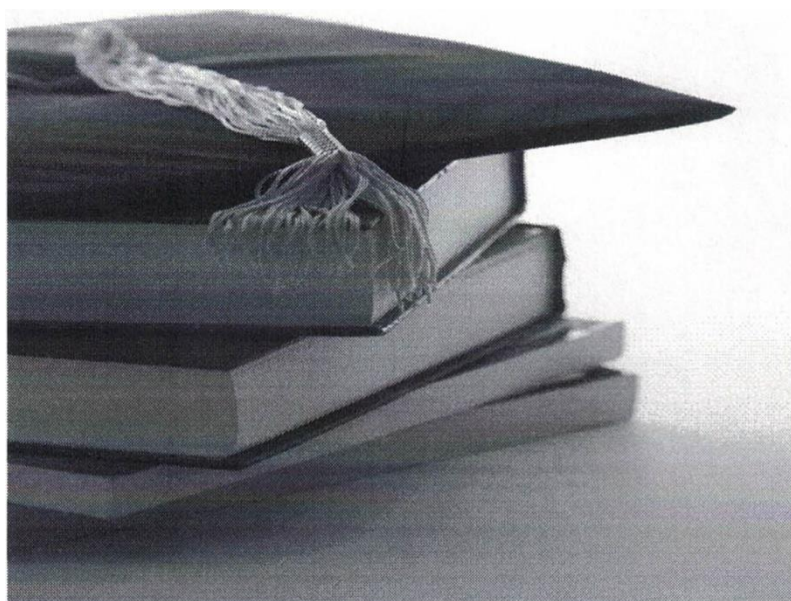


AMERICAN MEDICAL INSTITUTE INC.

6902 COOK ROAD,HOUSTON, TX 77072



SCHOOL CATALOG

**VOLUME XVIII**

REVISED:MARCH 2021

NURSE AIDE AND MEDICATION AIDE  
PATIENT CARE TECHNICIAN INFORMATION

# AMERICAN MEDICAL INSTITUTE

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Phone: 713-772-5300 Fax: 713-772-4017

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## **NON-PROFIT ORGANIZATION**

Ify Emenaha doing business as American  
Medical Institute Inc.

Is chartered under the laws of the State of Texas

### **CORPORATE OFFICERS**

Emenaha Uchenna	Media Management
Emenaha Chiamada Leo	Test Administrator
Okoko Adachi	Instructor
Emenaha Ify RN, Pharm D.	Director
Walker Monica RN	Instructor
Mbata Joy	Financial Aide Advisor
Registe Orren	Office Manager
Maria Matiling	Instructor

Prospective students will not be denied admission on the basis of race, color, National origin, sex handicap, provided the student has bona fide occupational qualification necessary for proper efficient administration. Our school is approved and regulated by the Texas Work Force Commission Career School and Collages. The information contained in this catalog is true and correct to the best of knowledge.

*Dr. Ify Emenaha*

Director's Signature

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## HISTORY

American Medical Institute Inc. was established in 1996. The institute started by teaching CPR and First Aid classes to health care staff, daycare staff as well as a real churches and schools. In 1997 the Texas Work Force (TWF) and department of Human Services approved American Medical Institute Inc for the training of nurse aides and a class of ten students was started. The success rate with that first group was 90% in the state qualifying exams NACTEF.

One year later, following the required approval by the state of Texas, the medication aide program was added. American Medical Institute Inc has trained about five hundred nurse aides and medication aides. Since instituting these programs there have been only three failures in the medication aide program.

Many of the nurse aide program former students are gainfully employed many in area Long Term Care facilities. Some have advanced their education to RN and LVN levels.

The business of American Medical Institute Inc. is mostly by referral by Ex-students. They refer approximately 80% to 90% of the students. They tell to their friends that at American Medical Institute Inc. the students are not just prepared to pass the test but are equipped to work effectively in the appropriate health care setting.

## **PHILOSOPHY AND OBJECTIVES**

American Medical Institute is dedicated to providing quality occupational training is constantly assessed and updated to assure it is consistent with the needs of the students, the community and the work place. We seek to stimulate, motivate and educate each student and instill in them a respect for work and the community. We believe that the development of professional attitudes and ethical behaviors are vital components of the educational process along with the provision of factual knowledge and clinical knowledge and clinical experience. The result is: the student will acquire the necessary knowledge and skills and the community and employers receive a well trained, productive worker. We also intend to prepare each student in the best way possible to successfully complete the requirements of their chosen program and the state certification, while giving recognition to high achievers and diplomas to all graduates.

## **INSTITUTION MISSION STATEMENT**

Our mission is to embrace a people direct philosophy, which is uniquely simple. It accepts that humans are created with particular physical, mental, spiritual, and emotional qualities, and it is the task of education to assist individuals to develop to the maximum of their capacity.

