INTEGRITY COLLEGE OF HEALTH
a Legacy Education Institution

Education with Integrity

2026/2027 School Catalog

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REVISED:
November 18, 2026

Catalog Information

Period of Time Catalog Covers

This Catalog is covered for the period of time starting July 1, 2026, and ending on June 30, 2027.

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**. 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.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

The Catalog is updated on a regular basis as changes occur. The most recent Catalog can be found at **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**, 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.

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, a Legacy Education Inc. institution, is to educate students in career specific disciplines in the areas of allied health and veterinary that match industry demands. Integrity College of Health is committed to offering a quality educational experience, and assistance in individualized placement so graduates can utilize their knowledge and skills to enter their chosen career fields.

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 governance and control of the institution are invested in the Legacy Education Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy-making body of the institution. The Board of Directors is comprised of the following members: LeeAnn Rohmann, Gerald Amato, Blaine Faulkner, Dr. Zwade Marshall, Janis Paulson, and Peggy Tiderman. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DeRose Family Trust, and Michael Garnick.

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

Department	Days/Times
Admissions	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Business Office	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Career Services	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Financial Aid	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Instructional Hours	Monday – Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Student Services	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Registrar	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.

The campuses will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans 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.

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 Vocational Nursing program is approved to operate by the Bureau for Vocational Nursing and Psychiatric Technicians (BVNPT). The RN-BSN program is programmatically accredited by NLN Commission for Nursing Education Accreditation (NLN CNEA).

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)
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
Telephone: 301-291-7550
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

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

NLN Commission for Nursing Education Accreditation (CNEA)
2600 Virginia Avenue, N.W.
Washington, DC 20037

The RN-BSN program delivered via distance education holds an initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA).

Approval Disclosure Statement

Integrity College of Health, Inc., 1460 North Lake Avenue, Suite 102, Pasadena, CA 91104 is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code §94800. The Bureau's licensure means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. 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

- Emergency Medical Technician
- Medical Assisting
- Medical Billing and Coding

- Diagnostic Medical Sonography
- Sterile Processing Technician
- Vocational Nursing
- Veterinary Assistant

DEGREE PROGRAMS

- RN-BSN (Bachelor of 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
- Private Student Loans

The Vocational Nursing program is approved and meet 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**, toll-free: 888-370-7589 or by fax: 916-263-1897.

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 notice. 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.

Facility Specifications – Main Campus

ICH is conveniently located at 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 they can be cleared, safely, and promptly used in case of emergency.

There are four 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 accommodation, whiteboards, 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 (Blackboard). 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 to 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, which 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, is 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 meet with 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.

All 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.

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.
- The College utilizes the Scholastic Level Exam (SLE) as an entrance examination for students. The minimum score is listed below for applicable programs:

Program	Minimum Score
Diagnostic Medical Sonography	18

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 score required 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.

Direct Notice Policy for Programs leading to Licensure or Certification

Integrity College of Health (ICH) determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. Students located outside of California are not accepted into Integrity College of Health.

Integrity College of Health provides direct notice via email regarding the determination of qualification for licensure for states outside of California.

Integrity College of Health maintains student information, including their physical location, within the Student Information System. Students must notify the institution if they plan to relocate out of state. The institution 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 notify the Registrar or Campus Director of a change to their physical location. Students are encouraged to speak with ICH staff before relocating to determine options for continuing training or withdrawing prior to moving outside of California. If a student moves out of California, or if the determination of qualification for licensure for a state on the list changes, Integrity College of Health provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by ICH.

Students Seeking Reasonable Accommodations

Integrity College of Health is committed to Equality of Opportunity and positively values the participation of students 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. Some programs have physical requirements. If you do not believe that you will be able to

participate without an auxiliary aid based on the physical requirements, please see the ADA coordinator to determine whether or not a reasonable accommodation can be provided.

Students requesting an accommodation 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 an accommodation to complete classroom, clinical rotations, or externship training. Students are encouraged to meet with the institution's ADA coordinator.

Distance Learning

As part of the admission process for programs delivered via distance education, students are required to take and pass the Wonderlic Digital Learning Risk Assessment test with three or less risks identified 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.
- USB Port or USB-C Adapter.

Please note that Google Chromebooks are not compatible with program requirements.

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 10	Windows 10 or higher

Operating System	Minimum	Recommended
Apple® MaxOSx	MacOSx 10.14 (2015 model or newer)	Latest version

WEB BROWSER

Web Browser	Minimum	Recommended
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Microsoft® Edge	38 or higher	Latest version
Mac OSX Browser	**Minimum**	**Recommended**
Apple®Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	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
- Veterinary Assistant

Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program. Additionally, all applicants must meet 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 (ECPP) ATB Program Requirements

Students enrolled into an ECPP 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 progress 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 ECPP 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.

Visa Services

The institution does not provide visa services, does not vouch for student status, and does not issue I-20 forms for F-1 or M-1 visas.

English Language Proficiency

Applicants must be able to read, write, speak, understand, and communicate in English at a 12th-grade English proficiency level. This requirement may be demonstrated by possession of a high school diploma or recognized equivalent from an institution where instruction was provided primarily in English, or by other institution-approved documentation or assessment demonstrating the required level of English proficiency.

Applicants who graduated from a foreign high school, college, or university where instruction was provided primarily in English may satisfy this requirement by providing acceptable documentation confirming English as the primary language of instruction.

All instruction is provided in English. The institution does not provide English as a Second Language (ESL) instruction.

Program Specific Information

Emergency Medical Technician

To be eligible for admission to the Emergency Medical Technician program, an applicant must meet the following requirements:

- High School Diploma/GED
- 18 years of age or older
- 250-word essay of how becoming an EMT will support the candidate professional development endeavors
- FEMA Incident Command Center Training (ICS 100 & 700)
- American Heart Association Cardiopulmonary Resuscitation (CPR) Training

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.

Sterile Processing Technician

Physical Exam/Vaccine Requirements

Students must provide proof of the following immunizations before clinical/externship:

1. **TDAP:** Adult dose within the last 10 years.
2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)

3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship for certain facilities
7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Drug Testing Requirements

A mandatory 10 panel drug screen check is done at the time of registration and is completed on all students prior to starting externship/practical training. Results MUST be negative.

Background Check Requirements

A mandatory background check is done at the time of registration and is completed on all students prior to starting externship/practical training. No felony allowed.

Physical Requirements

1. STRENGTH: Perform physical activities requiring the ability to push/pull objects over 50 pounds and transfer objects of over 100 pounds.
2. MANUAL DEXTERITY: Perform motor skills such as standing, walking, writing, handshaking; manipulative skills such as writing, typing; calibration of equipment; and handling instruments.
3. COORDINATION: Perform body coordination such as walking, filing, retrieving equipment, eye-hand coordination such as keyboard skills; tasks which require arm-hand steadiness such as taking blood pressure, calibration of tools and equipment, and handling equipment.
4. MOBILITY: Perform mobility skills such as walking, standing, and occasionally prolonged standing or sitting (up to twelve hours) in uncomfortable positions.
5. VISUAL ABILITY: See objects far away and to discriminate colors and to see objects closely as in reading faces, dials, monitors, and medication labels.
6. HEARING: Hear normal sounds with background noise and distinguish sounds.
7. CONCENTRATION: Concentrate on details with a moderate number of interruptions.
8. ATTENTION SPAN: Attend to task/functions for periods up to 60 minutes in length and exceeding 60 minutes in length.
9. CONCEPTUALIZATION: Understand and relate to specific ideas, concepts, and theories generated and simultaneously discussed.
10. MEMORY: Remember task/assignments given to self and others over both short and long periods of time.
11. CRITICAL THINKING: Possess critical thinking ability sufficient for clinical judgment. Apply theoretical concepts to clinical settings.
12. INTERPERSONAL: Use interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
13. COMMUNICATION: Communicate effectively for interaction with others in verbal, non-verbal and written form. Explain treatment procedures and initiate health teaching.
14. SUBSTANCE ABUSE: Evidence of no current alcohol or drug abuse, or felony convictions related to alcohol or drug abuse.

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.

Candidates for enrollment in the Vocational Nursing Program shall:

1. Present a valid ID and Social Security Number.

2. Be beyond the age of compulsory school attendance (17).

3. Present proof of High School Diploma/college diploma from a recognized educational institution: or General Equivalency Diploma or its equivalent. Individuals who have completed education at an institution in a country other than the United States must obtain and present a foreign transcript evaluation.

4. Take and pass the TEAS test with a minimum score of 55 (an official TEAS transcript dated within the last year will be accepted) Students must wait a minimum of 2 weeks between tests and are allowed a maximum of three tests per admission cycle.

5. Have an interview with the Director of Nursing or designee.

6. Allow college to conduct a personal background check and drug test

7. Submit a physical, proof of all required immunizations and TB testing prior to the start of class (no later than the last day of the first week of class)

8. Agree to provide or arrange for payment for the training offered.

9. Understand that fulfilling of all the above requirements does not guarantee acceptance to the Vocational Nursing Program at Legacy Education. All qualifying candidates are further subjected to a screening and selection process.

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 regulations.

Vocational Nursing Student Acceptance Process

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 meetings 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 accommodation where possible in compliance with ADA standards.

Physical Exam Requirement

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 10years is also required.
- The COVID-19 vaccination and booster vaccines are mandatory.
- The physician's release evidence of good health must be verified by the 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 into 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.

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 who are 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 the time of registration if requesting such credit. The Director of Education, the 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. Students may request a Transfer Credit for courses completed at another nationally or regionally accredited institution or college.

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.

Science and mathematics courses must have been completed within the last 5 years.

Students 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

Allied Health

No course grades 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 grades 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. 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.
- Completed Credit Granting Request Form (see Admissions for details).
- Sealed official transcripts. If official transcripts are not submitted at the time of the application, the applicant forfeits the opportunity to apply for credit granting.
- Official course descriptions (e.g., from syllabi or a school catalog).

Challenge Credit

All students are allowed to challenge a maximum of 25% of the required courses in a program (or 35% if applying to the Associate Degree of Nursing program) and receive full academic credit. Students may request Challenge Credit for a course in which they believe they have already achieved the required competencies through prior education, military training, work experience, professional certification, or other documented learning experiences. A Challenge Credit form must be completed and submitted 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 a non-refundable fee of $200.00 per course 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.

Re-Admission Requirements

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the Chief Executive Officer, Campus Director, the Director of Education, Registrar, Student Services and the applicable Department Director or Lead.

A student who withdrew or was dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a 'reenter' status.

Any student who withdrew or dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a 'reenroll' status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5-year period may be denied if major curriculum changes occurred).

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 6 months depending on the circumstance surrounding the withdrawal or dismissal 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 courses will apply.

Students submitting a re-enrollment letter to the Re-Admission Committee 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

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
- Sterile Processing Technician

- Veterinary Assistant
- Vocational Nursing

Degree Programs

- RN-BSN (Bachelor of 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.

Sterile Processing Technician Schedules

AM Track

Monday to Thursday 8:00 a.m. – 1:00 p.m.

PM Track

Monday to Thursday 5:00 p.m. – 10:00 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 sites that 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.
- Satisfactory Academic Progress is measured in increments of 450; 900; 1,215; 1,530 of the program's scheduled hours for the 1,530 clock hour Vocational Nursing program.
- 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% (2.0) 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, the 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, the 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 Policy.
- For being on probation, see Probation Policy.

