valley Mall  
El Monte, CA 91731  
Telephone: 626-575-8342

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

1899 N. Raymond Avenue  
Pasadena, CA 91103  
Telephone: 626-797-2120



## Program Description – Vocational Nursing Associate of Applied Science (AAS)

SOC Code: 29-2061

CIP Code: 51.3901

Vocational Nursing (VN)

### Program Objectives

The VN AAS program consists of 100.5 credits of which 68.5 credits are transferred into the program. Student must provide a current LVN license to receive the 68.5 credits. The remaining credits will be completed during the AAS program. The VN AAS Degree program builds on the Vocational Nursing Diploma by adding the same 100% online General Education and Science courses required for graduates of the pre-licensure Associate Degree Registered Nursing program. The goal of this post-licensure program is to educate and develop Vocational Nurses to become more well-rounded professionals through undergraduate General Education. Graduates will have:

- Enhanced critical thinking, science knowledge, and verbal / written communication skills.
- Expand employment opportunities to employers requiring or preferring an Associate Degree Acquisition of the Associate Degree on top of an existing Vocational Nursing or Practical Nursing License can open up additional opportunities for employment.

### Total Clock Hours

- **Total Clock Hours:** 525 hours (48 weeks)
- **Teacher / Student Ratio:**
  - Theory 1/35
  - Clinical 1/10
- **Method of Delivery:** Full Distance Education
- **Credential:** Student will receive an Associate of Applied Science in Vocational Nursing degree upon completion.

### Program Requirements

In order to graduate and receive a Certificate of Completion from the Vocational Nursing Program, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.
- Pass a mandatory Term exam for each Term and an exit exam at the end of Term IV, successfully (75%) three times in a row.
- Fulfill all financial obligations to Integrity College of Health.

- Must submit a professional resume to the Placement / Career Services Department.

The program requires concurrent clinical makeup times for excused absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame will be dropped from the program. Students will be officially graduated upon completion of all clinical make-up days.

As Vocational Nursing students progress in the program, each student will participate in the diagnostic testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

## Mandatory Exit Exam Requirement

**ALL VOCATIONAL NURSING** students will be required to pass each Term for both theory and clinical objectives in order to progress from one Term to another and graduate. There is a mandatory HESI exam at the conclusion of each Term. The mandatory HESI Exit Examination will be given after the completion of the program. The test will be offered under standard testing protocols. The student will be given only two opportunities to pass the HESI Exit Examination. If a student fails the first examination, the student will be given another opportunity to pass the HESI exit exam.

**NOTE: All Students may attempt the exit exam twice.**

If a student fails, both HESI program exit exams they will not be eligible to graduate from the VN Program. The student must pass the Exit Examination on the second attempt or the student will not graduate and will be terminated from the program after failing the examination for the second time. The second attempt at the Exit Examination must be completed no earlier than 10 calendar days and no later than 60 calendar days of the first failed attempt. **NO OTHER ATTEMPTS AT THE EXIT EXAMINATION WILL BE ALLOWED.**

## VN AAS Degree Requirements

- Complete the required credit / clock hours within the maximum number of credits attempted.
- Must meet minimum of 80% attendance requirement.
- Have a CGPA of at least 2.0 at the completion of the required credits.
- Complete all requirements within 1.5 times the program length.
- Fulfill all financial obligations to Integrity College of Health.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume

Course Title / Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
<b>Vocational Nursing Program</b>								
Term I – Fundamentals of Nursing	162	10.8	134	4.46	88	1.95	384	17.21
Term II – Medical / Surgical I	186	12.4	37	1.23	200	4.44	423	18.07
Term III – Medical Surgical II	175	11.66	16	0.53	224	4.97	415	17.16
Term IV – Obstetrics / Pediatrics	201	13.4	24	.8	232	5.15	457	19.35
<b>General Education Courses for AAS Degree</b>								
English Composition 101 / ENG 101	45	3.00	0	0			45	3.00
Introduction to Psychology 101 / PSY-101	45	3.00	0	0			45	3.00
Introduction to Sociology 101 / SOC 101	45	3.00	0	0			45	3.00
Public Speaking 101 / ENG 102	45	3.00	0	0			45	3.00
College Algebra 101 / MTH 101	45	3.00	0	0			45	3.00
Statistics / MTH 102	45	3.00	0	0			45	3.00
Human Anatomy and Physiology I	60	4.00	30	1.00			90	5.00
Human Anatomy and Physiology II	60	4.00	30	1.00			90	5.00
Microbiology / MIC 101	45	3.00	30	1.00			75	4.00
<b>TOTALS</b>	<b>435</b>	<b>29</b>	<b>90</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>525</b>	<b>32</b>

## Vocational Nursing Associate of Applied Science (AAS) – Course Descriptions

Course Number / Name	Course Length	Description
<b>ENG 101</b> English Composition	Semester Credit Hours: 3.00	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.
<b>ENG 102</b> Public Speaking	Semester Credit Hours: 3.00	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, non-verbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations.

Course Number / Name	Course Length	Description
<b>Human Anatomy and Physiology I</b>	Semester Credit Hours: 5.00	This course is first combined course of Human Anatomy and Physiology in a two-course sequence in which human anatomy and physiology are studied using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, history and the integumentary, skeletal, muscular and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular, nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.
<b>Human Anatomy and Physiology II</b>	Semester Credit Hours: 5.00	This course is the second combined course of Human Anatomy and Physiology in a two-course sequence in which human anatomy and physiology are studied using a body systems approach. The course builds on the previously presented content related to the anatomical structures and physiology of the human body. Course content includes the following body systems: Lymphatic, Blood, Cardiac, Vascular, Respiratory, Urinary, Gastrointestinal, Reproductive systems, and the Endocrine system. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in disease process, causes, and diagnostic procedures. This course includes one semester credit hour of virtual lab.
<b>MTH 101 College Algebra 101</b>	Semester Credit Hours: 3.00	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems.
<b>MTH 102 Statistics</b>	Semester Credit Hours: 3.00	The course stresses the practical use of statistics in the collecting, organizing, analyzing, interpreting and presenting of data. Both descriptive and inferential techniques are covered.

Course Number / Name	Course Length	Description
<b>MIC 101</b> <b>Microbiology with Lab</b>	Semester Credit Hours: 4.00	The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation and culture of microorganisms, microscopy and staining techniques.
<b>PSY 101</b> <b>Introduction to Psychology</b>	Semester Credit Hours: 3.00	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.
<b>SOC 101</b> <b>Introduction to Sociology</b>	Semester Credit Hours: 3.00	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media.

## Uniform and Supplies Information

The following uniform and supply items are included in the Vocational Nursing program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Associate of Applied Science Degree in Vocational Nursing

***NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package***

## Program Description – RN–BSN (Bachelor of Science)

SOC Code: 29-1141

CIP Code: 51.3801

Nursing / Registered Nurse (RN, ASN, BSN, MSN)

### Program Goals

The RN–BSN Degree Program is designed for the student who currently possesses an Associate Degree and Diploma Registered Nurse (RN) license. The blended or online method of delivery is offered for working nurses who require greater flexibility in the education schedule in order to complete their bachelor's degree in Nursing. The blended program allows the student to attend class on campus one evening a week, and remaining work is completed online during the week. The Full Distance Online Program allows the student to complete almost all of the program online (BSN 401 and BSN 441 are Practicum courses and require Role Performance with a preceptor).