American Medical Institute provides qualified candidates with quality health career education utilizing work-based activity and skills training, instructing students to such competency level that qualifies them for entry level employment in their chosen program.

## **VISION**

Our vision is to create targeted proactive strategies for recruiting and retaining a diverse student body and faculty/staff work force. American Medical Institute visualizes hiring and training excellent staff and faculty who will work to protect the interest of prospective students and graduates and ensure great relationship with prospective employers.

## **FACILITIES**

American medical institute school facilities include:

There are two air-conditioned classrooms for Nurse Aide and Medication Aide, and patient care technician, classroom/laboratory, resource center, faculty and administrative offices.

The classroom/laboratory area is equipped with items similar to the working environment of the course offered, and as specified by state regulations.

Clinical externship is conducted off campus in hospitals and nursing homes. The classroom and clinical facilities are adequate to handle the normal maximum 24: 1 student to teacher ratio.

A student lounge is provided for relaxing and socializing. A refrigerator, microwave oven, and vending machines are available for refreshments.



**SCHOOL HOURS AND HOLIDAYS:**

School office hours are 8:30AM to 5:00PM-Monday through Friday.

**HOLIDAYS WILL BE OBSERVED AS FOLLOWS:**

New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Christmas week  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving

## **STUDENT SERVICES**

### **FINANCIAL**

Students are given the opportunity to more easily attend the school through a no-interest payment plan allowing a student to make payments throughout his/her enrollment period. See School Rules in back of this catalog for Payment Plan Rules.

### **ADVISING**

Students needing assistance and advice regarding academic, vocational, financial and personal matters have the entire staff to assist them as appropriate. This function is viewed as one of the most important at American Medical Institute. Students will automatically be advised if their grades or absences reach the probation level. Financial problems should be discussed with the school director.

### **PLACEMENT ASSISTANCE**

Placement assistance is available for all graduates. The school cannot guarantee employment, as we cannot force an employer to hire anyone; however, assistance comes in the following forms:

1. The school informs the potential employer of its training objectives and accepts job opportunities for posting and for individual notification.
2. Advice regarding interview, job application and resumes.
3. The employment Director provides lists of current openings in the local job market

Graduate, in turn, will be requested to provide the school with the change of address, telephone number, and employment status.

## ADMISSION REQUIREMENTS

**Nurse Aide only:** Have a high school diploma, or GED certificate, or at least eight grade of level of education.

**Medication Aide:** Refer to page 21 for complete admission requirement.

Have no temporary or permanent disabilities that would prevent you from safely doing all that the curriculum requires and must be able to lift at least 40 lb. weight and stand up for long periods of time. Where a condition of this nature exists, a signed letter from a physician must be obtained stating that the student can safely perform the tasks involved during the course of the classes.

Patient Care Technician: **Admission requirements:**

- Candidates must at least be 18 years of age
- Have at least high school diploma or GED
- Criminal background check and Physical Exam (paid by the student)
- Be able to read and write.

Ability to read and write shall be evidenced by in-house admission reading and writing skills test. Candidates will answer questions following a designated reading assignment with 75% success to be admitted.

## REGISTRATION PROCEDURES

Complete the registration process through an admissions representative by:

1. Completing a school application.
2. Reading and signing the school rules.
3. Reading and signing the catalog information verification.
4. Reading and signing enrollment agreement.
5. Taking a tour of the school facilities and signing the verification form.

**Background Checks Procedure:** Applicants who have met the requirements and sign a release will have their names submitted to the Texas Department of Public Safety Criminal Background Section and they must not have a felony. They also are screened via Nurse Aide employability registry to ensure employability upon graduation.

### **PLACEMENT ASSISTANCE**

Placement assistance is available for all graduates. The school cannot guarantee employment, as we cannot force an employer to hire anyone; however, assistance comes in the following forms:

1. The school informs the potential employer of its training objectives and accepts job opportunities for posting and for individual notification
2. Advice regarding interviewing, job applications and resumes.
3. The employment Director provides lists of current opening in the local job market.

Graduates, in turn, will be requested to provide the school with the change of address, telephone number, and employment status.

### **ATTENDANCE POLICY**

Attendance is taken and recorded hourly in each class. Students are required to maintain regular attendance since it is crucial to course success. A student will be advised and placed on indefinite probation for absences that are in excess of ten percent (10%) of the course.

After absences totaling twenty-percent (20%) of the course length, a student must be terminated, as mandated by state regulation. Refund calculations are done within the guidelines of the Texas Workforce Commission and in accordance with the school's refund and cancellation policy.

Tardiness or early departure in excess of one-half will be counted as one full hour's absence.

Make-up work is not authorized for the purpose of removing an absence.