Satisfactory Academic Progress Timeframe Table

Vocational Nursing Program

Term I Hours	Term II Hours	Term III Hours	Term IV Hours
450	900	1,215	1,530

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** **Sterile Processing Technician** **RN to BSN** **Veterinary Assistant**	67%	70% (2.0)
Vocational Nursing	80%	75% (2.0)

Program	Program Scheduled Length	Maximum Time Length to Complete Program 150% Rule
Diagnostic Medical Sonography	2,180 Hours	3,660 Hours
Medical Assisting	780 Hours	1,200 Hours
Medical Billing and Coding	940 Hours	1,380 Hours
RN to BSN	2,180 Hours	3,150 Hours
Sterile Processing Technician	830 Hours	1,245 Hours
Vocational Nursing	1,530 Hours	2,295 Hours
Veterinary Assistant	960 Hours	1,440 Hours

Repeat Policy

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 students' total tuition cost at the current cost per credit / hour charges.

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

Failing a course and subsequent repetition will impact on 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 need to be done.

Program Specific Policies

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.

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 qualitive 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 2.0 (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

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 students' 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 Only

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

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 on 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 only

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

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 for turning 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 from 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 only

Vocational Nursing students will be expected to make up all work necessary to meet program / course objectives. Students are responsible for missing 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:

- Students 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. Students 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 they receive a final course score of 60%-69% or “D”. Students who receive a final course score of <60% or “F” are not eligible for remediation. Students who are eligible for remediation may remediate up to 10 % of their grade, they will have up to fourteen calendar days . Remediation may be in the form of an assignment, project, research paper, or an exam equivalent to the final examination of the course. Successfully remediated courses can only earn a maximum grade of “C” or 70%.

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.

Vocational Nursing only

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.

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 fail an examination will be required to meet with the instructor to review the areas of weakness and to develop a remediation plan. The remediation plan will include tutoring with the instructor and specific assignments to be completed related to the areas of weakness.

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 24/7 via the LMS support that is in LMS. Additionally, technical support is provided for students and staff during institutional operating hours from 8:00 a.m. to 10:00 p.m. by emailing **help@legacyed.com**.

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

Graduation Requirements

In order to receive a Diploma or 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.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

Program Specific Graduation Requirements

Emergency Medical Technician

- To complete the program, students must maintain the following:
- A cumulative average of a minimum of eighty percent (80%) on all examinations.
- Receive a “Pass” on all skills assignments and skills testing. (Pass/Fail)
- Pass the final exam with at least an 80% score.
- Receive a “Pass” in externship with at least 10 patient contacts and 24 contact hours.
- Must meet 100% of course attendance.

Sterile Processing Technician

Students must complete the didactic and lab portion with a grade of 70% or higher and students must complete 100% of their externship hours.

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 3.95 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.

Professional Judgment Policy

Professional Judgment refers to the authority granted to financial aid professionals to adjust a student's financial aid eligibility based on unusual or exceptional circumstances. These circumstances may include, but are not limited to:

- A significant decrease in income
- Changes in family size or marital status
- Loss of employment or assets
- Unusual medical or personal expenses
- Change in dependency status

This list is not exhaustive. If you have a unique situation not listed above, you may still be eligible for a review under the professional judgment process.

Initial Financial Aid Eligibility

Your initial financial aid eligibility is determined based on the information submitted on your Free Application for Federal Student Aid (FAFSA). Within 2–3 business days of FAFSA processing, the school receives an Institutional Student Information Record (ISIR), which includes your Student Aid Index (SAI). This information is used to calculate your financial aid package.

Why Professional Judgment May Be Necessary

At Legacy Education, we understand that FAFSA data may not always reflect your current financial situation. When appropriate, our Office of Financial Aid may use professional judgment to update your FAFSA data, recalculate your SAI, and adjust your financial aid package accordingly.

Requesting a Professional Judgment Review

To initiate a professional judgment review:

1. Contact your campus Financial Aid Department.

2. Your assigned Financial Aid Advisor will guide you through the process, including a list of required documentation.
3. Supporting documentation is mandatory and must be submitted by:
    - o You and your spouse, or
    - o You and your parents (if you are a dependent student)

Documentation must clearly support the nature and timing of the change in circumstances.

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**.

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 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: 1-800-433-3243
Fax: 606-396-4821
Mail:
FSA Ombudsman Group
P.O. Box 1854
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: https://studentaid.gov/entrance-counseling/
- Exit Counseling Session: https://studentaid.gov/exit-counseling/

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 https://studentaid.gov/h/apply-for-aid/fafsa. 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**. It is important to keep the Business Office, the Registrar and the Financial Aid Office updated 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 the 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. The 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, associate's 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.
- NotowerepaymentofaFederalGrantorbeindefaultofaFederalDirectStudentLoanortoIntegrity 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/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 aidawards.
- 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 (VAWA).
- 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 are responsible for paying the remaining balance. Payment may be made through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party services, or other outside sponsoring agencies. Any remaining balance not covered by these funding sources must be paid by cash, check, debit card, money order, or credit card at the time of enrollment, or the student must execute a promissory note unless alternative payment arrangements have been made 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 the Business Office.

Unless otherwise informed, payments are due on the 1st day of each month and may be made by cash, check, debit card, money order, or credit card payable to Integrity College of Health. Students whose tuition is being paid in whole or in part through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party servicers, or other outside sponsoring agencies remain responsible for ensuring all required documentation is submitted and that payment arrangements are completed in accordance with the sponsoring agency's requirements and Legacy Education policies.

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 the Business Office.

The College may withdraw a student’s enrollment if the student fails to meet financial obligations by the scheduled due dates and does not make satisfactory arrangements with the institution. If no payment arrangement has been made within 90 days of the original payment due date, the student may be withdrawn from the program. Students withdrawn for non-payment cannot re-enroll or restart until all outstanding balances are paid in full or a written payment arrangement has been reviewed and approved by the Business Office. Any approved payment arrangement must be signed by the student and the institution prior to re-enrollment, must specify the total balance owed, the payment schedule, and the consequences of default.

Refund Policies

Cancellation of Enrollment Agreement

A 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. 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.

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 in writing to the Director of Education via email, mail, or in person. If a student withdraws from the educational program after the cancellation period, having completed 60% or less of the period of attendance, the institution shall provide a pro rata refund of the institutional charges, less a non-refundable registration fee of $100.00.

Upon withdrawal, the pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- Step 1: Calculate the daily/hourly tuition charge for the program by taking the total institutional charges (minus any disclosed non-refundable fees) and dividing it by the total number of days or hours in the program.
- Step 2: Determine the total amount owed to the school by multiplying the daily/hourly charge (calculated in Step 1) by the number of days or hours the student attended, or was scheduled to attend, prior to withdrawal.
- Step 3: Determine the total amount of tuition actually paid by the student of on the student's behalf.
- Step 4: Subtract the amount owed to the school (Step 2) from the total amount paid by the student (Step 3). If Step 3 is greater than Step 2, the difference is the exact refund amount owed to the student. Any hours or days prior to the student's last day of attendance for which the student was scheduled but absent are included in the days/hours attended for this calculation.

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

This institutional pro rata refund is separate from, and not limited by, the federal Return of Title IV Funds (R2T4) calculation described later in this policy. A student who has completed more than 60% of the payment period may still be owed a refund of institutional charges even where no further Title IV is unearned.

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.

Payment of the Refunds

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

If the institution collects an amount that exceeds the total charges listed in this catalog and the student's executed enrollment agreement, the excess shall be refunded within 45 calendar days of the student's completion of the educational program.

Within five business days of receiving any payment from, or on behalf of, a student, the institution will provide the student a receipt or updated student ledger, in hard copy or electronic format, showing the date, amount, description, and payor of the payment. A copy is retained in the student's file.

In addition to the federal Return of Title IV Funds (R2T4) requirements described below, the institution calculates a State pro rata refund for of institutional charges for every student who has completed any portion of the 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. 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:

= Calendar days completed up to the last day of attendance
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.

Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refund(s) made if applicable, specifying the amount of the refund, the method used to calculate it, the date the refund was made, and the name and address of the person or entity to which it was sent. An exit counseling packet, as referred to in the policy for exit counseling, will also be sent to the student.

If a refund is made to a third party on behalf of the student, the institution will provide the student, within 45 calendar days of cancellation or withdrawal, a written notice itemizing the amount refunded to each third party, the third party's name, and the date of each refund.

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 more than 60% of the payment period, 100% of Title IV funds are considered earned.

The percentage of Title IV aid earned is determined by the number of calendar days completed in the payment period, up to the last date of attendance, divided by the total number of calendar days in the payment period:

Percentage earned is equal to:

= Calendar days completed up to the last day of attendance
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.

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

Unearned Title IV funds are returned to the federal programs in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Other Title IV Assistance

Withdrawal 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.

The institution may also withdraw a student for conduct reasons. Withdrawal for conduct is effectuated by the institution's written notice to the student. The conduct that may result in withdrawal, and the maximum number of consecutive class days of absence before a student is deemed withdrawn, are set out in the institution's attendance and conduct policies. Except where an earlier act of misconduct governs, the effective withdrawal date is the student's last date of attendance.

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.

Student Tuition Recovery Fund (STRF)

For refund purposes: If a student receives a pro rata withdrawal refund, the STRF assessment is non-refundable.

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.

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.

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. Students may consider www.homearea.com or www.rentdata.org which provide estimated rent costs and home values by city or area.

  Living in Pasadena, California, generally comes with a higher cost of living compared to the national average. The median home value is higher than many U.S. cities, averaging around $900K, while renting a one-bedroom apartment typically costs between $2,200 and $2,700 per month depending on location and amenities. Utilities and grocery costs are around or slightly above the national average, and California's statewide sales tax applies in Pasadena, contributing to slightly higher taxes overall.

- **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.

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.

Program Specific Attendance Policies

Emergency Medical Technician

The Program Director or Instructor must be contacted if you will be late or absent. Unexcused absences are when the student does not advise the college or Instructor regarding being late or absent. An unexcused absence will result in a written warning. A second unexcused absence will result in termination from the program. A student may be absent for only two (2) course sessions, with the requirement that it has been communicated with the instructor with acknowledgment or approval regarding the absence. A third absence is an automatic drop. The makeup session must be scheduled with the program director or instructor so that the student can complete the missed work. Quizzes and exams must be taken upon return to class. There is a 10% test grade deduction per day.

If arrival is late but within 15 minutes, this is recorded as a "tardy." If you are more than fifteen (15) minutes late for a lecture and/or skills, returning late from breaks or leaving early from the session, it will be considered an absence and must be made up. Chronic or excessive tardiness / early departures may lead to disciplinary action, including expulsion from the course. Four tardies will be considered one absence. Students who fail to withdraw officially and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

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 or PART of DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL/SKILLS LAB. Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to contact the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions. The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make-up form for all theory make-up and clinical make-up. Make up assignments for theory are due to the DON within 10 days, failure to complete the make-up assignment within 10 days will result in dismissal from the VN program. Skills lab is made up in the skills lab and make-up time must be scheduled with the instructor, failure to make up skills lab will result in clinical failure and dismissal from the program. Clinical make up is scheduled in the clinical site at the end of the term, failure to complete clinical make up will result clinical failure and dismissal from the program.