### Program Objectives

At the completion of the baccalaureate program in nursing the student will:

- Utilize critical thinking to synthesize knowledge derived from nursing, natural and behavioral sciences, humanities, and arts in the practice of professional nursing.
- Practice professional nursing competently and safely in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families, aggregates / populations, and communities at any developmental stage and with varied health experiences.
- Utilize the knowledge, skills and technologies to practice independently and collaboratively with all health professionals as an advanced beginner professional nurse.
- Integrate research findings and nursing theory in decision making in professional nursing evidence-based practice.
- Apply concepts of leadership and management to the practice of professional nursing to enhance quality and safety in health care.
- Integrate professional caring into practice decisions that encompass values, ethical, and moral and legal aspects of nursing.
- Communicate effectively with clients, peers, and all health care providers.
- Respect the dignity, worth, and uniqueness of self and others.
- Participate in the advancement of the profession to improve health care for the betterment of the global society.
- Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician, and leader.

## Program Length

- **Total Weeks in Program:** 46 Weeks (4 courses per semester)
  - **Total Clock Hours:** 1,050
  - **Semester Credit Hours:** 120
- **Preceptorship:** Hours Working at a Clinical Site: 180 hours between two courses
- **Method of Delivery:** Blended: Full Distance Education
- **Credential:** Graduates will receive a Bachelor of Science (B.S.) Degree in Nursing

## Admissions Requirements

### RN-BSN Full Distance Online Program and Blended Program

Prospective students who wish to enroll in Integrity College of Health's Bachelor of Science Completion Program must meet the following criteria to be eligible for enrollment:

- **Step 1:** Complete Advisory phone call with Integrity College of Health Admissions Representative at 626-808-0215.
- **Step 2A:** Complete the Admissions application.
- **Step 2B:** Submit all of the following documentation:
  - Proof of current, unrestricted license as a Registered Nurse
  - Copy of Identification
  - **Proof of Education:** Provide proof of education from Option 1, 2, or 3 below. U.S. Transcripts must be from an accredited institution approved by the U.S. Department of Education. Courses on foreign transcripts for which credit is sought must be evaluated by a recognized third-party evaluator and deemed equivalent to coursework from an accredited institution approved by the U.S. Department of Education. All transcripts submitted will go through a thorough evaluation by the nursing department at Integrity College of Health to determine if all course requirements are met to enter the RN-BSN program. This proof can be presented in the following manner:
    - **Option 1:** Provide sealed official transcripts from an Accredited Institution recognized by the U.S. Department of Education demonstrating completion of an Associate of Science in Nursing degree with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than "C" (2.0) in any course (as calculated by the granting institution).
    - **Option 2:** Provide sealed official transcripts with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than "C" (2.0) in any course (as calculated by the granting institution) in all courses required for Associate or Bachelor's level degree completion, as well as for the specific courses listed below.
    - **Option 3: Military or Foreign Degrees:** A military or foreign degree must be evaluated by a recognized third-party evaluator prior to submission to Integrity College of Health. Transcripts that have been translated will not be accepted.

- **Step 2C: Credit Transfer:** Students wishing to transfer credits for upper division (300 or 400 level) courses taken at another school must submit prior to enrollment:
  - Credit granting request form.
  - Sealed official transcripts demonstrating a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than “C” (2.0) in any course (as calculated by the granting institution) for the courses being requested for transfer
  - Course syllabus for each course being requested for transfer.

A maximum of 30 of the 61 upper division credits in this program can be transferred in. Students must complete at least 31 semester credit hours at Integrity College of Health to be awarded the BSN degree.

#### TRANSFERABLE UNITS

Required General Education Prerequisite Courses	Semester Credits
Microbiology with Lab	4
Human Anatomy with Lab	4
Human Physiology with Lab	4
English, Reading, and Composition (College Level)	3
Math (Intermediate or College Level Algebra or Higher)	3
General Psychology	3
General Sociology or Cultural Anthropology	3
Public Speaking or Speech	3
<b>TOTAL GENERAL EDUCATION UNITS</b>	<b>27</b>

Required Prerequisite Nursing Courses	Semester Credits
Medical – Surgical Nursing; Theory and Clinical (may include Leadership and Generics)	24.5
Obstetrics – Maternity Nursing; Theory and Clinical	2.5
Mental Health / Psychiatric Nursing; Theory and Clinical	3.5
Pediatric Nursing; Theory and Clinical	2.5
<b>TOTAL TRANSFERABLE NURSING UNITS</b>	<b>33</b>

Prior to admission to the 300-level courses of the RN-BSN Program, students must demonstrate completion of 60 semester credits (the General Education and Nursing pre-requisites outlined below) and proof of a current unrestricted RN license. An official transcript MUST be provided for all pre-requisites prior to admission and will only be accepted from an accredited institution approved by the U.S. Department of Education or, in the case of foreign transcripts, when such transcripts have been evaluated by a recognized third party and deemed equivalent to coursework from an accredited institution approved by the U.S. Department of Education.



Students must demonstrate that they have successfully completed all required pre-requisites with a minimum cumulative GPA of 2.5 on a 4.0 scale and no less than a “C” (2.0) in any course (as calculated by the granting institution).

A total of 60 semester credits are required PRIOR to admission to the RN-BSN Program. Official transcripts must be submitted for evaluation.

- **Step 3: Admissions Review and Acceptance:**

- Integrity College of Health reserves the right to deny admission if the items listed above are not completed.
- Any transcripts showing several withdrawals or repeated courses will be evaluated on an individual basis. This may result in admission being denied. Students are encouraged to write a letter explaining what the circumstances were and why they feel they should be admitted. If accepted into the program, the enrollment documents need to be completed & financials cleared in order to start class. If a student does not complete the requirements, they will have to wait for the next program start date.
- Student will be notified of acceptance or denial by email and phone. Instructions to complete online or campus orientation will be provided and how to register for courses.

- **Step 4: Enrollment:** There are two tracks for degree completion of the RN-BSN program:

- **Blended (On Campus and Online Combination):** For those students who desire a combination of in-class and online course work. Classes are conducted once a week on campus in Pasadena. Additional lectures, assignments, communication and projects are performed online. This will appeal to students who prefer interaction with peers and instructors where dialogue, discussions and networking are easier to develop face to face during the program.
- **Full Distance (all online except for Practicum Courses):** Working adults that have schedules that require more flexibility regarding when to complete coursework, may find the online method attractive. All classes are offered online via asynchronous, synchronous, and other online delivery methods.
- **Enrollment Decision:** Students upon advice and counseling are free to choose which track will allow them to progress that provides them flexible access to content and instruction at any time they prefer. The Full Distance and Blended students have same curricula and standards. Full Distance education students will be participating in interactive learning online rather than in a large lecture, group or small face-to-face discussion. This method of learning requires a student who can learn independently and has a high degree of motivation and organization.

*\*Both programs follow the same plan of study.*

**All students are required to attend clinical components of the program (BSN 401 and BSN 441) at their clinical preceptor site(s).**

### **RN–BSN Core Nursing Courses**

All classes will be offered online in Distance Education or Blended Format. All students are required to attend clinical components of the program (BSN 401 and BSN 441) at their clinical / preceptor site(s). One course per month is offered, and students can enter at the beginning of any course except Capstone. The final course, BSN 450 Capstone must be taken in the last semester or as the last course of the program.