### **LEAVE OF ABSENCE**

When requested in writing, a student may be granted leave of absence by the School Director in certain circumstances. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. The student will normally resume class during the next scheduled course at the point of leaving the previous course. If the student fails to return from leave of absence, he/she will be terminated and any refunds made according to school refund policy. Only one Leave of Absence may be granted within a 12 month period.

## **WITHDRAWAL TERMINATION AND READMITTANCE**

A student may be terminated from the school for: unsatisfactory conducts, failing grades, excessive absences or dress code violation. A student may cancel their enrollment or withdraw anytime after enrolling by contacting the admission department in person or writing a letter requesting cancellation or withdrawal. A student wishing to reenter the school must submit a written request to the director who will make the decision regarding reentry. Students may reenter a program one time after being terminated for absence or academic failure after a minimum of one grading period has passed, and will automatically be on the probation through the first two (2) reporting periods.

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
  
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in their fund.
  
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
  
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - An enrollee is not accepted by the school;
  - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*
  
8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS- 1040R provides the precise calculation.

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

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

## SATISFACTORY PROGRESS STANDARDS

### GRADING METHOD AND SYMBOLS

- |    |             |               |
|----|-------------|---------------|
| 1. | A =90-100   | EXCELLENT     |
|    | B = 80-89   | ABOVE AVERAGE |
|    | C= 70-79    | SATISFACTORY  |
|    | F= Below 70 | FAILURE       |
|    | I =         | INCOMPLETE    |
2. The students and/or sponsor will be furnished with an attendance and progress report at The end of the reporting period. Any student who receives a failing grade average as the end of a reporting period is placed on academic probation for the next reporting period. If he/she receives a failing grade average at the end of the probation period, they will be terminated.
  3. A student must complete, with an overall passing grade, all of the required units in the academic phase in order to begin his/her clinical training, if a clinical is required.
  4. Students receiving a grade of incomplete (I) must make arrangement with their instructors to make up all required work (within the first two weeks of the new course). At the end of the two-week period, a grade will be computed and the student will be informed of the revised grade average. If the required work is not completed within two weeks, the grade of "I" will be converted to an "F".
  5. In all cases students must satisfy course requirements within 1.2 times the normal clock hour duration of the class. Students who fail to meet this standard must be terminated. With permission of the school director, a student may repeat a course one time only. When repeating a course, previous grades are not considered.
  6. Testes will be given every week and students must get an average of 70%, if a student does not pass the weekly test, they will be put in probation for one week.

**REPORTING / GRADING PERIOD IS 5 CONSECUTIVE DAYS.** [Week] Students Will be given a progress report after each grading period.



## **CREDIT FOR PREVIOUS EDUCATION AND TRAINING**

Appropriate credit will be given by the school for previous education and training and will be kept by the school in writing. The training maybe shortened when warranted through use of appropriate skills or achievement test. All credit given can only be applied to the clinical phase of programs.

## **DIPLOMA**

Each student will be awarded a diploma when he/she successfully completes with an overall passing grade, a course in which they are enrolled and have met their financial obligation to the school.

## **TRANSCRIPTS**

Transcripts will be available to prospective employers and to students upon request without charge for the first copy.

## **GRIEVANCES AND COMPLAINTS**

If a student has a complaint, she/he should first discuss it with their instructor. If the student does not receive a satisfactory resolution, then they should discuss the problem with the school director. If the problem cannot be resolved by the school director, the student may discuss the complaint with the school president at the corporate office. After these steps, if the problem has not been resolved, the student may discuss the complaint with Texas Workforce Commission, Career Schools & Colleges, and 101 E. 15th Street, Austin, Texas 78778-0001. The telephone number is (512) 936-3100.

## **GRADUATION REQUIREMENTS**

Students must have satisfactory grades of overall 70% or better, satisfactory attendance, met all financial obligations, and completed program within maximum time allowed in order to receive certificate of completion.

## **COURSES OFFERED**

### **NURSE AIDE COURSE**

MONDAY-THURSDAY

10:00 AM-1:00 PM

Each class hour: 55 minutes class, 5 minute breaks

#### **CLASS SCHEDULE [NURSE AIDE]**

These dates are tentatively scheduled, but due to different circumstances class start may occur at a later time

Classroom length: 2<sup>1</sup>/<sub>3</sub> **weeks**

Externship/ Clinical Length: 1<sup>2</sup>/<sub>3</sub> **weeks** (40 hrs)

Each week has three days with eight hours a day. The fourth week will have the fourth day for just four hours. Total program is 4 weeks

TOTAL CLOCK HOURS: 100 hours

### **DADSREQUIREMENT**

100 hours minimum = 60 classroom 40 externship

## NURSE AIDE

**Objective:** To train the student to acquired the skill necessary to provide an adequate level of nursing care to patients in the hospital and nursing home.