Students may miss a maximum of 16 hours of theory and 16 hours of clinical/Skills Lab (skills lab hours are considered clinical hours) during a term.

Students will be given attendance warnings as below:

Theory:

8 hours missed first warning

16 hours missed second warning

Any time over16 hours missed- termination from the VN program

Clinical/Skills Lab:

8 hours missed first warning

16 hours missed second warning

Any time over 16 hours missed- termination from the VN program

Make up assignment procedure:

Theory:

1. The instructor will provide the student with a make-up assignment that is specific to meeting the objectives that were missed and of appropriate length regarding the time that was missed.
2. The assignment will be due no more than 10 days from the date of the absence.
3. Assignments may include a written synopsis of the objectives missed, completion of lessons related to the topics missed in the students' electronic resources and/or a quiz based on the topics missed.

4. The faculty will review the assignment for completeness and grade the assignment. The student must complete 100% of the assignment and obtain a grade of a minimum of 90% on the assignment for the assignment to be considered complete.
5. If the student does not complete the assignment or does not achieve 80% or better on the assignment, the student will be referred to the DON.
6. If the student did not meet the expectations regarding the make-up assignment the Director of Nursing will give the student an additional assignment in the form of additional lessons to be completed in the students' electronic resources, a quiz, completion of the previous assignment or handwritten correction of the previous assignment.
7. If the student does not complete 100% of the assignment or achieve a minimum of 80% on the assignment after meeting with the Director of Nursing, the student will be placed on a remediation plan.
8. The graded assignment will be returned to the student, a copy will be submitted to the Director of Nursing.

Skills Lab

1. If the student is absent from the skills lab, the student will be required to make up the time and missed skills in the skills lab with the instructor.
2. The student will schedule make up time with the instructor, skills lab must be made up within 10 days of the absence.
3. The student will complete the skills that were missed in the skills lab through demonstration by the instructor and return demonstration by the student. The student will practice the skills that were missed for the same amount of time that was missed.

Clinical

1. If a student is absent from the clinical site, the student will be required to make up clinical in the clinical setting at the end of the term. There is a week scheduled between terms to allow for make-up in the clinical setting on the regularly scheduled clinical days.
2. The student will be required to make up the objectives missed, and the time missed in the clinical setting.
3. Clinical make up days will be scheduled for no less than 4 hours. Any time missed less than 4 hours will require 4 hours of make up in the clinical site. Any time missed more than 4 hours will require 8 hours of make up in the clinical site.

In all cases:

1. The instructor will complete the make-up form listing the objectives to be made up, the number of hours to be made up and the assignment.
2. The instructor will submit the completed make-up form including the time made up and a copy of any written assignments to the Director of Nursing.
3. The instructor will submit the completed make up form including the time made up to the registrar.

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 makeups.

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 x 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	Repeat	N/A
W	None	Withdrawal	N/A
TC	None	Transfer credit	N/A
CC	None	Challenge credit	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, Clinicals, and Career Development courses. Pass/fail is 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.

Grade	Rating	Description
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.

Program Specific Grading Policies

Emergency Medical Technician

The Program Director or Instructor must be contacted if you will be late or absent. Unexcused absences are when the student does not advise the college or Instructor regarding being late or absent. An unexcused absence will result in a written warning. A second unexcused absence will result in termination from the program. A student may be absent for only two (2) course sessions, with the requirement that it has been communicated with the instructor with acknowledgment or approval regarding the absence. A third absence is an automatic drop. The makeup session must be scheduled with the program director or instructor so that the student can complete the missed work. Quizzes and exams must be taken upon return to class. There is a 10% test grade deduction per day.

If arrival is late but within 15 minutes, this is recorded as a "tardy." If you are more than fifteen (15) minutes late for a lecture and/or skills, returning late from breaks or leaving early from the session, it will be considered an absence and must be made up. Chronic or excessive tardiness / early departures may lead to disciplinary action, including expulsion from the course. Four tardies will be considered one absence. Students who fail to withdraw officially and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

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 10categories. 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. 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"
- **Term3:** 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
Theory: 100% of Total Grade	Quizzes and assignments
	Class presentation
	Comprehensive final exam
	Comprehensive math exam
Clinical: Pass or Fail	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	Repeat	N/A
W	None	Withdrawal	N/A
TC	None	Transfer credit	N/A
CC	None	Challenge credit	N/A
I	None	Incomplete	N/A

Registrar / Records

Grade	Rating	Description
P, F	Pass or fail	These grades are given for Clinical 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.

RN-BSN Grading Scale

Grade	Percentage	Rating
A	90 to 100	Excellent
B	80 to 89	Satisfactory
F	0 to 79	Fail

Registrar / Records

Grade	Description
Pass	Pass - These grades are given for Clinical and Practicum courses are not counted in the CGPA.
Fail	Fail - These grades are given for Clinical and Practicum courses 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 credits attempted for this course will be counted toward the maximum time frame 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 converted to an *F" grade if the requirements are not met within 10 calendar 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 time frame.

Requirements for Successful Completion of RN-BSN Program

A Bachelor of Science degree 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.

Evaluation of Student Work Delivered via Distance Education

Students can generally expect assignments, lessons, projects, and other submitted work requiring instructor evaluation to be reviewed and returned with an evaluation or response within approximately 48 hours of the institution’s receipt of the work.

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. The 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 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 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.

Well-Being Officer

This person is responsible to advocate and nurture the holistic care of the people of Legacy Education. Focusing on the physical, emotional, mental, and spiritual needs to support all leaders, employees, and the student body in their health and well-being. Through the building and leading of holistic opportunities and programs to foster growth and a sense of well-being. Students can schedule a meeting directly by reaching out to her email ascola@legacyed.com or work with their Student Services Coordinator / Director to make a connection.

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 Registrar on campus to 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 pan, 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 Career Services 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 Director of Education 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 classrooms 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 earnings 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 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 Polices.
- 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 preceding 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. LOA's 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 LOA's during their entire program. During the term of an 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 an 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.

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 who are terminated from their program will not be allowed reenrollment into their program of termination.

Students may be terminated for any of the following reasons:

- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel / clients.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Any violation of BVNPT policy (Vocational Nursing Students).
- Falsification of school records. Falsification is defined as the action of changing something, such as a document, in order to deceive someone or something. (Example: Documenting false externship hours.)
- 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.

Suspension – A period of time in which a student is temporarily withheld from attending class.

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 Dismissals

Students may be dismissed for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to adhere to the terms of probationary notices.
- Failure to achieve minimum passing scores per Grading Policies.
- 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.
- Failure to adhere to the terms of warning notice(s).
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to make up missed clinical days in current term (Vocational Nursing Students).

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.

If the problem is still not resolved to the students' satisfaction, a formal meeting will be scheduled. The meeting will offer the student a chance to voice the complaint or problem to corporate leadership and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general student population. Upon conclusion of the meeting a formal written response will be given to the student within 14 days that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

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 agency in accordance with its policies and procedures.

Please direct inquiries to:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
Telephone: 301-291-7550
www.abhes.org

A copy of the Accrediting Bureau of Health Education Schools' Complaint Form is available at **https://complaintsabhes.com**.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site (**www.bppe.ca.gov**). Any questions a student may have that have not been satisfactory answered by the institution may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: 888-370-7589 or fax: (916) 263-1897 or Web: **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

If a RN-BSN student, you may file a complaint with the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) by completing the NLN CNEA Complaint Form available at **here**.

Diagnostic Medical Sonography

Program Length	2,180 Clock Hours 85.5 Semester Credits 84 Weeks Morning or Afternoon / 99 Weeks Evening
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:15
Delivery Method	Residential; Blended
Credential Awarded Upon Completion	Diploma
CIP Code / SOC Code	51.0910 / 29-2032
Employment Titles	Cardiac Sonographer; Diagnostic Medical Sonographer; Medical Sonographer; Staff Sonographer; Ultrasonographer; Ultrasound Technician; Ultrasound Technologist

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.

Required Courses

Course Number / Title	Total Clock Hours	Lecture Hours	Lab Hours	Externship Hours	Total Credit Hours
DMS100A Medical Terminology, Basic Anatomy and Physiology	160	160	0	0	10.5
DMS100B Medical Laws, Ethics, Basic Math	80	80	0	0	5
DMS101 Introduction to Ultrasound Physics	240	120	120	0	12
DMS102 Abdomen and Small Parts	240	120	120	0	12
DMS103 Obstetrics and Gynecology	240	120	120	0	12
DMS104 Peripheral Vascular Sonography	240	120	120	0	12
DMS106 Career Development	20	20	0	0	1
DMS107 Clinical Externship	960	0	0	960	21
TOTAL	**2,180**	**740**	**480**	**960**	**85.5**

Course Descriptions

Course Number / Title	Course Length	Description
DMS100A **Medical Terminology, Basic Anatomy and Physiology**	Lecture Clock Hours: 160 Total Clock Hours: 160 Semester Credits: 10.5	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. Prerequisites: None

Course Number / Title	Course Length	Description
DMS 100B **Medical Laws, Ethics, and Basic Math**	Lecture Clock Hours: 80 Total Clock Hours: 8 Semester Credits: 5	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. Prerequisites: None
DMS101 **Introduction to Ultrasound Physics**	Lecture Clock Hours: 120 Laboratory Clock Hours: 120 Total Clock Hours: 240 Semester Credits: 12	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. Prerequisites: DMS 100A, DMS 100B

Course Number / Title	Course Length	Description
DMS102 **Abdomen, Small Parts**	Lecture Clock Hours: 120 Laboratory Clock Hours: 120 Total Clock Hours: 240 Semester Credits: 12	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. Prerequisites: DMS 100A, DMS 100B
DMS103 **Obstetrics / Gynecology**	Lecture Clock Hours: 120 Laboratory Clock Hours: 120 Total Clock Hours: 240 Semester Credits: 12	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. Prerequisites: DMS 100A, DMS 100B

Course Number / Title	Course Length	Description
DMS104 **Peripheral Vascular Sonography**	Lecture Clock Hours: 120 Laboratory Clock Hours: 120 Total Clock Hours: 240 Semester Credits: 12	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. Prerequisites: DMS 100A, DMS 100B
DMS106 **Career Development**	Lecture Clock Hours: 20 Total Clock Hours: 20 Semester Credits: 1	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. Prerequisites: DMS 100A, DMS 100B, DMS 101, DMS 102, DMS 103, DMS 104
DMS107 **Ultrasound Externship**	Externship Clock Hours: 960 Total Clock Hours: 960 Semester Credits: 21	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. Prerequisites: DMS 100A, DMS 100B, DMS 101, DMS 102, DMS 103, DMS 104, DMS 106

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

Emergency Medical Technician

Program Length	222 Clock Hours (198 classroom / 24 clinical externship) 12 Weeks
Program Schedule	Saturday and Sunday from 8:00 am – 5:30 pm
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:10
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	29-2042 / 51.0904
Employment Titles	Emergency Medical Technicians (EMTs) in ambulance companies, hospitals, fire departments, and urgent care centers.

Program Description

The Emergency Medical Technician (EMT) training program is designed to prepare entry-level career in the healthcare industry. EMTs are responsible for helping manage emergency situations by assessing the scene and prioritizing the needs for help. Physical and psychiatric injuries and distress. Rendering immediate care as needed, alerting, reporting, stabilizing, and transporting to other healthcare providers to provide care and assistance to those in need.