## Required Courses

Course Number	Course Title	Total Clock Hours	Lecture Hours	Lab Hours	Externship Hours
BSN 300	Transitions in Professional Nursing	45	45		
BSN 310	Transcultural Nursing	45	45		
BSN 320	Collaborative Healthcare	45	45		
BSN 330	Pathophysiology	60	60		
BSN 340	Health Assessment	60	60		
BSN 341L	Health Assessment Lab	30		30	
BSN 350	Health Informatics	45	45		
BSN 360	Quality and Safety Nursing	45	45		
BSN 370	Health Promotion and Teaching	60	60		
BSN 380	Nursing Trends and Issues	45	45		
BSN 400	Community and Public Health Nursing	60	60		
BSN 401	Community and Public Health Nursing Practicum	90			90
BSN 410	Health Policy and Finance	45	45		
BSN 420	Aging and Population Health	45	45		
BSN 425	Statistics for Evidence-Based Practice	60	60		
BSN 430	Evidence-Based Practice in Nursing Research	60	60		
BSN 440	Leadership and Management Principles in Nursing	45	45		
BSN 441	Leadership and Management Clinical Practicum	90			90
BSN 450	RN-BSN Capstone	60	60		
<b>TOTAL</b>		<b>1,035</b>	<b>825</b>	<b>30</b>	<b>180</b>

Example of course progress with full-time schedule. Program may be completed between 17 and 18 months. One course per month is offered, and students can enter at the beginning of any course except Capstone. The following courses with lab or practicum **MUST** be taken together: BSN 340 and BSN 341; BSN 400 and 401; BSN 440 and 441. BSN 450 cannot be taken until the last semester (a final course).

Weeks	RN to BSN Schedule	Course Start and End Date	Semester
4	BSN 300 Transitions to Professional Nursing	11/23/2020 to 12/19/2020	Semester 1
4	BSN 310 Transcultural Nursing	1/4/2021 to 1/30/2021	Semester 1
4	BSN 320 Collaborative Care	2/1/2021 to 2/27/2021	Semester 1
4	BSN 330 Pathophysiology	3/1/2021 to 3/27/2021	Semester 1
4	BSN 340 Advanced Health Assessment	3/29/2021 to 4/24/2021	Semester 2

Weeks	RN to BSN Schedule	Course Start and End Date	Semester
0	BSN 341 Advanced Health Assessment Lab	3/29/2021 to 4/24/2021	Semester 2
4	BSN 350 Health Informatics	4/26/2021 to 5/22/2021	Semester 2
4	BSN 360 Quality, Safety, and Risk Management	5/24/2021 to 6/19/2021	Semester 2
4	BSN 370 Health Promotion and Teaching	6/21/2021 to 7/17/2021	Semester 2
4	BSN 380 Nursing Issues and Trends	7/19/2021 to 8/14/2021	Semester 2
4	BSN 400 Community and Public Health Nursing	8/16/2021 to 9/11/2021	Semester 3
0	BSN 401 Community and Public Health Nursing Practicum	8/16/2021 to 9/11/2021	Semester 3
4	BSN 410 Health Policy and Finance	9/13/2021 to 10/9/2021	Semester 3
4	BSN 420 Ageing and Population Health	10/11/2021 to 11/6/2021	Semester 3
4	BSN 425 Statistics for Evidenced-Based Practice	11/8/2021 to 12/4/2021	Semester 4
4	BSN 430 Evidenced-Based Practice in Nursing	12/6/2021 to 1/8/2022	Semester 4
4	BSN 440 Leadership and Management in Healthcare	1/10/2022 to 2/5/2022	Semester 4
4	BSN 441 Leadership and Management in Healthcare Practicum	2/7/2022 to 3/5/2022	Semester 4
4	BSN 450 RN to BSN Capstone	3/7/2022 to 4/2/2022	Capstone Course

## Program Format

- Blended Program:** Each three-unit course requires that students will require at least six hours of instruction each week. Campus meetings will be scheduled once a week from 6:00 p.m. to 10:00 p.m. Evenings vary based on the course. Students will participate at least two additional hours completing assignments or discussions online each week. Each four-unit course requires students to meet 7.5 hours per week from 6:00 p.m. to 10:00 p.m., once a week and participate online at least for the remaining assigned instruction online each week.
- Distance Program:** Each three-unit course requires that students invest at least six hours each week online participating in discussions, projects, and turning in assignments on-time.

Each four-unit course requires that students invest at least 7.5 hours per week participating online for a comparable amount of time each week.

Each course is approximately four weeks in length. The time needed to invest in order to be successful is individualized. The time required varies with the students' experience and abilities, personal and work support systems, and course content. More hours may be required from those who have been out of school for many years and, for example, those who have limited experience in accessing research studies or advanced level writing.

You must be online sufficiently throughout each week to participate in threaded discussions and to complete all assignments by their designated deadlines. However, there is no prescribed amount of time that you will be required to be online because assignments and their deadlines will vary throughout each course.

## Course Descriptions

Course Title	Description
<b>BSN 300</b> <b>Transitions in Professional Nursing</b>	This course provides a foundation for transition to baccalaureate nursing practice and an overview of the delivery of professional nursing practices. It focuses on the role transition of a professional nurse as an advocate, leader, manager, educator, researcher, team member, and change agent.
<b>BSN 310</b> <b>Transcultural Nursing</b>	This course will enable nursing students to analyze practices and issues related to the provision of health care and health education where health providers and clients share culturally diverse backgrounds. It provides an overview of the nature and content of culture, how cultures interact, cultural diversity and how educators can provide culturally responsive instruction to the communities they serve. The focus is on the comparative cultural values of caring, the beliefs and practice of individual groups of similar or different cultures. It includes learning cultural differences, nursing in other countries, international health issues, and international health organizations.
<b>BSN 320</b> <b>Collaborative Healthcare</b>	This course explores collaborative role of the professional nurse in leadership and management based on the knowledge of health care policy, finance, regulatory agencies, and health care trends.
<b>BSN 330</b> <b>Pathophysiology</b>	This course deals with the mechanisms involved in the pathogenesis of body systems. This course utilizes the nursing process as the basis for understanding of the mechanisms of disease as they are related to health promotion, risk reduction and disease management and prevention.
<b>BSN 340</b> <b>Advanced Health Assessment</b>	This course prepares students to conduct comprehensive health assessment with focus on the nursing process, and its relationship to the prevention and early detection of disease across the life span. Students learn the skills of interview, inspection / observation, palpation, percussion, and auscultation in assessing clients across the life span and comparing normal from abnormal findings.
<b>BSN 341</b> <b>Advanced Health Assessment Lab</b>	This course prepares students to conduct comprehensive health assessment with focus on the nursing process, and its relationship to the prevention and early detection of disease across the life span. Students learn the skills of interview, inspection / observation, palpation, percussion, and auscultation in assessing clients across the life span and comparing normal from abnormal findings.  <b>Prerequisite:</b> BSN 340 Advanced Health Assessment
<b>BSN 350</b> <b>Health Informatics</b>	This course provides students with foundational knowledge and skills in nursing informatics in the delivery of safe nursing care and how it impacts patient care. It includes information and technology strategies to access, information management, evaluate and document information and apply skills to patient care in the nursing profession. Emphasis is given on the use of the electronic health record (EHR) for documentation and coordination of clinical care.
<b>BSN 360</b> <b>Quality, Safety, and Risk Management</b>	This course deals with the administration and organization of quality and patient safety practices and processes within the health care system of the United States. It focuses on quality and patient safety management in the healthcare system using continuous quality improvement and team building techniques.
<b>BSN 370</b> <b>Health Promotion and Teaching</b>	This course provides students with a theoretical foundation for wellness, health promotion and disease prevention across the lifespan. This will further explore the role of the nurse as a health educator and patient advocate for health care and maintenance of health for diverse patients.