Also to insure satisfactory completion of the training, program and graduates will be qualified to seek entry-level position as Nurse Aides in hospitals and Nursing Homes.

**Prerequisites:** High School Diploma, GED Certification or eight grade level education.

UNIT NUMBER	UNIT TITLE	LECTURE/ LAB	CLOCK TOTAL HOURS
NA-101	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures.	12 +4	16
NA-102	Restorative, Transfer Position, Ambulation. Care of the Residents Environment. Hygiene. Grooming. Nutrition and Hydration Needs. Elimination.	8+8	16
NA-103	Promoting A Restraint Proper Environment. Vital Signs. Height and Weight. Observing, Reporting and Documentation. Admission, Transfer and Discharge. Role of Nurse Aide in Death and Dying.	8+8	16
NA-104	Introduction to Restoration Services and the Nurse Aide Role.	3+0	3
NA-105	Psychological Needs of Residents. Culture	5+0	5

	Change and Specific Behavior Problems. Dementia and Cognitive Impairment.		
NA-106	Conflict Resolution and Technologies.	3+1	4
NA-107	Nurse Aide Clinical. Upon satisfactory completion of structured classroom training, the Students will train in a clinical setting. Actual hands-on experience under supervision and guidance of a licensed nurse is required prior to course completion.	0+0+40(Externship)	40

Lecture: 39

Lab: 21

Externship: 40 COMPLETION PERIODS IS 4 WEEKS.

## SUBJECT DESCRIPTIONS

### Section I Introduction to long term care (LTC) (16 hours)

Unit Number	Unit Title and Description	Clock Hours
NA-101	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures. Students will learn safety for resident and themselves. Emphasis is placed on infection control and medical asepsis.	Pre-requisite: None Lecture:12 Lab: 4 Externship:0

### Section II Personal Care Skills

Unit Number	Unit Title and Description	Clock Hours
NA-102	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures. Students will be able to demonstrate proper patient positioning and body alignment. Emphasis is laid on resident, environment and personal care and grooming.	Pre-requisite: None Lecture:8 Lab:8 Externship: 0

### Section III Basic Nursing Skills

Unit Number	Unit Title and Description	Clock Hours
NA-103	Promoting A Restraint Proper Environment. Vital Signs .Height and Weight. Observing, Reporting and Documentation. Admission, Transfer and Discharge. Role of Nurse Aide in Death and Dying. Discharge. Students will learn to measure and record vital signs and to report abnormalities to the charge nurse. Student will also understand his/her role in	Pre-requisite: None Lecture:8 Lab:8 Externship: 0

	Admission, discharge, death and dying.	
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#### Section IV Restorative Services

Unit Number	Unit Title and Description	Clock Hours
NA-104	<p>Introduction to Restoration Services and the Nurse Aide Role.</p> <p>The nurse aide will demonstrate understanding of role in rehabilitation and restorative care. Students will learn positioning and ambulation with safety and comfort.</p>	<p>Pre-requisite: None</p> <p>Lecture:3</p> <p>Lab:0</p> <p>Externship: 0</p>

#### Section V Mental Health and Social Services Needs

Unit Number	Unit Title and Description	Clock Hours
NA-105	<p>Psychological Needs of Residents. Culture Change and Specific Behavior Problems. Dementia and Cognitive Impairment.</p> <p>Students will understand the difference psychological needs of the client in different stages of life cycle. Students will be able to give care to patients from diverse cultures.</p>	<p>Pre-requisite:None</p> <p>Lecture:5</p> <p>Lab: 0</p> <p>Externship: 0</p>

#### Section VI Social Skills

Unit Number	Unit Title and Description	Clock Hours
NA-106	<p>Conflict Resolution and Technologies.</p> <p>Students should be able to use computers and other technologies needed in the</p>	<p>Pre-requisite: None</p> <p>Lecture:3</p> <p>Lab: 1</p> <p>Externship: 0</p>

	Care of the patients. Students should demonstrate team-playing ability.	
NA 107	Nurse Aide CLINICAL Upon satisfactory completion of structured classroom training, the students will train in a clinical setting. Actual hands-on experience under supervision and guidance of a licensed nurse is required Prior to course completion.	Prerequisite:NA-101 through NA-106 Lecture: 0 Lab: 0 Extenship:40

Lecture/Lab 60 hours

Total 100 hours

## MEDICATIONAIDE

**OBJECTIVE:** To prepare experienced Nurse Aides to administer medication to nursing home residents under the direct of a licensed nurse.

Graduates will be qualified to seek entry-level positions as Nursing home Medication Aides in Hospitals and Nursing homes.