The Emergency Medical Technician certification program will give students the tools to enter the Emergency Medical System (EMS) and healthcare field. Roles include EMTs as 911 emergency responders, Firefighters, emergency room EMTs, and EMTs for medical and critical care transports for ambulance companies, clinics, movie sets, and events. Graduate EMTs will apply fundamental knowledge of basic anatomy, physiology, and pathophysiology to provide basic emergency care and transportation based on assessment findings for patients who suffer from medical emergencies, trauma, acutely ill, and those with special needs. Graduates will also demonstrate an understanding of operational roles and responsibilities to ensure safe patient, public, and personnel safety and pass the National Registry of Emergency Medical Technicians (NREMT) Certification Exam on the first attempt.

Program Objectives

At the end of the program, the student will be able to perform the following in the care of patients safely:

- Evaluate the ill and injured, including the level of consciousness, pupil reactions
- Render rescue and emergency medical care to patients
- Demonstrate basic life support skills effectively
- Obtain vital signs, including temperature, pulse, respiration, blood pressure, and pulse oximetry.
- Demonstrate the use of airway and oxygen delivery devices for supplemental oxygen
- Apply fundamental knowledge of medications the EMT may assist or administer to a patient during an emergency
- Apply fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory or cardiac failure, and post-resuscitation management.
- Demonstrate safe use of various types of stretchers with equivalent human weight to lift
- Demonstrate assessment documentation and occurrence notes on Electronic Medical Record (EMR)
- Demonstrate entry-level competency associated with the position of Emergency Medical Technician

Required Courses

Emergency Medical Technician

Course Number / Name	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours
EMT 100 Emergency Medical Technician	117	81	24	222
TOTALS	**117**	**81**	**24**	**222**

Emergency Medical Technician – Course Descriptions

Course Number / Name	Course Length	Description
EMT 100 **Emergency Medical Technician**	Lecture Hours: 117 Lab Hours: 81 Externship Hours: 24 Total Clock Hours: 222	The Emergency Medical Technician course is designed to give students the fundamental knowledge and skills necessary to work as an entry-level Emergency Medical Technician (EMT). Important skills for the entry-level EMT are the ability to provide basic emergency care and transportation for patients who access the emergency medical system. The course is comprised of 15 foundational modules that cover important foundational principles, including the Emergency Medical Services (EMS) system; safety, medical, legal, and ethical issues; anatomy, physiology, and pathophysiology; medical terminology; pharmacology; airway management; assessment; commonly seen medical disorders; shock and resuscitation; trauma; EMS Operations; clinical behavior and judgment. Prerequisites: N/A

Physical Exam/Vaccine Requirements

Students must provide proof of the following before clinical:

Medical Clearance, which includes a physical exam and proof of the following immunizations:

- COVID-19
- Varicella
- Tetanus/Diphtheria/Pertussis (Tdap)
- Measles/Mumps/Rubella (MMR)
- Hepatitis B vaccine or signed refusal form.
- Tuberculosis – A negative TB skin test within three months of the program's start.
- A drug test may be required prior to externship if the site requires prior to clinical shift.

It is recommended for EMTs who are planning to work for an ambulance company upon graduation to obtain the Department of Transportation (DOT) Medical Clearance with Concentra (multiple locations in California). Or provide the Medical Examination Report Form MCSA-5875 to your medical provider.

Background Check Requirements

The following convictions permanently exclude the applicant from certification:

- Has been convicted of any sexually related offense specified under Section 290 of the Penal Code.
- Has been convicted of murder, attempted murder, or murder for hire.
- Has been convicted of two (2) or more felonies.
- Is on parole or probation for any felony.
- Has been convicted and released from incarceration for offenses during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter.
- Has been convicted and released from incarceration during the preceding ten (10) years for any offense punishable as a felony.
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to the use, sales, possession, or transportation of narcotics or addictive or dangerous drugs.
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to force, threat, violence, or intimidation.
- Has been convicted within the preceding five (5) years of any theft-related misdemeanor.

Which criminal offenses **MAY** exclude an applicant from being eligible for EMT Certification?

- Has committed any act involving fraud, intentional dishonesty for personal gain within the preceding seven (7) years.
- Is required to register pursuant to Section 11590 (Controlled Substance Offender) of the Health and Safety Code.

Uniform and Supplies Information

On campus and during clinical shifts, students are required to wear the EMT uniform. The uniform (included in the cost of the program) consists of:

- Short sleeve uniform shirt – blue
- Tactical uniform pants – black
- 1 Identification Badge

Equipment required for the course of student (included in the cost of the program) consists of:

- Stethoscope
- Blood Pressure Cuff
- Penlight
- Trauma Scissors

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
1 Pair Black, Closed-Toe Uniform Shoe (no sneakers, skid resistant)	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Medical Assisting

Program Length	780 Clock Hours 35.5 Semester Credits 34 Weeks Morning/Afternoon 42 Week Evening
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:20
Delivery Method	Residential; Blended
Credential Awarded Upon Completion	Diploma
CIP Code / SOC Code	51.0899 / 31-9092
Employment Titles	Medical Assistant; Doctor's Assistant, Health Assistant, Medical Records and Health Information Technicians; Medical Secretaries; Receptionists and Information Clerks

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 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 160-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 EKG's, blood and urine specimens, remove sutures, change dressings and sterilize medical instruments.

Required Courses

Course Number / Title	Total Clock Hours	Lecture Hours	Lab Hours	Externship Hours	Total Credit Hours
AH100 Allied Health Preparatory	80	48	32	0	4
AA101 Administrative Assisting I	80	48	32	0	4
AA102 Administrative Assisting II	80	48	32	0	4
CA101 Clinical Assisting I	80	48	32	0	4
CA102 Clinical Assisting II	80	48	32	0	4
CA103 Clinical Assisting III	80	48	32	0	4
CA104 Clinical Assisting IV	80	48	32	0	4
CD100 Career Development	30	30	0	0	2
CD200 Advanced Career Development	30	30	0	0	2
MA200 Medical Assisting Externship	160	0	0	160	3.5
TOTALS	**780**	**396**	**224**	**160**	**35.50**

Course Descriptions

Course Number / Title	Course Length	Description
AH 100 **Allied Health Preparatory**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	This course will provide medical assistant program orientation and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a master student, introduction to medical assisting, an overview of the healthcare industry and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the textbooks and syllabi. Prerequisites: CD100

Course Number / Title	Course Length	Description
AA 101 **Administrative Assisting I**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	In this course, the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics and law with the goal providing an understanding of the legal and ethical responsibilities of the medical assistant, basic daily medical front office procedures. The student will also be introduced to the computers' basic parts and functions. The student will begin typing practice. The student will be introduced to the Insurance Handbook for the Medical Office and Virtual Medical Office billing program. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100

Course Number / Title	Course Length	Description
AA 102 **Administrative Assisting II**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third-party reimbursement, banking services and procedures, medical practice management, medical practice marketing and customer service, health information management and management of practice finances. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures and medical office management. The student will also have typing practice and perform basic procedures on the Virtual Office billing program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100
CA 101 **Clinical Assisting I**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100

Course Number / Title	Course Length	Description
CA 102 **Clinical Assisting II**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	In this course, the main topics are principles of pharmacology, pharmacology math, administering medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills for medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100
CA 103 **Clinical Assisting III**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting in ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100

Course Number / Title	Course Length	Description
CA 104 **Clinical Assisting IV**	Lecture Clock Hours: 48 Laboratory Clock Hours: 32 Total Clock Hours: 80 Semester Credits: 4	Topics include medical assisting in the areas of orthopedics, neurology and mental health, endocrinology, pulmonary, geriatrics, imaging, and microbiology. The goal of this course is to provide the student with theory and the opportunity to develop clinical skills for assisting these specialties. Note that currently in the State of California only those individuals with appropriate State licensure or certification may produce radiographs. This course does not prepare the student for this licensure. Therefore, the course does not involve exposing radiographs. The intention of the imaging segment of this course is to provide only theory for the purpose of preparing the medical assistant for working in an imaging department or specialty office or group in the capacity of a medical assistant. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Prerequisites: CD100, AH100
CD 100 **Career Development**	Lecture Clock Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This course will build an understanding of what it takes to be a successful online student and understanding how to communicate effectively. This course will be a combination of Synchronous (in-class, direct instruction) and Asynchronous (independent) assignments. This course will teach and apply techniques for individuals to develop an understanding of time management techniques, learning style & strategies, and creating goals. Students will learn how to apply DiSC® insights towards customer service, leadership, and conflict resolutions. Prerequisites: None

Course Number / Title	Course Length	Description
CD 200 **Advanced Career Development**	Lecture Clock Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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. Prerequisites: AH100, AA101, AA102, CA101, CA102, CA103, CA104, CD100
MA 200 **Medical Assisting Externship**	Externship Clock Hours: 160 Total Clock Hours: 160 Semester Credits: 3.5	The student will work in an office setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Prerequisites: AH100, AA101, AA102, CA101, CA102, CA103, CA104, CD100, CD200

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
1 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

Medical Billing and Coding

Program Length	940 Clock Hours 42 Semester Credits 35 Weeks Morning and Afternoon / 43 Weeks Evening
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:20
Delivery Method	Residential; Full Distance Education
Credential Awarded Upon Completion	Certificate
CIP Code / SOC Code	51.0713 / 43-6013
Employment Titles	Medical Biller, Insurance Verification, Medical Coder, Billing and Coding Specialist, Insurance Billing Clerk, Health Information Clerk, Patient Account Representative, Claims Processor, Reimbursement Specialist, Medical Records Clerk, Charge Entry Specialist, Statement Clerk, Billing Coordinator, Claims Technician, Claims Processor, Front Desk Receptionist, Medical Secretary, Scribe, Clinic Office Assistant

Program Description

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 Certificate in Medical Billing and Coding.

Consortium Agreement Disclosure

The Medical Billing and Coding program (MBC) is offered by Integrity College of Health (Home Institution) in consortium with High Desert Medical College – Lancaster, California (Host Institution), an accredited institution under common ownership. This consortium agreement allows students to complete selected courses through the Host Institution while remaining enrolled at the Home Institution which awards the credential upon completion of the program.

The following courses may be delivered by the Host Institution via full-distance education delivery: AH100, MBC101, MBC102, MBC103, MBC104, MBC105, MBC106. Completion of courses through this consortium agreement does not affect student eligibility for employment or certification in the field of medical billing and coding. Taking courses through the Host Institution does not incur additional costs to the student. Students remain under the academic, financial, and administrative oversight of Integrity College of Health, which retains full responsibility for the program's compliance with accrediting and regulatory standards.

Articulation or Transfer Agreement

Integrity College of Health has not entered into an articulation or transfer agreement with any other college or university.