Course Title	Description
<b>BSN 380</b> <b>Nursing Issues and Trends</b>	This course is designed to help students understand the current trends and issues in nursing. It provides students with the opportunity to critically examine contemporary issues and trends and their impact on the nursing profession and helps students analyze the role of the professional nurse as a leader in the profession and health care delivery. Current healthcare delivery systems, issues and trends, and the IOM core competencies and their application to professional nursing practice will be addressed.
<b>BSN 400</b> <b>Community and Public Health Nursing</b>	This course is designed to provide students the opportunity to assist culturally diverse populations and aggregates in the community to achieve an optimum level of wellness with focus on advanced theoretical concepts related to health promotion, risk reduction, disease management and prevention. Students will develop an understanding of how policies and resources influence the health of populations in a community. Basic epidemiological principles and community health nursing models are applied with focus on concepts of community assessment, disease prevention and management and health promotion.
<b>BSN 401</b> <b>Community and Public Health Nursing Practicum</b>	This practicum provides students with the opportunity to apply community and public nursing concepts to individuals, families and communities through faculty and preceptor guided clinical experiences. In this practicum course, the students will conduct a family and community health assessment and develop a community teaching project for a specific community health need.  This course prepares students for active and responsible community participation as professional nurses in order to impact health and wellness of diverse communities. <b>Must be taken concurrent or after BSN 400.</b>
<b>BSN 410</b> <b>Health Policy and Finance</b>	This course is designed to examine the development of health informatics and its contributions to healthcare industry. Essential components and attributes of health informatics will be explored to understand how it influences health care and health policy. Focus is on the impact of policy decisions on professional nursing practice and health services.
<b>BSN 420</b> <b>Aging and Population Health</b>	Course content focuses on the phenomena of healthy aging. The course emphasizes health promotion and illness prevention for older adults including identification of disease risk factors associated with aging and reasons that the elderly is not able to remain in their homes. The older adult is viewed as a healthy and productive individual in their community who are willing to share their lifetime knowledge, value system, and cultural beliefs to younger generations.  Analysis will be conducted on internal and external stressors that influence developmental tasks and activities of daily living encompassing the physiological, psychological and sociological health dimensions. Students will develop respect and an appreciation for the older adult across the continuum of care. Ethical considerations in aging and the variations of health and wellness will be explored.
<b>BSN 425</b> <b>Statistics for Evidence-Based Research</b>	This course is an introduction to the biostatistical concepts and the skills necessary to interpret data for Evidence-Based Practice (EBP) in the Health Sciences. Research publications refer to the statistics which allowed conclusions. It is important for the BSN to understand and interpret research and the statistics provided. Topics include an introduction to EBP, variation and variables, levels of data measurement, descriptive statistics and data display, probability, statistical and clinical significance, confidence intervals, statistical power analysis, hypothesis testing, and inferential statistics. Statistical techniques introduced are correlation, chi-square, t-test, odds ratios, relative risk, linear regression and an introduction to one-way analysis of variance.
<b>BSN 430</b> <b>Evidence-Based Practice in Nursing Research</b>	This course focuses on development of students' skills in using the research process and methodology. It explores the scientific process and nursing research with emphasis on use of the evidence-based practice in research process to develop or design a nursing research proposal to be included in the RN-BSN capstone course.

Course Title	Description
<b>BSN 440</b> <b>Leadership and Management Principles in Healthcare</b>	This course presents organizational leadership and management concepts. It helps student to analyze the role of the professional nurse as a leader in the profession and health care delivery. The basic principles of management, leadership and collaborative relationships as they relate to providing safe and competent care will be applied.
<b>BSN 441</b> <b>Leadership and Management Clinical Practicum</b>	This practicum provides students with the opportunity to apply leadership and management concepts, skills, and decision-making to an area of their choice. Learning will occur through faculty and preceptor guided experiences. These experiences may include administrative or management roles in clinical facilities, nursing education, or other healthcare areas of choice. In this practicum course, the students will develop a plan exhibiting organizational leadership and management concepts and coordinate with the staff to deliver the role of a professional nurse as a leader in the profession and health care delivery as they relate to providing safe and competent patient care or education. <b>Must be taken concurrent or after BSN 440.</b>
<b>BSN 450</b> <b>RN-BSN Capstone</b>	This course is the culminating experience for students in the RN-BSN program. This capstone course synthesizes theoretical nursing concepts and clinical experiences through the use of case studies and analysis of a documented public health issues. Students use evidence-based resources, address public health competencies and analyze how the identified issues and interventions impact the health of the affected population. This course includes teaching theory, teaching adult learners, course and curriculum development. This will help the student in meeting the course objectives by the evaluation of their performance, project, simulation activities narratives and the presentation of a seminar to their instructors and peers. Must be taken during last semester as final course or concurrent with remaining courses.

## Expectations for Clinical Experiences within the RN-BSN Program

Integrity College of Health's RN-BSN program provides rich and varied opportunities for practice experiences designed to assist graduates to achieve the Baccalaureate Essentials upon completion of their program. Clinical experiences are essential for baccalaureate nursing programs to prepare students to care for a variety of patients and roles across the lifespan and across the continuum of care. In addition, clinical experiences assist the graduate to:

- Develop proficiency in performing psychomotor skills;
- Apply professional communication strategies to client and inter-professional interactions; and
- Acquire a professional identity.

Role performance learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an inter-professional team. Theoretical learning becomes reality as students are coached to make connections between the standard case or situation that is presented in the classroom or laboratory setting and the constantly shifting reality of actual situations. Clinical educators for baccalaureate programs are well informed about the specific learning that is taking place in the classroom and laboratory setting and find clinical education opportunities to reinforce and apply that learning.

Our program provides clinical placements across the range of practice settings and across the continuum of care that are safe, supportive, and conducive for groups of students to practice and learn professional roles. Role performance opportunities expose students to practice issues such as technological innovations, accelerated care transitions, an unpredictable fast paced environment, and complex system issues, which are all important in preparing the students for practice following graduation. In addition, clinical practice opportunities provide students with experiences and nursing role models that prepare them for practice in complex, changing healthcare environments.

Direct patient care clinical experiences provide valuable opportunities for student learning not found in other experiences. Early learning experiences, including providing care for a limited number of patients, allow students to explore the challenging world of clinical practice. As students become more experienced, increasingly complex clinical learning opportunities are selected to provide a sufficient breadth and depth of learning to develop the competence necessary for entry level practice with diverse patients across the life span in various types of settings. Students may decide to find preceptor experiences in an administrative, manager, or educator role.

Through an immersion experience, students have the opportunity to develop increasing autonomy and assume responsibilities that more closely approximates a realistic workload of a novice professional nurse in that environment. An immersion experience provides opportunities for building reasoning, management, and evaluation skills. These opportunities increase the student's self-confidence, professional image, and sense of belonging that facilitate the transition to competent and confident practice.

Immersion experiences allow students to integrate previous learning and more fully develop the roles of the baccalaureate generalist nurse:

- **Provider of Care:**
  - Evaluate client changes and progress over time.
  - Develop a beginning proficiency and efficiency in delivering safe care.
- **Designer / Manager / Coordinator of Care:**
  - Manage care transitions be an active participant on the inter-professional team.
  - Identify system issues.
  - Develop working skills in delegation, prioritization, and oversight of care.
- **Member of a Profession:**
  - Evaluate one's own practice.
  - Assume responsibility for supporting the profession.

An immersion experience provides faculty opportunities to observe student performance over time and more effectively evaluate the student's professional development.

## Program Description – Medical Assisting

SOC Code: 31-9092

CIP Code: 51.0899

Medical Assistants (CMA)

### Program Description

The Medical Assisting Program is designed to give students the basic knowledge and skills necessary to work as an entry level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Clinical Medical Assisting program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 200-hour, five-week externship.