**PREREQUISITE:** Must be at least 18<sup>h</sup> Years old, high school graduate or GED; be a Nurse Aide Currently employed in a nursing home, and have 90 days or more experience as such within the past 12 months

UNIT NUMBER	UNIT TITLE	CLOCK HOURS	LEC	LAB	EXT
MA-100	introduction & orientation and Basic concepts	4	0	0	0
MA-101	Administration of Medications	6	0	0	0
MA-102	Drugs Affecting the cardiovascular System	9	0	0	0
MA-103	Drugs Affecting the Urinary System	7	0	0	0
MA-104	Drugs Affecting the Respiratory System	9	0	0	0
MA-105	Drugs Affecting the digestive System, Vitamins and Minerals	9	0	0	0
MA-106	Drugs Affecting the Central Nervous System	9	0	0	0
MA-107	Drugs Affecting the Musculoskeletal system	9	0	0	0
MA-108	Drugs Affecting the Endocrine system	9	0	0	0
MA-109	Antibiotic & Other Anti-Infective Agents	9	0	0	0
MA-110	Drugs Affecting the Eye	4	0	0	0
MA-111	Drugs Affecting the Ear	4	0	0	0
MA-112	Drugs Affecting the Skin	4	0	0	0
MA-113	Alzheimer's Disease Patients And Related Disorders	4	0	0	0
MA-114	Immune-Compromised Patients	4	0	0	0
MA-115	Pediatric Patients	4	0	0	0
MA-116	Care Planning Assistance	4	0	0	0
EXT-100	Clinical Observation	0	12	0	0
MA-117	Return Skills Demonstration Lab	0	12	0	0
MA-118	Review and Examination	8	0	0	0
Total Clock Hours		<u>140</u>			

Lecture: 116

Lab/clinical: 24



## Medication Aide

- 
- MA-100     **INTRODUCTION AND ORIENTATION AND BASIC CONCEPTS-** students will Learn the basic role of a medication Aide and The ethics involved, co-worker identification, drug Resource references, medication and patient relations, Medication abbreviations, symbols, and terms, weights and measurements, and use of generic drugs.  
Prerequisites: None  
Lecture        4  
Lab:            0  
Externship    0
- MA-101     **ADMINISTRATION OF MEDICATIONS-** the student will be instructed in medication supply and storage factors Medication orders, recognizing common errors, tasks to be performed, setting up medication, role of Medication Aide In drug therapy, administering medications and Oxygen and follow up Procedures, and medical records.  
Prerequisite: None  
Lecture        6  
Lab             0  
Externship    0
- MA-102     **DRUGS AFFECTING THE CARDIOVASCULAR SYSTEM-**The student will Learn the cardiovascular Structure and function, drugs for congestive Heart failure again, arrhythmias hypertension, and the side effects of each. Also anti coagulants are covered and side effects.  
Prerequisite: None  
Lecture        9  
Lab:            0  
Externship    0

## MA-103

**DRUGS AFFECTING THE URINARY SYSTEM-**The student will learn the function and structure of the urinary, diuretic drugs, potassium replacement drugs, bladder tone drugs, and urinary anti-infective.

Prerequisite: None

lecture	7
Lab:	0
Externship	0

## MA-I04

**DRUGS AFFECTING THE RESPIRATORY SYSTEM-**the student will learn the structure and function of the Respiratory System, properties of oxygen, bronchodilator drugs, antihistamine drugs, Respiratory products combination and the implications of each

Prerequisite: None

lecture	9
Lab:	0
Externship	0

## MA-I05

**DRUGS AFFECTING THE DIGESTIVE SYSTEM, VITAMINS MINERALS-** the student will learn the structure and function of the Digestive System Organs and the drugs affecting them, such as Antiseptics, antacids, Anti diarrhea, cathartics, Vitamins and in minerals each of the drugs side effects and properties are covered.

Prerequisite: None

Lecture	9
Lab:	0
Externship	0

MA-106 **DRUGS AFFECTING THE CENTRAL NERVOUS SYSTEM**

The student will learn the structure and function of the Antidepressants, depressants, Manic-depressive drugs, Placebo and drugs for brain syndrome. Implications and Affections of each are covered.

Prerequisite: None

Lecture:	9
Lab:	0
Externship:	0

MA-107 **DRUGS AFFECTING THE MUSCULOSKELETAL SYSTEM**

The Student will learn the function and structure of the Muscular skeletal system and the drugs to treat their Disorders, such as antiinflammatory, antihyperuricemics, and muscle relaxant drugs. Prerequisite: None

Lecture	9
Lab:	0
Externship	0

MA-108 **DRUGS AFFECTING THE ENDOCRINE SYSTEM**

The students will learn about drugs used to replace Thyroid hormone for diabetes, sex and human Growth hormone. The use and side effects to each are covered

Prerequisite: None

Lecture 9

Lab: 0

Externship 0

MA-109 **ANTIBIOTICS AND OTHER ANTI-INFECTIVE AGENTS**

The student will learn the nature of Infection, Optical anti-infective agent's systemic anti-infective Drugs, and their use and side effects.