Prerequisites for this Program

- High School Diploma / GED

Required Courses

Course Number / Title	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours	Total Credit Hours
AH100 Allied Health Preparatory	48	32	0	80	4
MBC101 Medical Office Procedures	60	40	0	100	5
MBC102 Electronic Health Records	60	40	0	100	5
MBC103 Medical Law and Ethics	60	40	0	100	5
MBC104 Medical Billing and Coding I	60	40	0	100	5
MBC105 Medical Billing and Coding II	60	40	0	100	5
MBC106 Medical Billing and Coding III	60	40	0	100	5
CD100 Career Development	30	0	0	30	2
CD200 Advanced Career Development	30	0	0	30	2
MBC200 Medical Billing and Coding Externship	0	0	200	200	4
TOTALS	**468**	**272**	**200**	**940**	**42.0**

Course Descriptions

Course Number / Title	Course Length	Description
AH 100 **Allied Health Preparatory**	Lecture Hours: 48 Laboratory Hours: 32 Total Clock Hours: 80 Semester Credits: 4	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: CD100
MBC 101 **Medical Office Procedures**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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

Course Number / Title	Course Length	Description
		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: AH100, CD100
MBC 102 **Electronic Health Records**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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: AH100, CD100
MBC 103 **Medical Law and Ethics**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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: AH100, CD100
MBC 104 **Medical Billing and Coding I**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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: AH100, CD100
MBC 105 **Medical Billing and Coding II**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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.

Course Number / Title	Course Length	Description
		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: AH100, CD100
MBC 106 **Medical Billing and Coding III**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	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: AH100, CD100
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This course will build an understanding of what it takes to be a successful online student and understanding how to communicate effectively. This course will be a combination of Synchronous (in-class, direct instruction) and Asynchronous (independent) assignments. This course will teach and apply techniques for individuals to develop an understanding of time management techniques, learning style & strategies, and creating goals. Students will learn how to apply DiSC® insights towards customer service, leadership, and conflict resolutions. Prerequisite: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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
MBC 200 **Medical Billing and Coding Externship**	Externship Hours: 200 Total Clock Hours: 200 Semester Credits: 4	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

Course Number / Title	Course Length	Description
		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. Prerequisite: AH100, CD100, CD200, MBC 101, MBC102, MBC103, MBC104, MBC105, MBC106

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 is 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
1 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

RN–BSN (Bachelor of Science)

Program Length	1,035 Clock Hours 120 Semester Credits 46 Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:15
Delivery Method	Blended; Full Distance Education
Credential Awarded Upon Completion	Bachelor of Science in Nursing degree
CIP Code / SOC Code	51.3801 / 29-1141
Employment Titles	Registered Nurse, Critical Care Nurse, Oncology Nurse, Nurse Manager, Director of Nursing, Nurse Informaticist, Nurse Educator, Legal Nurse Consultant, Public Health Nurse

Program Description

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.

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
TOTAL GENERAL EDUCATION UNITS	**27**

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
TOTAL TRANSFERABLE NURSING UNITS	**33**

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 / Title	Lecture Clock Hours	Laboratory Clock Hours	Clinical Clock Hours	Total Clock Hours	Total Semester Credit Hours
BSN 300 Transitions in Professional Nursing	45	0	0	45	3
BSN 310 Transcultural Nursing	45	0	0	45	3
BSN 320 Collaborative Healthcare	45	0	0	45	3
BSN 330 Pathophysiology	60	0	0	60	4

BSN 340 Health Assessment	60	0	0	60	4
BSN 341L Health Assessment Lab	0	30	0	30	1
BSN 350 Health Informatics	45	0	0	45	3
BSN 360 Quality, Safety and Risk Management	45	0	0	45	3
BSN 370 Health Promotion and Teaching	60	0	0	60	4
BSN 380 Nursing Issue & Trends	45	0	0	45	3
BSN 400 Community and Public Health Nursing	60	0	0	60	4
BSN 401 Community and Public Health Nursing Practicum	0	0	90	90	2
BUS 410 Policy and Finance	45	0	0	45	3
PSY 420 Adult Development and Aging	45	0	0	45	3
STA 425 Statistics for Evidence-Based Research	60	0	0	60	4
BSN 430 Evidence-Based Practice in Nursing Research	60	0	0	60	4
BSN 440 Leadership & Management Principles in Nursing	45	0	0	45	3
BSN 441 Leadership &Management Clinical Practicum	0	0	90	90	2
BSN 450 RN-BSN Capstone	60	0	0	60	**4**
Transfer Credits	0	0	0	0	60
TOTALS	**825**	**30**	**180**	**1,035**	**120**

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 in Professional Nursing	11/25/2024 to 12/20/2024	Semester 1
4	BSN 310 Transcultural Nursing	1/6/2025 to 2/8/2025	Semester 1
4	BSN 320 Collaborative Healthcare	1/6/2025 to 2/8/2025	Semester 1
4	BSN 330 Pathophysiology	1/6/2025 to 2/8/2025	Semester 1
4	BSN 340 Health Assessment	2/10/2025 to 3/15/2025	Semester 1
4	BSN 341L Health Assessment Lab	2/10/2025 to 3/15/2025	Semester 1
4	BSN 350 Health Informatics	2/10/2025 to 3/15/2025	Semester 1
4	BSN 360 Quality, Safety and Risk Management	3/17/2025 to 5/3/2025	Semester 2
4	BSN 370 Health Promotion and Teaching	3/17/2025 to 5/3/2025	Semester 2
4	BSN 380 Nursing Issue & Trends	3/17/2025 to 5/3/2025	Semester 2

Weeks	RN to BSN Schedule	Course Start and End Date	Semester
4	BSN 400 Community and Public Health Nursing	5/5/2025 to 6/28/2025	Semester 2
4	BSN 401 Community and Public Health Nursing Practicum	5/5/2025 to 6/28/2025	Semester 2
4	BUS 410 Policy and Finance	5/5/2025 to 6/28/2025	Semester 2
4	PSY 420 Adult Development and Aging	6/30/2025 to 8/16/2025	Semester 3
4	STA 425 Statistics for Evidenced-Based Research	6/30/2025 to 8/16/2025	Semester 3
4	BSN 430 Evidenced-Based Practice in Nursing Research	6/30/2025 to 8/16/2025	Semester 3
4	BSN 440 Leadership & Management in Healthcare	8/18/2025 to 10/13/2025	Semester 3
4	BSN 441 Leadership & Management in Healthcare Practicum	8/18/2025 to 10/13/2025	Semester 3
4	BSN 450 RN to BSN Capstone	8/18/2025 to 10/13/2025	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 Number and Title	Course Length	Description
BSN 300 **Transitions in Professional Nursing**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 310 **Transcultural Nursing**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 320 **Collaborative Healthcare**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 330 **Pathophysiology**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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. Prerequisites: None
BSN 340 **Health Assessment**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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. Prerequisites: None

Course Number and Title	Course Length	Description
BSN 341 **Health Assessment Lab**	Laboratory Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 1	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. **Must be taken concurrent or after BSN 340.**
BSN 350 **Health Informatics**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 360 **Quality, Safety and Risk Management**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 370 **Health Promotion and Teaching**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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. Prerequisites: None

Course Number and Title	Course Length	Description
BSN 380 **Nursing Issue & Trends**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
BSN 400 **Community and Public Health Nursing**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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. Prerequisites: None
BSN 401 **Community and Public Health Nursing Practicum**	Clinical Hours: 90 Total Clock Hours: 90 Semester Credit Hours: 2	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. **Must be taken concurrent or after BSN 400.** Prerequisites: None
BUS 410 **Policy and Finance**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This interdisciplinary course explores the evolution of health informatics on healthcare systems and public policy. Emphasis is placed on ethical, legal, and policy considerations in the digital health age. Prerequisites: None

Course Number and Title	Course Length	Description
PSY 420 **Adult Development and Aging**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course explores the psychological, physiological, and sociological dimensions of healthy aging across the adult lifespan. Emphasis is placed on health promotion, illness prevention, and the identification of factors that influence the well-being and independence of older adults. Students will analyze internal and external stressors affecting adult development and activities of daily living. The course encourages respect for older adults as healthy, productive individuals who contribute valuable knowledge, cultural perspectives, and life experience to society. Ethical considerations related to aging and variations in health and wellness among older populations are also examined. Prerequisites: None
STA 425 **Statistics for Evidence-Based Research**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	This course introduces students to key concepts in applied statistics with a focus on interpreting and evaluating data in health and social science contexts. Topics include variation and variables, levels of data measurement, descriptive statistics and data visualization, 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. Prerequisites: None
BSN 430 **Evidence-Based Practice in Nursing Research**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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. Prerequisites: None
BSN 440 **Leadership & Management in Healthcare**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None

Course Number and Title	Course Length	Description
BSN 441 **Leadership and Management in Healthcare Practicum**	Clinical Hours: 90 Total Clock Hours: 90 Semester Credit Hours: 2	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. **Must be taken concurrent or after BSN 440.**
BSN 450 **RN-BSN Capstone**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credit Hours: 4	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.

Sterile Processing Technician

Program Length	830 Clock Hours 27.5 Semester Credits 32 Weeks Morning / Evening
Teacher/Student Ratio	Lecture: 1:25 Lab: 2:25
Delivery Method	Blended
Credential Awarded Upon Completion	Certificate
CIP Code / SOC Code	51.1012/31-9093
Employment Titles	Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

Program Description

Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization maintaining product sterility through shelf-life/rotation, storage distribution, inspection, and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certified Registered Central Service Technician's exam through HSPA. Professionally trained Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient surgery centers, and dental facilities. There are no pre-requisites for this program.

Program Objectives

At the end of the program the participant will be able to successfully demonstrate:

- Decontamination procedures
- Preparation and packaging for sterilization
- Monitor the process of steam, dry heat, and liquid chemical sterilization
- Maintenance of product sterility through shelf-life/rotation
- Storage distribution, inspection and inventory control of supplies, instruments and equipment
- Medical Terminology

Credentialing Requirements

Certification Exam Information

CRCST (HSPA – Provisional Certification):

- Administered off-site
- Graduates may sit for the provisional exam immediately after completing the program
- Requires 400 hours of hands-on experience (including externship hours) within six months to convert to full certification
- Provisional certification expires after 6 months if full certification is not obtained
- Full certification is valid for 1 year and must be renewed annually
- Testing throughout the year

WHAT IS A PROVISIONAL CERTIFICATION?

Provisional Certification is attained when applicants choose to take the CRCST exam before they have completed their 400 hours of hands-on experience. It is NOT an exemption from the hands-on experience requirement. Individuals who attain provisional certification have six months in which to complete and submit documentation of their hands-on experience. If the experience is not completed and documented within the allotted six-month period, the certification will be revoked, and the individual will need to retest to regain certification.

Note: Students are encouraged to pursue certification to enhance their employment qualifications and demonstrate professional competency.