### Program Objectives

- Demonstrate entry-level competency associated with the position of Medical Assistant performing administrative duties in a physician's office, clinic or medical facility to include:
  - Telephone Techniques
  - Scheduling Appointments
  - Patient Reception and Processing
  - Written Communications and Mail Processing
  - Medical Records Management
  - Billing and Collecting
  - Diagnostic Coding and Procedural Coding
  - Health Insurance Claim Form
  - Third-Party Reimbursement
  - Customer Service
- Demonstrate entry-level competency associated with the position of Medical Assistant performing clinical duties in a physician's office, clinic or medical facility to include:
  - Obtain patients medical history and vital signs.
  - Explain treatment procedures to patients.
  - Prepare patients and assist the physician during examinations.
  - Collect and prepare laboratory specimens, perform POL testing.
  - Instruct patients about medication and special diets.
  - Prepare and administer medications as directed by a physician.



- Authorize drug refills as directed and telephone prescriptions to a pharmacy.
- Obtain EKGs, blood and urine specimens, remove sutures, change dressings and sterilize medical instruments.

## Program Length

- **Total Weeks in Program:** 27 weeks morning / afternoon or 43 weeks evening classes
- **Total Clock Hours:** 800
  - **Semester Credit Hours:** 98.5
  - **Classroom Hours:** 600
  - **Clinical Externship Hours:** 200
- **Teacher / Student Ratio:**
  - 1/Class
  - Lab 1/20
- **Method of Delivery:** Residential: Blended
- **Credential:** Student will receive a Diploma.

## Required Courses

Subject / Course	Total Clock Hours	Lecture Hours	Lab Hours	Externship Hours	Credit	Weeks
MA 101 The Medical Assisting Profession	60	60	0			2.3
MA 102 Clinical Medical Assisting	70	5	020			2.5
MA 103 Medication Administration	60	40	20			2.3
MA 104 Medical Specialties and Procedures	60	40	20			2.3
MA 105 Assisting in the Clinical Laboratory	60	40	20			2.3
MA 106 Assisting with Surgical Procedures	60	40	20			2.3
MA 107 Phlebotomy and Blood Analysis	50	30	20			1.9
MA 108 Administration Medical Assisting	70	50	20			2.5
MA 109 Billing and Coding Procedures	40	30	10			1.5
MA 110 Medical Office Financial Management	40	20	20			1.5
MA 111 Career Development and Certification	30	30	0			1.0
MA 112 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

Course Title	Prerequisites	Description
<b>MA 101</b> <b>The Medical Assisting Profession</b>	None	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.
<b>MA 102</b> <b>Clinical Medical Assisting</b>	None	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.
<b>MA 103</b> <b>Medication Administration</b>	None	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.
<b>MA 104</b> <b>Medical Specialties and Procedures</b>	None	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.
<b>MA 105</b> <b>Assisting in the Clinical Laboratory</b>	None	This course introduces basic clinical skills necessary for the medical assistant. Topics to include are principles of electrocardiography, diagnostic imaging, and analysis of urine.
<b>MA 106</b> <b>Assisting with Surgical Procedures</b>	None	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.
<b>MA 107</b> <b>Phlebotomy and Blood Analysis</b>	None	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.
<b>MA 108</b> <b>Administrative Medical Assisting</b>	None	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.

Course Title	Prerequisites	Description
<b>MA 109</b> <b>Billing and Coding Procedures</b>	None	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.
<b>MA 110</b> <b>Medical Office Financial Management</b>	None	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.
<b>MA 111</b> <b>Career Development and Certification</b>	None	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.
<b>MA 112</b> <b>Externship</b>	MA 101 to MA 111	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 onsite preceptor.

## Uniform and Supplies Information

- 2 Scrub Tops
- 1 Stethoscope
- 4 Books
- 1 CPR Card
- 1 Sphygmomanometer
- 2 Scrub Pants
- 1 Identification Badge
- 1 Medical Assistant Graduate Diploma

***NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.***

## Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
One Pair White, Closed-Toe Uniform Shoe	\$35.00 to \$85.00
Wrist Watch with Sweep Second Hand	\$15.00 to \$25.00
Black Ink, Ballpoint Pen	\$0.75

## Program Description – Diagnostic Medical Sonography

SOC Code: 29-2032

CIP Code: 51.0910

Diagnostic Medical Sonographer (UT)

### Program Description

The Diagnostic Medical Sonography program is designed to prepare graduates for employment as an ultrasound technologist in the general abdomen, OB / GYN, small body parts and vascular. The graduate can work in imaging centers, physician's offices, clinics, mobile units or hospitals that do not require a certification to be employed. The ultra-sonographer plays an important role in today's modern diagnosis and treatment team. Ultra-sonographer produces two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing certain diseases and malfunctions of certain organs. The program includes a 960-hour externship.

### Program Objectives

- Demonstrate proficiency in the competencies required for an entry ultrasound technician / sonographer.
- Demonstrate understanding of the academic requirements and credentials of a sonographer or ultrasound technician.
- Demonstrate proficiency in medical terminology.
- Demonstrate knowledge of human physiology, pathology, and pathophysiology.
- Describe the OSHA guidelines for infection control and universal precautions.
- Uphold legal and ethical standards and adhere to principles of patient confidentiality within the health care community environment as defined by federal, state, and local guidelines and regulations.
- Demonstrate skills in providing basic patient care and meeting the HIPAA guidelines.
- Describe human gross and sectional anatomy as they relate to normal and abnormal sonographic imaging.
- Demonstrate proficiency in physics and ultrasound instrumentation.
- Perform scanning applications in different scanning protocols and other assigned clinical competencies.
- Perform a broad range of general sonographic examinations and sonographic procedures.
- Discuss physical laws as they relate to sonography.
- Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.
- Demonstrate professionalism ethical conduct as a member of the healthcare team.
- Uphold legal and ethical standards and adhere to principles of patient confidentiality within the health care community environment as defined by federal, state, and local guidelines and regulations.

## Program Length

- **Total Weeks in Program:** 101 weeks morning / afternoon or 117 weeks evening classes
- **Total Clock Hours:** 2,440
  - **Classroom Hours:** 1,480
  - **Clinical Externship Hours:** 960
- **Teacher / Student Ratio:**
  - Lecture 1/25
  - Lab 1/15
- **Method of Delivery:** Residential: Blended
- **Credential:** Student will receive a Diploma.

## Required Courses

Subject / Course	Total Clock Hours	Lecture Hours	Lab Hours	Externship Hours	Equivalent Credit Hours
PCC 100 Patient Care and Communication	20	20	0	0	1
DMS 100A Medical Terminology, Anatomy, and Physiology	160	160	0	0	10.5
DMS 1008 Medical Laws, Ethics, Basic Math	80	80	0	0	5
DMS 101 Introduction to Ultrasound Physics	240	120	120	0	12
DMS 102 Abdomen and Small Parts	240	120	120	0	12
DMS 103 Obstetrics and Gynecology	240	120	120	0	12
DMS 104 Peripheral Vascular Sonography	240	120	120	0	12
DMS 105 Cardiac Sonography	140	120	120	0	12
DMS 106 Career Development	20	20	0	0	1
DMS 107 Clinical Externship	960	0	0	960	21
<b>TOTAL</b>	<b>2,440</b>	<b>880</b>	<b>600</b>	<b>960</b>	<b>98.5</b>