Prerequisite: None

Lecture: 9

Lab: 0

Externship 0

MA-110 **DRUGS AFFECTING THE EYE-**

The student will learn the structure and function of the eyes, drugs used for Glaucoma, eye lubrication, ophthalmic drugs

Used for infection. The implications and side effects are covered

Prerequisite: None

Lecture 4

Lab: 0

Externship 0

MA-111 **DRUGS AFFECTING THE EAR-**

The student will learn the structure and function of the ear, changes associated with aging, drugs used for ear disorders. The implications and side effects are covered.

Prerequisite: None

Lecture 4

Lab: 0

Externship 0

MA-112 **DRUGS AFFECTING THE SKIN-** the student will learn the

Structure and function of the skin, the changes, association with aging, drugs used to treat skin disorder, and the precautions for care, and trans dermal applied medications.

Prerequisite: None

Lecture 4

Lab: 0  
 Externship 0

MA-113

**ALZHEIMER'S DISEASE PATIENTS AND RELATED DISORDERS-** the students will learn the history of Alzheimer disease, the basic characteristics, the four Phases of the disease, and the basic procedures in dealing with Alzheimer's patients.

Prerequisite: None

Lecture 4  
 Lab: 0  
 Externship 0

MA-114

**IMMUNO-COMPROMISED PATIENTS-** the student will learn of AIDS patient and other immune-compromised patient. The students will also learn the difference between ARC and AIDS patient, and drugs available and approved for the Treatment of AIDS patients.

Prerequisite: None

Lecture 4  
 Lab: 0  
 Externship 0

MA-115

**PEDIATRIC PATIENTS-** student will learn Nutritional considerations, physical activity concerns, Disease states and ways to administer medications for pediatric patients.

Prerequisite: None

Lecture 4  
 Lab: 0  
 Externship 0

MA-116

**CARE PLANNING ASSISTANCE-** the student will learn the purpose of care planning, the purpose of inter disciplinary care plans Schedules of patient care plans and the role Of the Medication Aide as it relates to patient care planning.

Prerequisite: None

Lecture 4  
 Lab: 0  
 Externship 0

EXT-100

**CLINICAL OBSERVATION-** the clinical observation will take place in a long term care facility, in which the students will partner with a licensed EXT-100 medication Aide and observe them while they perform their jobs of preparing and dispensing medications.

Prerequisite: None

Lecture 0  
 Lab: 12  
 Externship 0

**MA-117 RETURN SKILLS DEMONSTRATION LAB-**

During the course of 18 week period of instruction, students will have a total of 12 clock hours of return skill To be demonstrated to the instructor while in the classroom Lab. The skills will cover all 18 units of instruction, which will include but not be limited to medication preparation, medication dispensing, medication administration, measures, weight and charting.

Prerequisite: None

Lecture 0

Lab: 12

Externship 0

**MA- 118 REVIEW AND FINAL EXAMINATION-**Review of all medical abbreviations associated with all the sections covered and review of Skills that will be tested on per DADS Requirement.

Prerequisite: None

Lecture: 8

Lab: 0

Externship: 0

**TUITION/FEES****NURSE AIDE PROGRAM**

## Program Nurse Aide Course

Tuition & Registration	\$750.00
Books	\$50.00
Lab Fees	\$240.00
Uniform	<u>\$36.00</u>
Total	<u>\$1,111.00</u>
CPR (Optional)	\$35

**MEDICATION AIDE PROGRAM**

## Medication Aide Course

Tuition	\$935.00
Books & Supplies	\$330.00
Registration Fees	\$150.00
Lab Fees	<u>\$200.00</u>
Total	<u>\$1,650.00</u>
CPR (if needed)	\$35.00

## PATIENT CARE TECHNICIAN COURSE

Cost of tuition is \$6000 plus 3 books at \$150 for Total = \$6150

White scrubs on top with navy blue bottom scrub are required but purchased separately by the student (school can recommend places to purchase At Sharps town Mall Uniform shop cost is \$10.00)

## CPR TRAINING COURSE

- FOR PROFESSIONAL
- DAY CAREWORKERS
- COMMUNITIES

- The complete program last for 3 hours and the cost is \$35.00.