Required Courses

Course Number / Name	Classroom Hours				Semester Credits			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
SPT 1 Basic Sciences for CST (Central Sterile Technicians)	20	30	0	50	1	1	0	2
SPT 2 Infection Prevention and Decontamination	20	60	0	80	1	2	0	3
SPT 3 Surgical Instrumentation	20	60	0	80	1	2	0	3
SPT 4 Sterilization Methods and Procedures	20	60	0	80	1	2	0	3
SPT 5 Quality Assurance	30	10	0	40	2	0	0	2
SPT 6 Inventory Management and Communications	30	10	0	40	2	0	0	2
CD 100 Career Development	30	0	0	30	2	0	0	2
CD 200 Advanced Career Development	30	0	0	30	2	0	0	2
SPT 7 Externship	0	0	400	400	0	0	8.5	8.5
TOTALS	**200**	**230**	**400**	**830**	**12**	**7**	**8.5**	**27.5**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
SPT 1 **Basic Sciences for CST (Central Sterile Technicians)**	Lecture Hours: 20 Lab Hours: 30 Total Clock Hours: 50 Semester Credits: 2	This course introduces the Sterile Processing department (SPD) and its critical role in ensuring quality patient care through effective instrument management, sterilization, and assembly. Through a combination of theoretical concepts and practical insights, students will learn the importance of SPD in the healthcare system, from the sterilization process to

Course Number / Name	Clock Hours / Credits	Description
		sterile storage and transport. Students will learn fundamental principles of medical terminology, anatomy, and surgical procedures, providing students with the knowledge required to accurately identify and handle surgical instruments, understand human body systems, and recognize common surgical procedures. Prerequisites: None
SPT 2 **Infection Prevention and Decontamination**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	In this course, students will cover essential concepts in infection prevention and control, focusing on the decontamination process for medical instruments. Students will learn the basics of microbiology and how pathogens spread and the body's defense mechanisms. This course also introduces cleaning protocols, high-level disinfection, and sterilization procedures that are critical to preventing infections in healthcare settings. Practical applications include learning to handle contaminated instruments safely and effectively, ensuring the safety of patients and healthcare workers. Prerequisites: SPT 1
SPT 3 **Surgical Instrumentation**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	In this course, students will explore various types of surgical instruments and their specific uses in different medical procedures. The course emphasizes the identification, proper handling, and maintenance of surgical tools, as well as preparing and organizing instruments for sterilization. Students will gain knowledge and practical skills for ensuring the safe and effective handling of surgical instruments and ancillary equipment. Prerequisites: SPT 1, SPT 2
SPT 4 **Sterilization Methods and Procedures**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	This course introduces students to the different methods of sterilization used in healthcare facilities, including steam sterilization, gas sterilization, and chemical sterilization. Students will learn the principles behind each method, proper sterilization procedures, and how to ensure equipment is safely prepared for medical use. Students will also gain the knowledge needed to implement best practices and address key challenges in sterilization. Prerequisites: SPT 1, SPT 2, SPT 3
SPT 5 **Quality Assurance**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40	Quality assurance is critical in sterile processing to ensure patient safety. This course focuses on maintaining high standards through quality assurance programs, regulatory compliance, and process

Course Number / Name	Clock Hours / Credits	Description
	Semester Credits: 2	improvement strategies. Students will learn to monitor sterilization effectiveness, implement quality control measures, and ensure that all instruments meet safety standards before being used in medical settings. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4
SPT 6 **Inventory Management and Communications**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2	This course covers inventory management skills specific to sterile processing departments. Students will learn how to manage medical supplies and instruments, track inventory levels, and implement efficient restocking procedures. Additionally, the course emphasizes the importance of effective communication within the healthcare team to ensure timely availability of sterile instruments and supplies. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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. Prerequisites: CD 100
SPT 7 **Externship**	Externship Hours: 400 Total Clock Hours: 400 Semester Credits: 8.5	The Sterile Processing Externship provides students with 400 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is

Course Number / Name	Clock Hours / Credits	Description
		placed on decontamination, sterilization, quality assurance, instruments and equipment. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5, SPT 6

Uniform and Supplies Information

The following uniform and supply items are included in the Sterile Processing Technician program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 2 Scrub Pants

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 is 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.

Veterinary Assistant

Program Length	960 Clock Hours 43 Semester Credits 35 Weeks Morning / 43 Weeks Evening
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:20
Delivery Method	Blended
Credential Awarded Upon Completion	Diploma
CIP Code / SOC Code	51.0808 / 31-9096 and 39-2021
Employment Titles	Animal Care Provider; Inpatient Technician Assistant; Kennel Vet Assistant; Veterinarian Assistant; Vet Assistant

Program Description

The Veterinary Assistant (VA) program is based on theory and clinical training geared to prepare the student for entry level as Veterinary Assistants in Veterinary Offices, Veterinary Hospitals, Research Facilities, Animal Shelters, Wildlife Refuges and Zoos. The Veterinary Assistant program consists of five areas of training: career and personal development, clinical experience, anatomy and terminology, veterinary assistant duties, and species and breeds of animals commonly seen in veterinary clinics. The program provides knowledge of veterinary front and back-office procedures to prepare the student to work under the supervision of a veterinarian or Registered Veterinary Technician. Topics covered include sanitation and asepsis, animal restraint, animal grooming, injections and venipuncture, laboratory procedures, and procedures to prepare and assist in surgeries. Graduates receive CPR and First Aid Certification from American Heart Association and Diploma in Veterinary Assistant.

Required Courses

Veterinary Assistant

Course Number / Title	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours	Total Credit Hours
CD100 Career Development	30	0	0	30	2
VA101 Veterinary Terminology	60	40	0	100	5
VA102 Veterinary Pharmacy	60	40	0	100	5
VA103 Veterinary Anatomy and Physiology	60	40	0	100	5
VA104 Veterinary Husbandry	60	40	0	100	5
VA105 Veterinary Behavior and Restraint	60	40	0	100	5
VA106 Nursing and Care for the Veterinary Assistant	60	40	0	100	5
VA107 Administration, Front Office for the Veterinary Office	60	40	0	100	5
CD200 Advanced Career Development	30	0	0	30	2
VA108 Veterinary Assistant Externship	0	0	200	200	4

Course Number / Title	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours	Total Credit Hours
TOTALS	**480**	**280**	**200**	**960**	**43**

Course Descriptions

Course Number / Title	Course Length	Description
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This course will build an understanding of what it takes to be a successful online student and understanding how to communicate effectively. This course will be a combination of Synchronous (in-class, direct instruction) and Asynchronous (independent) assignments. This course will teach and apply techniques for individuals to develop an understanding of time management techniques, learning style & strategies, and creating goals. Students will learn how to apply DiSC® insights towards customer service, leadership, and conflict resolutions. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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. Prerequisites: CD 100, VA101, VA102, VA103, VA104, VA105, VA106, VA107, VA108
VA 101 **Veterinary Terminology**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	This course will introduce you to: the basics of veterinary terminology including prefixes, roots, suffixes and combing forms. Students will be able to analyze and dissect terms to determine meaning. Students will learn anatomical positions, planes, body cavities and direction and movement as applied to various species of animals. Students will demonstrate knowledge of directional terms as they relate to veterinary practice and tasks. Students will define and describe the structure of living things (cells, tissues, organs) and identify the differences between cells, tissues and organs. Students will learn terms relating to cytology and histology and identify cells and tissues

Course Number / Title	Course Length	Description
		from definition and visual description. Students will learn dental terminology and understand the meaning of these terms in reference to dental formulas and types of teeth, tooth references and mandibular and maxillary shapes and distinction. Prerequisites: CD100
VA 102 **Veterinary Pharmacy**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	In this module students will gain an understanding to read and interpret a prescription, as well as label a dispensing container. Students will be able to calculate the proper quantity of medication to dispense. Demonstrate how to use a pill counting tray to count medications. Students will explain how to process and log-controlled substances according to DEA regulations. Students will learn to calculate the proper quantity of medication to dispense and demonstrate how to administer oral, aural, ophthalmic and topical and parenteral medication to a veterinary patient. Students will be able to calculate and administer the proper quantity of medication. Students will demonstrate proper logging and storage of controlled substances. Prerequisites: CD100
VA 103 **Veterinary Anatomy and Physiology**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	Students will expand on their knowledge of anatomy and physiology as it relates to veterinary medicine. Students will utilize correct terminology when referring to animal structures and functions for the application of veterinary procedures. Students will be introduced to the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the different systems. Prerequisites: CD100
VA 104 **Veterinary Husbandry**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	Students will learn common veterinary terms relating to the dog and cat and the biology and development of these species. Students will identify common breeds of dogs (identified by the American Kennel Club) and cats, identify normal and abnormal behaviors and explain proper selection methods for these species. Students will learn and demonstrate proper restraining methods for the dog and cat for various veterinary procedures. Students will learn grooming needs, basic health care and maintenance and vaccine programs for dogs and cats. Students will identify common internal and external parasites and prevention of the cat and dog. Students will be able to explain canine and feline reproduction, common diseases and prevention of disease and zoonoses. Students will be able to describe

Course Number / Title	Course Length	Description
		common canine and feline surgeries including spay / castration, dewclaw removal, tail docking, and declawing. Students will be able to describe the controversy around declawing in cats. Students will learn common veterinary terms relating to avian, laboratory, and exotics animals, identify common breeds of relevant species and describe the biology and development of these species. Students will explain proper avian, laboratory animals, and exotic breed selection methods, and normal and abnormal behaviors for these species. Students will learn grooming needs, basic health care, nutrition, husbandry and maintenance, and vaccine programs for avian, laboratory, and exotic animals. Students will learn and demonstrate proper restraining methods for various procedures involving avian, laboratory, and exotic animals. Students will be able to educate clients on common household hazards to birds, laboratory and exotic animals, including cleaning products, cigarette smoke, and certain types of wood. Students will identify common wildlife species, explain the classes of wildlife and understand the importance of wildlife in veterinary medicine including, wildlife management practices. Students will be able to discuss the career of wildlife rehabilitation. Students will learn terminology related to specific parts of the equine and identify anatomic and physiologic differences including dental formula and aging. Students will learn biology and husbandry and basic senses for the equine. Students will learn breeds and identifying factors for the equine. Students will learn body language and basic senses, behavior, restraint and humane handling and safety, physical examination, equine nutrition and parasite prevention and control. Students will learn and demonstrate knowledge of parasite and disease prevention, control and treatment for the equine. Students will learn administration of medications topical, oral, and parenterally and lab sample collection techniques for the equine veterinary patient. Students will learn common surgical procedures for equine. Students will understand veterinary terminology associated with the pig and ruminants. Students will learn the dental formula, identification, restraint and humane handling, biology, husbandry and maintenance for the pig and ruminants. Students will learn physical examination, administration of medications and lab sample collection techniques, common diseases, zoonosis and vaccination protocol and common surgical procedures for the pig and

Course Number / Title	Course Length	Description
		ruminants. Students will learn regulations for food animal handling and health. Prerequisites: CD100
VA 105 **Veterinary Behavior and Restraint**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	Students will learn the processes by which animal behaviors develop and differentiate between positive and negative reinforcement and punishment as it relates to a variety of species. Students will learn the role of veterinary professionals and the legal aspects in preventing and managing behavior problems of veterinary patients and the procedure for referring clients to professionals for resolution of behavior problems. Students will learn the psychological principles underlying physical restraint techniques, understand the basics of restraining dogs, cats, rabbits, laboratory animals, birds, horses and other large animal species. for routine procedures and give examples of behavior responses of animals to physical restraint. Students will demonstrate safety procedures taken before and during physical restraint. Students will learn safety techniques used for safe restraint of a variety of veterinary patients including applications of muzzles, twitches, and other specie specific restraint devices. Prerequisites: CD100
VA 106 **Nursing and Care for the Veterinary Assistant**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	Students will learn proper steps and techniques for gathering an accurate and complete patient history and presenting complaint. Students will learn required documentation of history and physical examinations, procedures and treatments. Student will learn aspects of client communication and client interaction in relationship to patient history. Student will learn components of a complete physical examination and how to obtain and monitor vital signs. Students will learn to properly record patient care. Students will demonstrate procedures used in grooming and skin, anal gland, nail and ear care. Students will learn common routes of administration of medication and fluid therapy and describe procedures used to administer medications to a variety of veterinary patients. Students will learn methods of parenteral and intravenous administration. They will understand the Veterinary Assistant's role in intravenous and urinary catheterization procedures. Students will learn techniques used in the general nursing care of dogs, cats, equine and other veterinary patients. Students will explain the principles of first aid treatment and wound closure and care including bandaging. Students