## Diagnostic Medical Sonography – Course Descriptions

Course Title	Prerequisites	Description
<b>DMS 100A</b> <b>Medical Terminology, Basic Anatomy and Physiology, CPR, Infection Control, First Aid</b>	PCC 100	This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout DMS the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. In addition, you will receive course work in CPR Certification, Infection Control and First Aid. This course will also provide an orientation to the Diagnostic Medical Sonography program and how to use the course materials including the textbooks and syllabi.
<b>DMS 100B</b> <b>Medical Law and Ethics, and Basic Math</b>	PCC 100	This course will introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts. You will be also introduced to ultrasound technology, and your role as a sonographer in the medical team. You will be learning step-by-step descriptions of basic medical procedures and patient care, how to safely perform these procedures and how to interact with patients in a clinical setting. This course will also prepare you for the transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options.
<b>DMS 101</b> <b>Introduction to Ultrasound Physics, Principles, Application, and Instrumentation</b>	DMS 100A DMS 100B	This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre- and post-processing, temporal and spatial resolution are also covered. Additionally, this course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bio effects and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

Course Title	Prerequisites	Description
<b>DMS 102</b> <b>Abdomen, Small Parts</b> <b>Principles, and Application</b>	DMS 100A DMS 100B	This course will introduce you to Cross-Sectional Ultrasound imaging instructions with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the liver, Gallbladder and Biliary tree, Pancreas, and Urinary Tract with Urinary Bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided.
<b>DMS 103</b> <b>Obstetrics / Gynecology</b> <b>Principles and Application</b>	DMS 100A DMS 100B	This course includes discussion of the various exam protocols and ultrasound evaluation of the female reproductive system, and the first and second trimester of intrauterine fetal development. An in-depth examination of normal maternal-fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis and complications associated with early first trimester pregnancy is provided too. Students will also be presented with detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands on trans abdominal scanning of the female pelvis and the pregnant uterus.
<b>DMS 104</b> <b>Peripheral Vascular</b> <b>Sonography</b>	DMS 100A DMS 100B	In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise / pre- and post-prandial induced pressure-resistive changes on the venous and visceral vascular systems. Venous and Visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined.



Course Title	Prerequisites	Description
<b>DMS 105</b> <b>Cardiac Sonography</b>	DMS 100A DMS 100B	This course provides teaches the student how to recognize and identify normal sonographic appearance, variants, and finding in the heart and surrounding associated structures. Students will learn basic cardiac assessment techniques, recognize, and identify normal appearance, variants and findings associated with Principles of Electrophysiology. This course also covers principles of pharmacology specific to cardiology. Correlation of diagnostic data obtained during non-invasive procedures, including Holter monitor, telemetry, Radionuclide tests, pacemaker, cardioversion, and defibrillations. Course will teach student M-mode, two-dimensional echocardiography, and doppler imaging. Students will learn indications, contraindications, limitations, and procedures related to specific diagnostic equipment and procedures with echocardiography.
<b>DMS 106</b> <b>Career Development</b>	DMS 100A DMS 100B DMS 101 DMS 102 DMS 103 DMS 104 DMS 105	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.
<b>DMS 107</b> <b>Ultrasound Externship</b>	DMS 100A DMS 100B DMS 101 DMS 102 DMS 103 DMS 104 DMS 105	In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete upper abdomen, pelvic, small parts areas with decreasing supervision. Students are expected to process patient information, perform sonograms and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. It is expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level sonographer with minimal supervision.
<b>PCC 100</b> <b>Patient Care and Communication</b>	None	This course provides teaches the student how obtaining patient history, pre- and post-procedure information, the preparation and presentation of technical reports, communication of clinical findings to practitioner. The student will learn basic computer skill, effective communication in the workplace, and telephone etiquette. This course introduces the student to diverse populations and ways that diversity influences language and communication. The student will also learn how to interact with patients as a Sonographer. These skills include patient safety, strategies for dealing with difficult patients, family members and situations. Also covered methods of infection control, universal precautions, and the management of emergency situations. Student will also learn skills for patient transfer, position, and transportation. CPR and First Aid will be covered in this course.

## Uniform and Supplies Information

The following uniform and supply items are included in the Diagnostic Medical Sonography program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 1 Diagnostic Medical Sonography Graduate Diploma
- 2 Scrub Pants
- 9 Books
- 1 CPR Card

***NOTE TO STUDENT: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.***

## Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
One Pair White, Closed-Toe Uniform Shoe	\$35.00 to \$85.00
Wrist Watch with Sweep Second Hand	\$15.00 to \$25.00
Black Ink, Ballpoint Pen	\$0.75

## Program Description – Medical Billing and Coding

SOC Code: 43-6013

CIP Code: 51.0713

Medical Billing and Coding (MBC)

### Program Objective

The Billing and Coding Program (MBC) provides theory and clinical training geared to prepare the student for an entry level position in a Hospital, Medical or Dental office, and medical insurance / billing companies. The Program provides all the necessary training to enable the students to acquire the necessary skills and demonstrate competencies in a variety of medical office procedures and billing and coding techniques. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. Graduates receive CPR and First Aid Certification from American Red Cross and Diploma in Medical Billing and Coding.

### Program Length

- **Total Weeks in Program:** 35 weeks (morning / afternoon classes)
- **Total Weeks in Program:** 42 weeks (evening classes)
- **Method of Delivery:** Residential; Full Distance Education
- **Total Clock Hours:** 920
  - **Classroom Hours:** 720
  - **Clinical Externship Hours:** 200
- **Teacher / Student Ratio:**
  - 1/Class
  - Lab 1/20
- Student will receive a Diploma in Medical Billing and Coding.

### Prerequisites for this Program

- High School Diploma / GED

## Required Courses

Course Title / Number	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours
AH100 Allied Health Preparatory	48	32		80
MBC101 Medical Office Procedures	60	40		100
MBC102 Electronic Health Records	60	40		100
MBC103 Medical Law and Ethics	60	40		100
MBC104 Medical Billing and Coding I	60	40		100
MBC105 Medical Billing and Coding II	60	40		100
MBC106 Medical Billing and Coding III	60	40		100
CD100 Career Development	20			20
CD200 Advanced Career Development	20			20
MBC200 Medical Billing and Coding Externship			200	200
<b>TOTALS</b>	<b>448</b>	<b>272</b>	<b>200</b>	<b>920</b>

## Medical Coding and Billing – Course Descriptions

Course Number / Name	Course Length	Description
<b>AH 100</b> <b>Allied Health Preparatory</b>	4 Weeks Morning 5 Weeks Evening	This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. In addition, you will receive course work in CPR Certification, Infection Control and First Aid.  Prerequisite: None
<b>CD 100</b> <b>Career Development</b>	1 Week Day / Afternoon 1,1 Week Evening	This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones.  Prerequisite: None

Course Number / Name	Course Length	Description
<b>CD 200</b> <b>Advanced Career Development</b>	1 Week Day / Afternoon 1,1 Week Evening	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.  Prerequisite: CD 100
<b>MBC 101</b> <b>Medical Office Procedures</b>	4 Weeks Morning 5 Weeks Evening	In this module students will gain an understanding of daily operations in a medical office. Professional communication, interpersonal skills, and medical office policies and procedures will also be discussed. In this module, students will study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare as well as managed care settings. Contemporary prospective payment systems and charge master maintenance and evaluation of fraudulent billing practices will be covered. Capitation, fee-for-service, relative value unit (RVU), and usual, customary, and reasonable (UCR) reimbursement methods will be discussed. Students will learn to interpret an Explanation of Benefits (EOB) for purposes of collection and payment.  Prerequisite: None
<b>MBC 102</b> <b>Electronic Health Records</b>	4 Weeks Morning 5 Weeks Evening	This course provides an introduction to the origin, uses, content and format of electronic health records (EHR). Using medical software in a simulated office setting, students enter patient information, schedule appointments, create daily financial transactions and create reports. Students learn Microsoft Word and how to create correspondence, as well as how to apply collection procedures and techniques. Coding guidelines and compliance for CPT-4, HCPCS and ICD10, and Evaluation and Management (E/M) coding applications are introduced. Using medical software, students practice entering proper medical codes.  Prerequisite: None
<b>MBC 103</b> <b>Medical Law and Ethics</b>	4 Weeks Morning 5 Weeks Evening	This course will introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts.  Prerequisite: None