"This CPR program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas,"

**COURSE TITLE: PSYCHIATRIC TECHNICIAN SEMINAR**  
**(MANAGEMENT OF AGGRESSIVE BEHAVIOR) 6 Hours**

**OBJECTIVES:**

**A. Basic Principles**

1. Take the person seriously
2. Join and follow to lead
3. Take action to get beneficial reaction
4. Proceed step-by-step
5. Act without hesitation
6. Guide participants in demonstrating the skills of protection of self and others and the principles of the program
7. Guide participants in demonstrating the skill of containment and the principles of the program
8. Guide the participants in demonstrating the skills of objective retrieval and the principals of the program

**B. Admission Requirements:**

Employee of any health care setting e.g. CNA, LVN, RN that may have direct contact with patient

**C. Textbook:**

No text book is required but handouts and videotapes from Satori Alternative to managing Aggression licensing center and lecture are given and used.

**Total Cost: \$140.00**



**AMERICAN MEDICAL INSTITUTE INC.**

**6902 COOK ROAD, HOUSTON, TX 77072**

**COURSE TITLE:**

**MANAGERS TRAINING COURSE FOR ASSISTED LIVING EMPLOYEES**

**ADMISSION REQUIREMENTS:**

Must be an employee of assisted living facility or individual interested in opening up assisted living facilities

**TIME OFFERED:** 8AM-4:30PM on scheduled dates to be determined based on demand

**TOTAL HOURS:** 8hrs

**COST:**\$100

**OBJECTIVES:**

To assist employees and managers of assisted living, group homes to be more equipped in understanding their as managers and caregivers in the following areas like detection and prevention of abuse proper medication pass and supervision, appropriate referrals of residents.

1. Managers Responsibility and Resident Care 50 Minutes (8-8:50)  
     10 Minutes Break
2. Professional Ethics 50 Minutes (9-9:50)  
     10 Minutes Break
3. Medication Administration and Supervision 50 Minutes (10-10:50)  
     10 Minutes Break
4. Residents Rights and Assessment 50 Minutes (10-11:50)  
     10 Minutes Break
5. Nutrition 50 Minutes (12:30-1:20)  
     10 Minutes Break

6. Vital signs 50 Minutes (1:30-2:20)

10 Minutes Break

7. Community Resource 50 Minutes (2:30-3:20)

10 Minutes Break

8. Abuse and Neglect and How to Avoid Them

50 Minutes (3:30-4:20)

### **TEACHING TOOLS:**

Licensing standards for medication aide. Reflects current Department of Aging and Disability Services (DADS) procedures.

### **DVD'S**

What I Diabetes?

Complications: Diabetes

Exercises and Diabetes

Administering Oral Topical, Suppository and Inhalant medications

Alzheimer's: A wilderness of Experience

**CERTIFIED MEDICATION AIDE CONTINUING EDUCATION**

**7 HOUR TRAINING COURSE**

**ADMISSION REQUIREMENTS:**

Be a certified Medication aide in the State of Texas and in Good standing.

**Text book:** No Textbook required. Hand put and DVDs are used

**COST:** \$60.00

**MEDICATION AIDE COURSE**

**TUESDAY-FRIDAY**

10:00 AM-2:00PM

Each class hour: 55- minutes class, 5-minute break

**DAYSCLASSES**

START

END

**TO BE ANNOUNCED**

Class room length:	5.75 Weeks
Clinical Lab:	20.25 hours
Total:	8weeks
Total Clock hours:	140 hrs

Graduation Requirements: Students must have and overall final grade of 75 or better for the course and satisfactory attendances. One clock hour is equal to one hour spent in class, either in classroom or clinical facility

## Certified Medication Aide Continuing Education 7 Hour Training Course

### ADMISSION REQUIREMENTS:

Be a certified Medication Aide the State of Texas and in Good Standing.

**Textbook:** No textbook required. Handout and DVDs are used.

**COST: \$75.00**

**OBJECTIVE:** The State-approved medication aide continuing education training program consists of 7 actual clock hours of classroom instruction. Course will provide a forum for Texas Certified Medication Aides to update and review the basic role of a medication aide and the ethics involved. Students will learn about medication and patient relations, basic pharmacokinetics, and pharmacy dynamics in addition to Alzheimer's disease, diabetes, and managing difficult adult and pediatric patients.