Course Number / Title	Course Length	Description
		will demonstrate proper positioning of animals for various radiographic studies and understand the basics concepts of diagnostic imaging. Students will describe and explain surgical terminology, including anesthesia and the role of the veterinary surgical assistant. Students will identify basic surgical instruments used in the Veterinary practice. Student will learn and discuss principles of aseptic techniques. Students will give examples of methods used to disinfect or sterilize surgical instruments and supplies. Students will learn procedures for preparing the surgical site and the surgical team. Students will identify surgical instruments and explain their uses and maintenance. Students will compare and contrast the types of suture needles and suture materials and their uses in veterinary practice. Students will be introduced to suture patterns and learn suture removal techniques. Students will learn the role of veterinary staff members in anesthesia, surgical assisting and perioperative pain management. Students will be introduced to preoperative patient preparation practices. Students will understand the term euthanasia and methods of humane euthanasia. Prerequisites: CD100
VA 107 **Administration, Front Office for Veterinary Office**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credits: 5	Discusses the legal aspects of veterinary management, documentation, and communication, with emphasis on medicals records. Veterinary ethics and jurisprudence will be discussed with references to the ethical and legal considerations for the veterinary technician and his / her employer. Veterinary office procedures, client relations, and human resources will be reviewed. Team activities and concepts will be emphasized. This course will discuss regulations of the California Veterinary Medical Board, as applied to veterinarians, veterinary technicians, and unlicensed veterinary assistants. Continuing Education and life- long learning concepts will be reviewed, as well the role of professional organizations in veterinary medicine. Prerequisites: CD100
VA 108 **Veterinary Assistant Externship**	Externship Hours: 200 Total Clock Hours: 200 Semester Credits: 5	Upon successful completion of all modules, Veterinary 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

Course Number / Title	Course Length	Description
		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. Prerequisites: CD100, VA101, VA102, VA103, VA104, VA105, VA106, VA107, CD200

Uniform and Supplies Information

The following uniform and supply items are included in the Veterinary Assistant program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 6 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Veterinary 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 is 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
1 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

Required Clinical Background Check

**Not included in total program cost.*

In addition to meeting the requirements of one of the above eligibility categories, candidates must be:

- At least 18 years of age.
- Fingerprinted (live scan) prior to licensure.

Free of convictions for crimes substantially related to the practice and duties of an VA. **ANYONE WHO HAS ANY CONVICTIONS SHOULD CONTACT THE DIRECTOR OF EDUCATION TO BE SURE THEY WILL BE ELIGIBLE.**

Vocational Nursing

Program Length	1,530 Clock Hours 61 FT / 84 PT Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:15
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate
CIP Code / SOC Code	51.3901 / 29-2061
Employment Titles	Charge Nurse; Office Nurse; Vocational Nurse

Program Description

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.

Program 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.

Required Courses

Term – Course Title / Number	Lecture Clock Hours	Laboratory Clock Hours	Clinical Clock Hours	Total Clock Hours
Term I – Fundamentals of Nursing I / VN-101	203	97	0	300
Term II – Fundamentals of Nursing II / VN-102	94	62	144	300

Term – Course Title / Number	Lecture Clock Hours	Laboratory Clock Hours	Clinical Clock Hours	Total Clock Hours
Term III – Medical Surgical Nursing I / VN-103	93	31	176	300
Term IV – Medical Surgical Nursing II / VN-104	93	21.5	200	314.5
Term V – OB, Pediatrics and Leadership / VN-105	93	62.5	160	315.5
TOTALS	**576**	**274**	**680**	**1530**

Course Descriptions

Course Number / Name	Course Length	Description
VN 101 **TERM I** **Fundamentals of Nursing I**	Lecture Hours: 203 Laboratory Hours: 97 Total Clock Hours: 300	This course introduces the student to basic anatomy and physiology, basic math, medical terminology, the evolution of nursing, the role of the vocational nurse, asepsis and infection control, therapeutic communication, legal and ethical aspects of vocational nursing, CPR and medical emergencies, safety, body mechanics, patient hygiene and care of the environment, the nursing process and nursing documentation, basic nutrition and fluid and electrolyte balance and cultural and ethnic considerations. Prerequisites: None
VN 102 **TERM II** **Fundamentals of Nursing II**	Lecture Hours: 94 Laboratory Hours: 62 Clinical Hours: 144 Total Clock Hours: 300	This course introduces the student to admission, discharge and transfer of patients, vital signs, physical assessment, human growth and development across the lifespan, loss, grief and death, pain management, complementary and alternative treatments, basics of medication administration and pharmacology, medications used for pain management, applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. Prerequisites: VN- 101

Course Number / Name	Course Length	Description
VN 103 **TERM III** **Medical Surgical Nursing I**	Lecture Hours: 93 Laboratory Hours: 31 Clinical Hours: 176 Total Clock Hours: 300	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, sensory, neurological, and immune systems as well as cancer, communicable disease and mental health. 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 clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN -101, VN-102
VN 104 **TERM IV** **Medical Surgical Nursing II**	Lecture Hours: 93 Laboratory Hours: 21.5 Clinical Hours: 200 Total Clock Hours: 314.5	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. Prerequisites: VN-101, VN-102, VN-103
VN-105 **TERM V** **OB, Pediatrics and Leadership**	Lecture Hours: 93 Laboratory Hours: 62.5 Clinical Hours: 160 Total Clock Hours: 315.5	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 reproductive system, maternal child nursing, pediatric nursing and the vocational nurse's role in supervision and leadership. This course also includes a comprehensive NCLEX review. 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 skilled nursing clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN -101, VN -102, VN -103, VN -104

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

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 Campus Director directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- The Campus Director 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 Campus Director 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.

Officers/Corporate Management

Title	Name
President/Chief Executive Officer	LeeAnn Rohmann
Chief Academic Officer	Ragheb Milad
Chief Financial Officer	Brandon Pope
Senior Vice President of Career Services/Student Services and Strategic Partnerships	Anthony Romo
Senior Vice President, Compliance	Mary Margaret Coughlin
Senior Vice President Marketing	Nicole Joseph
Senior Vice President Nursing	Michelle Welch, DNP, NP-C
Senior Vice President Operations	Joe Bartolome
Senior Vice President Planning & Analysis	Matt Berry
Vice President Academics and Online Education	Amanda Harrison
Vice President Corporate Admissions	Emma Ojugo
Vice President Corporate Controller	Pam Payawal
Vice President of Fiscal Operations and Student Financial Aid	Christine Salvador
Vice President Human Resources and Facilities	Alex Norman
Vice President Director of Nursing	Stephanie Shibley
Vice President Student Information Systems	Devin Baptiste
Corporate Director of Accounting	Ana Dasmarinas
Corporate Director of Accounting	Ted DeForest
Corporate Director of Career Services	Marlaina Koonce-Harb
Corporate Director of Financial Aid	Claudia Barajas
Corporate Director of Information Technology	Navik Prakash
Corporate Director of Information Technology Support	Jose Alcala
Corporate Director Student Services	Christopher Lester
Corporate Program Director, Medical Programs	Blanca Rodriguez, NCMA
Corporate Program Director, Cardiac Sonography	Rose Maestas
Corporate Program Director, Dental Assisting	Dalene Garrett, RDA
Corporate Program Director, EMT	Ramona Roberts
Corporate Program Director, Magnetic Resonance Imaging (MRI)	Jeremie Silva, RT®(MR)
Corporate Program Director, Nurse Assistant and Phlebotomy	Sarah Pobre, VN

Title	Name
Corporate Program Director, Pharmacy Technician	Daniel King
Corporate Program Director, Surgical Technology and Sterile Processing Technician	Carlos Navarro, CST, FAST
Corporate Program Director, Veterinary Programs	Sharon Willis
Accounting Manager	Tony Walston
Accounts Payable Specialist	Verity Fletcher
Campus President	Sheri Johnson
Corporate Business Office Manager	Lorena Cardenas
Corporate Clinical Director	Jean Rice
Corporate Compliance & Strategic Career Services Director	Mindi Guarino
Corporate Registrar	Marrisa Williams
Corporate Well Being Officer	Arlana Scola
Curriculum Designer	Madison Stratford
Dean of the School of Imaging	Chelsea Thomson
Director of Brand and Product Marketing	Savanna Langtim
Director of Online Education	Amanda Toot
Director Professional Development	Scott Walker
Educational Quality and Student Engagement Coordinator	Violet Milad
Executive Assistant to the CEO	Dinae Citta
Executive Assistant, Nursing Program	Patricia Betancourt
Human Resources Assistant	Aarynn DeLeon
HRIS Specialist	Devin Carvin
IT Cloud Systems Manager	Donato Demeterio
IT Help Desk	Christopher Campbell
IT Help Desk	Luis Canlas
IT Help Desk	Charles Manning
IT Support	Jesus Lopez
IT Tech Support	Salmai Luna
Marketing & Community Coordinator	Nathaniel Vice
Marketing Associate	Tyler Aldrian
Marketing Operations Specialist	March Spanos

Title	Name
Senior Career Services Specialist	June Vernon
Senior Director of Marketing	Tess Bell
Senior Director of Payroll	Dru Fox
Senior Financial Analyst	Amr Aleryani
Senior HR Generalist	Marika Rodriguez
Staff Accountant	Leticia Marin
Student Systems Administrator	Lauren Goldstein

Campus Administration and Faculty

Administration

Title	Name
Campus Director	Mark Norman
Director of Education	Robert Fick
Director of Nursing	Eunice Atienza
Admissions Representative	Natalie Madi
Assistant Director Career Services	Richard Schroeder
Customer Service Representative	Hasmik Melkonyah
Customer Service Representative	Stephanie Mendoza
Customer Service Representative/Front Desk	Amaiya Drew
Facilities	Grant Sorrell
Facilities	Esquivez Ruiz
Financial Aid Officer	Krissna Lopez
Financial Aid Representative	Maria Diaz De La Rosa
IT Help Desk	Devin Carvin
Registrar	Cathy Woolf

Faculty

Career Development

Title	Faculty	Degree Conferred
Instructor	Scott Walker	Doctor of Philosophy, University of the Cumberlands Master of Science, Educational Leadership, Brigham Young University Bachelor of Arts, History, Utah Valley University 10+ Years of Experience

Diagnostic Medical Sonography Program

Program	Faculty	Degree Conferred
Instructor (Full-Time)	Aethene Aguilar, RVT, RDMS	Associate in Biological Sciences, Long Beach City College Certificate, Diagnostic Medical Sonography, North-West College 5+ Years of Experience
Instructor (Full-Time)	Pamela Cramer, RDMS (AB)	Associate of Science, Diagnostic Medical Sonography, HealthCare Career College 5+ Years of Experience
Instructor (Part-Time)	Heather Keith, RDMS (OB/GYN)	Associate of Applied Science, Ultrasound Technician, High Desert Medical College 20+ Years of Experience
Instructor (Part-Time)	Lilit Mnatsakanian, RDMS (AB)	28+ Years of Experience
Instructor (Part-Time)	Kristen Noland, RDMS (AB)	Certificate, Ultrasound/Vascular Technologist, Modern Technology School 12+ Years of Experience
Instructor (Part-Time)	Sherri Norals	Bachelor of Science, Nursing, St. Stephens 24+ Years of Experience
Instructor (Part-Time)	Sylvia Ghobrial, RMDS (AB)(OB/GYN)	Certificate, Ultrasound Technician, High Desert Medical College 2 +Years of Experience