Course Number / Name	Course Length	Description
<b>MBC 104</b> <b>Medical Billing and Coding I</b>	4 Weeks Morning 5 Weeks Evening	Students learn the anatomy and physiology of the urinary system, male and female reproductive systems and digestive system. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to anesthesia and laboratory / pathology.  Prerequisite: None
<b>MBC 105</b> <b>Medical Billing and Coding II</b>	4 Weeks Morning 5 Weeks Evening	Students learn the anatomy and physiology of the respiratory and cardiovascular systems and the systems relating to the special senses (Eyes and Ears). In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to the Hemic and Lymphatic system, as well the Medicine section.  Prerequisite: None
<b>MBC 106</b> <b>Medical Billing and Coding III</b>	4 Weeks Morning 5 Weeks Evening	Students learn the anatomy and physiology of the integumentary, musculoskeletal and endocrine and nervous systems. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures and typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to Radiology and Surgery.  Prerequisite: None
<b>MBC 200</b> <b>Medical Billing and Coding Externship</b>	6 Weeks	Upon successful completion of all modules, Medical Billing and Coding students participate in 200-hours of externship. The externship module enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site under the general supervision of college staff. Supervisory personnel evaluate externs, and the evaluations are placed in the student's permanent record. Students must complete their externship training to fulfill graduation requirements. Evaluation is conducted by the Externship site personnel.

## Uniform and Supplies Information

The following uniform and supply items are included in the Medical Billing and Coding program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 6 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Medical Billing and Coding Graduate Diploma

***NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.***

## Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
One Pair White, Closed-Toe Uniform Shoe	\$35.00 to \$85.00
Wrist Watch with Sweep Second Hand	\$15.00 to \$25.00
Black Ink, Ballpoint Pen	\$0.75

# Management Staff and Faculty

## Officers / Management

Title	Name
President / CEO	LeeAnn Rohmann
Campus Director	Mark Norman
Chief Operating Officer	Ena Hull
Chief Financial Officer	Brandon Pope
Chief Academic Officer	Ragheb Milad, MBBCh, M.D.
Vice President, Nursing	Michelle Welch, DNP, NP-C, MSN, MBAHCM, RN
Director of Career Services	June Vernon
Corporate Director of Admissions	Emma Ojugo
Director of Academics and Online Programs	Amanda Harrison

## Administrative Staff

Title	Name
Director of Administrative Services (Business, Financial Aid, Registrar)	Martha Laura Escobar
Senior Admissions Representative	Leo Lopez
Office Assistant	Krissna Lopez
Student Services	Indira Jethwa

## Faculty

### Vocational Nursing Program

Each faculty member employed by Integrity College of Health must be a qualified educator who is approved by the Board of Vocational Nursing and Psychiatric Technicians.

Program	Faculty	Degree Conferred
Program Director (Full-Time)	Alice Sorrell-Thompson, MBA, RN	University of Phoenix
Clinical Instructor (Part-Time)	Dunia Salazar, BSN, RN	West Coast University
Theory and Clinical Instructor (Part-Time)	Sabir Uddin, MSN, RN	University of Maryland
Theory and Clinical Instructor (Part-Time)	Simona Serio, MSN, RN	Duke University



### Medical Assisting Program

Program	Faculty	Degree Conferred
Program Director / Instructor (Full-Time)	Teri Weller, AS, CMA	College of the Canyons

### Medical Insurance Coding and Billing Specialist

Program	Faculty	Degree Conferred
Program Director / Instructor (Full-Time)	Jamie Pace, CPC, CMA	Kaplan University

### Diagnostic Medical Sonography Program

Program	Faculty	Degree Conferred
Program Director / Instructor (Full-Time)	Chelsea Thompson, BA, RDMS, OB / GYN	Utah State University
Instructor (Part-Time)	Ronald Hipol, RDMS, AB	Casa Loma College Certificate
Instructor (Full-Time)	Trisha Emrick, BA, RVT, RMDS	Ashford University

### RSN-BSN Program

Program	Faculty	Degree Conferred
Program Director / Instructor (Full-Time)	Michelle Welch, DNP, NP-C, MSN, MBAHCM, RN	Brandman University
Instructor (Part-Time)	Alice Sorrell-Thompson, MBA, RN	University of Phoenix
Instructor (Part-Time)	Simona Serio, MSN, RN	Duke University
Instructor (Part-Time)	Sabir Uddin, MSN, RN	University of Maryland

### Vocational Nursing AAS

Program	Faculty	Degree Conferred
Instructor (General Education)	Ryan Corwin	
Instructor (General Education)	Dr. Ron Brenner	

## Student Tuition Recovery Fund Disclosures

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, 916-431-6959 or 888-370-7589.

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

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

***NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.***

# Current Schedule of Student Charges by Program

## Vocational Nursing

### Total Fees, Charges, and Expenses – Effective April 1, 2022

Description	Fee / Charge <sup>1</sup>
Tuition Fees	\$27,642
*Registration Fee	\$200.00
STRF Fee	\$78.00
Textbooks and Workbooks	\$980.00
Lab Fees and Educational Supplies	\$1,500.00
Malpractice Insurance	\$150.00
Uniforms and Student ID	\$55.00
CPR Fee	\$55.00
Background Check and Live Scan	\$250.00
Exam Prep and Test	\$200.00
Technology Fee (LMS and CourseKey)	\$150.00
<b>TOTAL PROGRAM COST</b>	<b>\$31,260</b>
*Non-Refundable Costs	
Registration Fee	\$200.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$200.00</b>

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<sup>1</sup> The schedule of total charges listed below reflect a period of attendance and an estimated schedule of total charges for the entire educational program.

## Vocational Nursing Associate of Applied Science (AAS)

### Total Fees, Charges, and Expenses – Effective April 1, 2022

Description	Fee / Charge <sup>1</sup>
Tuition Fees	\$15,634.00
*Registration Fee	\$200.00
STRF Fee	\$46.00
Textbooks and Workbooks	\$1,440.00
Lab Fees and Educational Supplies	\$750.00
Technology Fee (LMS and CourseKey)	\$160.00
<b>TOTAL PROGRAM COST</b>	<b>\$18,230.00</b>
*Non-Refundable Costs	
Registration Fee	\$200.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$200.00</b>

## Medical Assisting

### Total Fees, Charges, and Expenses – Effective April 1, 2022

Description	Fee / Charge <sup>1</sup>
Tuition Fees	\$11,865.00
*Registration Fee	\$200.00
STRF Fee	\$35.00
Textbooks and Workbooks	\$425.00
Lab Fees and Educational Supplies	\$800.00
Malpractice Insurance	\$150.00
Background Check	\$75.00
Uniforms and Student ID	\$55.00
CPR Fee	\$55.00
Technology Fee (LMS and CourseKey)	\$150.00
<b>TOTAL PROGRAM COST</b>	<b>\$13,810.00</b>
*Non-Refundable Cost	
Registration Fee	\$200.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$200.00</b>