Medical Assisting Program

Program	Faculty	Degree Conferred
Instructor (Full-Time)	Karen Haws, LVN	Certificate, Vocational Nursing, Antelope Valley College 41+ Years of Experience
Lead Instructor (Full-Time)	Teri Weller, RMA, RPT	Associate of Applied Science, Psychology, Green Mountain College Diploma, Medical Assisting, Concorde Career College 5+ Years of Experience

Medical Billing and Coding Program

Program	Faculty	Degree Conferred
Instructor (Full-Time)	Jennifer Burr	Master of Arts, Education, University of Arizona Global Master of Health Administration, University of Phoenix 14+ Years of Experience
Instructor (Full-Time)	Kouvaris Bibbins, CPC, CPCO, CRCR, CSBI, CSAF, CSPR, CSPPM	Bachelor of Science, Health Care Management, Saint Leo University Associate of Science, Health Services Management, Saint Johns River State College 14+ Years of Experience
Instructor (Full-Time)	Karen Haws, LVN	Certificate, Vocational Nursing, Antelope Valley College 41+ Years of Experience

Nursing

Program	Faculty	Degree Conferred
Instructor (Part-Time)	Michelle Welch, DNP, NP-C, MSN, MBAHCM, RN	Doctor of Nursing Practice, Brandman University Master of Science, Nursing, University of Phoenix Master of Science, Business Administration/Health Care Management, University of Phoenix 22+ Years of Experience
Instructor (Part-Time)	Alin Arakellan, RN	Bachelor of Science, Nursing, California State University 11+ Years of Experience
Instructor (Part-Time)	Ani Karapetyan, RN	Bachelor of Science, Nursing, Angeles College Diploma, Nursing, Angeles College 6+ Years of Experience
Instructor (Part-Time)	Tara Durham, LVN	Diploma, Vocational Nurse, Four-D College 13+ Years of Experience
Instructor (Part-Time)	Genevie Domingo, RN	Master of Science, RN-MSN Health Informatics, Grand Canyon University 8+ Years of Experience
Instructor (Part-Time)	Lilit Kagramanian, RN	Bachelor of Science, Nursing, West Coast University 12+ Years of Experience
Instructor (Part-Time)	Kiara McHugh, RN	Bachelor of Science, Nursing, College of Mount Saint Vincent 12+ Years of Experience
Instructor (Part-Time)	Cristine Prangan, LVN	Bachelor of Arts, Psychology, California State University Diploma, Vocational Nurse, Casa Loma College 16+ Years of Experience
Instructor (Part-Time)	Hai Qian, LVN	Diploma, Vocational Nursing, Angeles College 3+ Years of Experience
VP of Nursing/Part-Time Instructor	Stephanie Shibley, FNP-C, RN	Master of Science, Nursing (FNP), University of Texas at Arlington Bachelor of Science, Nursing, University of Calgary

Program	Faculty	Degree Conferred
		17+ Years of Experience

Sterile Processing Technician Program

Program	Faculty	Degree Conferred
Instructor (Part-Time)	David Shelton, CRCST	Certificate, Sterile Processing 8+ Years of Experience
Instructor (Part-Time)	Mui "Cindy" Chi, CRCST	Certificate, Surgical Technology, American Career College 10+ Years of Experience

Veterinary Assistant

Program	Faculty	Degree Conferred
Veterinary Assistant Instructor (Full-Time)	Anissa Dorsey	Bachelor of Arts, Journalism, Bachelor of Science, Psychology, Southern University Associate of Arts, Veterinary Technician, Delgado Community College 10+ Years of Experience

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 Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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:

1. 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.
2. You were enrolled at an institution or a location 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.
3. 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.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. 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.
6. 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.
7. 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 (4) 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 no 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 (4) 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 (4) year period, unless the period has been extended by another act of law.

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

Current Schedule of Student Charges by Program

The below fees / charges for each program reflect the schedule of total charges for both a period of attendance and an estimated schedule of total charges for the entire educational program.

Diagnostic Medical Sonography

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$37,437.00
***Registration Fee**	$200.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$1,552.00
Lab Fees and Supplies	$4,995.00
Malpractice Insurance	$300.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Test	$2,175.00
Technology Fee (LMS and CourseKey)	$1,555.00
TOTAL PROGRAM COST	**$48,374.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Emergency Medical Technician

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$1,528.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$290.00
Lab Fees and Supplies	$198.00
National Registry of EMT Exam (NREMT)	$104.00
Uniforms and Student ID	$125.00
Technology Fee (LMS and CourseKey)	$50.00

DESCRIPTION	FEE / CHARGE
TOTAL PROGRAM COST	**$2,495.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Medical Assisting

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$16,620.00
***Registration Fee**	$200.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$379.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep & Testing	$165.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Medical Billing & Coding

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$15,925.00
***Registration Fee**	$200.00
Student Tuition Recovery Fee	$0

DESCRIPTION	FEE / CHARGE
Textbooks and Workbooks	$1,344.00
Lab Fees and Supplies	$1,670.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

RN-BSN (Bachelor of Science)

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$9,259.00
***Registration Fee**	$100.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$1,458.00
Technology Fee (LMS and CourseKey)	$660.00
TOTAL PROGRAM COST	**$11,477.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$100.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Sterile Processing Technician

Total Fees, Charges, and Expenses – Effective December 30, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$12,693.00
Registration Fee*	$200.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$330.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$235.00
Exam Prep and Testing Fees	$290.00
TOTAL PROGRAM COST	**$15,833.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Veterinary Assistant

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,829.00
Registration Fee*	$200.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$680.00
Lab Fees and Supplies	$430.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
Technology Fee (LMS and CourseKey)	$471.00

DESCRIPTION	FEE / CHARGE
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Vocational Nursing

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$28,321.00
***Registration Fee**	$200.00
Student Tuition Recovery Fee	$0
Textbooks and Workbooks	$2,484.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Test	$1,260.00
Technology Fee (LMS and CourseKey)	$660.00
TOTAL PROGRAM COST	**$36,370.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

*Registration Fee supports the general operation of the registration process, including activities relating to registering the student into class, preparation of materials and other administrative activities. An applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.

Distance Education Fees

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

Academic Calendar

Program	Start Date	Anticipated Graduation Date
Diagnostic Medical Sonography AM	January 21, 2026 April 15, 2026 July 9, 2026 October 5, 2026 January 7, 2027	March 28, 2028 June 20, 2028 August 26, 2028 November 30, 2028 February 19, 2029
Diagnostic Medical Sonography PM	January 1, 2026 April 21, 2026 August 5, 2026	September 14, 2028 November 25, 2028 April 13, 2029
Emergency Medical Technician	November 7, 2026 January 7, 2027 April 24, 2027 August 7, 2027 November 6, 2027	February 28, 2027 April 11, 2027 July 25, 2027 October 31, 2027 February 20, 2028
Medical Assisting AM	July 21, 2026 August 18, 2026 September 16, 2026 October 14, 2026 November 12, 2026 December 14, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	March 30, 2027 April 27, 2027 May 25, 2027 June 23, 2027 July 21, 2027 August 18, 2027 September 22, 2027 October 21, 2027 November 18, 2027 December 17, 2027 January 11, 2028 February 23, 2028
Medical Assisting PM	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 March 1, 2027	May 19, 2027 June 17, 2027 July 21, 2027 August 25, 2027 October 1, 2027 January 3, 2028

Program	Start Date	Anticipated Graduation Date
	April 5, 2027 May 10, 2027 June 15, 2027	February 10, 2028 March 16, 2028 April 20, 2028
Medical Billing and Coding AM	July 21, 2026 August 18, 2026 September 16, 2026 October 14, 2026 November 12, 2026 December 14, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	April 7, 2027 May 5, 2027 June 4, 2027 July 1, 2027 July 29, 2027 August 26, 2027 September 29, 2027 October 28, 2027 November 25, 2027 December 24, 2027 January 18, 2028 March 1, 2028
Medical Billing and Coding PM	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	May 28, 2027 June 25, 2027 July 30, 2027 September 3, 2027 October 8, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
RN-BSN	March 23, 2026 May 18, 2026	February 20, 2027 April 17, 2027
Sterile Processing Technician (AM)	March 23, 2026 August 10, 2026 May 3, 2027	October 26, 2026 March 24, 2027 December 9, 2027
Sterile Processing Technician (PM)	June 1, 2026 October 19, 2026	January 4, 2017 June 1, 2027

Program	Start Date	Anticipated Graduation Date
	February 22, 2027	September 27, 2027
Veterinary Assistant AM	July 21, 2026 August 18, 2026 September 16, 2026 October 14, 2026 November 12, 2026 December 14, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	April 7, 2027 May 5, 2027 June 4, 2027 July 1, 2027 July 29, 2027 August 26, 2027 September 29, 2027 October 28, 2027 November 25, 2027 December 24, 2027 January 18, 2028 March 1, 2028
Veterinary Assistant PM	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	May 28, 2027 June 25, 2027 July 30, 2027 September 3, 2027 October 8, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
Vocational Nursing	January 22, 2025 May 19, 2025	October 10, 2026 February 7, 2027

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. Appendix A – Faculty Qualifications – Degree Programs

5 CCR § 71720

§ 71720 Faculty

An Educational Program Leading to a Degree

- An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered.
- Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.
- In determining the number of faculty sufficient to satisfy subdivision (a)(1) of this section and to implement the policies established pursuant to subdivision (a)(2) of this section, the institution shall base its faculty requirements on all of the following factors:
    - The educational level and number of students.
    - The number of hours needed for direct interaction between students and faculty per course, quarter, semester, or other term.
    - The number of hours needed to be spent on evaluating written materials prepared by students, such as distance.
    - education, papers, and examinations, per course, quarter, semester, or other term.
    - The number of group meetings per course, quarter, semester, or other term.
    - The faculty duties established by the institution as required under subdivision (a)(2) of this section; and
    - The number of hours per week or units per term considered full-time for faculty in the institution.
- The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:
    - That the person possesses one of the following:
        - A degree from: an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or

Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES);

- a credential generally recognized in the field of instruction.

- The degree, professional license, or credential possessed by the person shall be at least equivalent to the level of instruction being taught or evaluated.

- The institution's faculty as a whole shall possess a diverse educational background which shall be demonstrated in part by earned degrees from a variety of colleges and universities or by credentials generally recognized in the field of instruction.

- When contracting for educational services, the institution shall maintain control of, and responsibility for, all academic matters, and shall assure that the instruction and faculty satisfy the standards established by the Act and this chapter.

- The institution shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

- Each institution shall have a written Academic Freedom Policy which describes the latitude the institution allows faculty in the classroom so faculty will not inadvertently violate the principles of academic freedom. These policies shall be made available to any person upon request. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy.

- The institution shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.

Instructors in an Educational Program Not Leading to a Degree

- An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

- Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

- The institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

NOTE: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Section 94885, Education Code; and Section 480, Business and Professions Code.