## Diagnostic Medical Sonography

### Total Fees, Charges, and Expenses – Effective April 1, 2022

Description	Fee / Charge <sup>1</sup>
Tuition Fees	\$24,693.00
*Registration Fee	\$200.00
STRF Fee	\$87.00
Textbooks and Workbooks	\$1,937.00
Lab Fees and Educational Supplies	\$6,028.00
Malpractice Insurance	\$300.00
Background Check	\$75.00
Uniforms and Student ID	\$55.00
CPR Fee	\$55.00
Exam Prep and Test	\$1,250.00
Technology Fee (LMS and CourseKey)	\$250.00
<b>TOTAL PROGRAM COST</b>	<b>\$34,930.00</b>
*Non-Refundable Costs	
Registration Fee	\$200.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$200.00</b>

### Total Cost for the Period of Enrollment in Academic Year 1 – Effective March 1, 2021

Description	<sup>1</sup> Fee / Charge
Tuition Fees	\$9,149.54
Textbooks and Supplies	\$3,673.85
<b>TOTAL FOR THE PERIOD</b>	<b>\$13,023.38</b>

## Medical Billing & Coding

### Total Fees, Charges, and Expenses – Effective April 1, 2022

Description	Fee / Charge1
Tuition Fees	\$10,086.00
*Registration Fee	\$200.00
STRF Fee	\$34.00
Textbooks and Workbooks	\$1,283.00
Lab Fees and Educational Supplies	\$1,668.00
Malpractice Insurance	\$150.00
Background Check	\$75.00
Uniforms and Student ID	\$55.00
CPR Fee	\$55.00
Technology Fee (LMS and CourseKey)	\$150.00
<b>TOTAL PROGRAM COST</b>	<b>\$13,756.00</b>
*Non-Refundable Costs	
Registration Fee	\$200.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$200.00</b>



## RN-BSN (Bachelor of Science)

### Total Fees, Charges, and Expenses

Description	Fee / Charge <sup>1</sup>
Tuition Fees	\$9,894.00
*Registration Fee	\$100.00
STRF Fee	\$26.00
Textbooks and Workbooks	--
Lab Fees and Educational Supplies	--
Malpractice Insurance	--
Uniforms and Student ID	--
CPR Fee	--
Background Check and Live Scan	--
Technology Fee (LMS and CourseKey)	\$250.00
<b>TOTAL PROGRAM COST</b>	<b>\$10,270.00</b>
*Non-Refundable Costs	
Registration Fee	\$100.00
<b>TOTAL NON-REFUNDABLE</b>	<b>\$100.00</b>

### Total Cost for the Period of Enrollment in Academic Year 1 – Effective March 1, 2021

Description	<sup>1</sup> Fee / Charge
Semester 1	\$2,165.54
Semester 2	\$2,498.70
<b>ACADEMIC YEAR 1</b>	<b>\$4,664.24</b>

## **Distance Education Fees**

No additional charges for Distance Education are applied to any program.

## Academic Calendar 2022

Program	PCC Start Date (UT Only)	Start Date (or UT Introduction)	Anticipated Graduation Date
<b>Medical Assisting AM</b>		January 18, 2022	August 9, 2022
		February 3, 2022	August 25, 2022
		February 17, 2022	September 9, 2022
		March 9, 2022	September 29, 2022
		March 22, 2022	October 12, 2022
		April 4, 2022	October 25, 2022
		April 20, 2022	November 10, 2022
		May 10, 2022	December 7, 2022
		May 26, 2022	December 23, 2022
		June 15, 2022	January 18, 2023
		June 27, 2022	February 3, 2023
		July 14, 2022	February 22, 2023
		July 28, 2022	March 8, 2023
		August 17, 2022	March 28, 2023
		August 30, 2022	April 10, 2023
		September 13, 2022	April 21, 2023
		September 29, 2022	May 9, 2023
		October 19, 2022	May 30, 2023
		November 9, 2022	Jun 15, 2023
		November 29, 2022	July 5, 2023
	December 15, 2022	July 21, 2023	
<b>Medical Assisting PM</b>		January 6, 2022	November 10, 2022
		February 2, 2022	December 6, 2022
		February 24, 2022	January 5, 2023
		March 29, 2022	February 3, 2023
		April 14, 2022	February 22, 2023
		May 3, 2022	March 13, 2023
		May 31, 2022	April 6, 2023
		June 30, 2022	May 9, 2023

Program	PCC Start Date (UT Only)	Start Date (or UT Introduction)	Anticipated Graduation Date
		July 28, 2022	June 6, 2023
		August 24, 2022	June 30, 2023
		September 21, 2022	July 28, 2023
		October 18, 2022	August 24, 2023
		November 14, 2022	September 19, 2023
		December 15, 2022	October 19, 2023
<b>RN-BSN</b>		May 23, 2022	November 10, 2023
<b>Vocational Nursing AAS</b>		July 6, 2022	June 26, 2023
		August 31, 2022	August 22, 2023
<b>Diagnostic Medical Sonography AM</b>	January 21, 2022	January 28, 2022	February 9, 2024
	April 1, 2022	April 8, 2022	April 19, 2024
	June 13, 2022	June 20, 2022	July 1, 2024
	August 24, 2022	August 31, 2022	September 11, 2024
	November 9, 2022	November 16, 2022	November 25, 2024
<b>Diagnostic Medical Sonography PM</b>	January 13, 2022	January 24, 2022	February 24, 2025
	April 28, 2022	May 9, 2022	May 20, 2025
	August 16, 2022	August 24, 2022	September 4, 2025
	December 6, 2022	December 14, 2022	January 5, 2026
<b>Medical Billing and Coding AM</b>		January 12, 2022	September 14, 2022
		February 9, 2022	October 12, 2022
		March 9, 2022	November 9, 2022
		April 6, 2022	December 7, 2022
		May 4, 2022	January 4, 2023
		June 2, 2022	February 2, 2023
		June 30, 2022	March 2, 2023
		July 29, 2022	March 31, 2023
		August 26, 2022	April 28, 2023
		September 26, 2022	May 29, 2023
		October 24, 2022	June 26, 2023
		November 28, 2022	July 31, 2023

Program	PCC Start Date (UT Only)	Start Date (or UT Introduction)	Anticipated Graduation Date
<b>Medical Billing and Coding PM</b>		January 5, 2022	November 4, 2022
		February 9, 2022	December 15, 2022
		March 16, 2022	January 25, 2023
		April 20, 2022	March 1, 2023
		May 25, 2022	April 5, 2023
		June 30, 2022	April 25, 2023
		August 8, 2022	May 31, 2023
		September 13, 2022	July 6, 2023
		October 18, 2022	August 10, 2023
		November 28, 2022	September 15, 2023
<b>Vocational Nursing FT</b>		February 21, 2022	April 22, 2023

## Addendum to the Catalog

***Notice: Changes to requirements serving California Veterans and other eligible Title 38 beneficiaries.***

2019 / 2020

Dated August 7, 2019

Prescribed for Veterans the following revisions have been made to the Integrity College of Health Catalog.

### ***Effective August 1, 2019***

Beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

- A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 of this title and ending on the earlier of the following dates:
  - The date on which the Secretary provides payment for such course of education to such institution.
  - The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.
- Integrity College of Health will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of this Title.
- A covered individual is any individual who is entitled to educational assistance under Chapter 31 or 33 of this Title.
- The Secretary may waive such requirements of Paragraph (1) as the Secretary considers appropriate.
- It shall not be inconsistent with a policy described in Paragraph (1) for an educational institution to require a covered individual to take the following additional actions:
  - Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.
  - Submit a written request to use such entitlement.
  - Provide additional information necessary to the proper certification of enrollment by the educational institution.