**HOURS: 7 Hours (8am -4:15pm) on scheduled dates to be determined based on demand.**

### Training Subjects:

### Classroom Instruction Time:

**Unit I** Introduction to the Continuing  
Education XIII Training Program

10 Minutes (8-8: 10)

**Unit II** Review of the Medication Aide  
Training Rules

50 Minutes (8:10-9)

**10 Minute Break**

**Unit III** Update and Review of Generic  
and Brand named drugs.  
Review of Medical  
Terminologies

50 Minutes (9: 10-10)

**10 Minute Break**

**Unit IV** Factors Affecting/determining  
Drug actions. Drug Absorption.

30 Minutes (10: 10-10:40)

**Unit V** Drug Affecting the Body  
and the Skin.

30 Minutes (10:40-11:10)

**10 Minutes Break**

<b>Unit VI</b> Medical Asepsis, Infection Control and Prevention (AIDS patients)	50 Minutes ( 11:20-12:10)
<b>30 Minute Lunch Break (12:10-12:40)</b>	
<b>Unit VII</b> Alzheimer's disease Patients, Difficult Patients and Pediatric Patients.	50 Minutes (12:40-1:30)
<b>10 Minute Break</b>	
<b>Unit VIII</b> Care Planning	15 Minutes(1:40-1:55)
<b>Unit IX</b> "What is Diabetes" "What is the impact of diet and exercise onDiabetes"?	50 Minutes (1:55-2:45)
<b>15 Minute Break</b>	
<b>Unit X</b> The instructor's summary, review, and evaluation of the Continuing Education	30 Minutes (3-3:30)
<b>Unit XI</b> The written final examination and completion of the official Enrollment Roster.	45 Minutes (3:30-4: 15)

# CERTIFIED NURSE AIDE CONTINUING EDUCATION SEMINAR TRAINING

## 24 Hour Review Course

### Admission Requirements

Be a Certified Nurse Aide State of Texas and in good standing with DADS.

No Textbooks required. Handout and DVDS are used.

Interactive learning Cost:

\$750.00

Objective: The State-approved Nurse Aide Continuing Education Training Program consisting of 24 clock hours biennially.

AMI Inc offers a non-facility based course with the approval of NATCEP in conjunction with TWC approval. The course will provide a forum for Texas certified Nurse Aide, to update and review the care of residents with dementia disorder, including Alzheimer's disease and review and body systems and related conditions common with geriatric population.

Review of the physiological changes of major organs associated with aging; how these changes impact the care of the older adult shall be discussed.

HOURS: 8 hours for 3 days. Scheduled dates to be determined based on demand.

TRAINING SUBJECTS	CLASSROOM INSTRUCTION TIME
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### DAY I

Unit I: Introduction To The Continuing Education Program.....	10 minutes
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Unit II: Review of Gerontology and Psychological Aspects of Aging and Dealing With Losses Associated With	
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Aging .....	50 minutes
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Unit III: Review of Changes in the Nervous System and Circulatory Systems, Respiratory system as well as the Reproductive System As People

Age..... .50 minutes

10 minutes Break

Unit IV: The General Review of Dementia and Alzheimer's disease ..... 50 minutes

10 minutes Break

Unit V: Outlining and Describing Seven Stages of Alzheimer's Disease ..... 50 minutes

10 minutes Break

Unit VI: Helpful Nursing Tips in Managing Symptoms of Alzheimer's Disease ..... 50 minutes

10 minutes Break

Unit VII: The Ten Signs of Alzheimer's Disease ..... 50 minutes

10 minutes Break

Unit VIII: Risk Factors and Some Activities and Interventions That May Delay the Onset and Progress of Alzheimer's

disease..... 50 minutes

10 minutes Break

## **DAY 2**

Unit IX: Myths about Alzheimer's disease; Discussions of some Clinical Studies Done on Alzheimer's

Diseases ..... 50 minutes

10 minutes Break

Unit X:Causes of Dementia and Ten Warning Signs of Dementia..... 50  
minutes

10 minutes Break

Unit XI: Safety/Emergency Procedure including CPR, Heimlich maneuver and Sexual  
Boundaries in Clients with Dementia and

AD .....50 minutes

10 minutes Break

Unit XII: Communicating with Cognitively Impaired Clients and Understanding the Behavior of  
the Cognitively Impaired Residents ..... 50  
minutes

10 minutes Break

Unit XIII:Review of the demographics, pathophysiology of hypertension or high blood pressure  
and coronary artery

diseases ..... 50 minutes

10 minutes Break

Unit XIV:Guidelines for the nurse aide caring for patients with angina pectoris, hypertension  
and peripheral vascular

disorders ..... 50 minutes

10 minutes Break

Unit XV :Guidelines for the nurse aide caring for patients with myocardial infarction(heart  
attack) and congestive heart

failure(CHF).....50

minutes

10 minutes Break

Unit XVI:Guidelines for nurse aide caring for patients with upper respiratory tract infections  
pneumonia and

asthma .....50

minutes



10 minutes Break

### **DAY 3**

Unit XVII: Guidelines for caring for patients with COPD (chronic obstructive pulmonary diseases and bronchitis, emphysema and emphysema ..... ..50 minutes

10 minutes Break

Unit XVIII: Review of path physiology of stroke or cerebra vascular accident and relevant data that nurse aide must collect and report for effective care  
Plan ..... 50 minutes

10 minutes Break

Unit XIX: Review relevant terminologies like the following but not limited to: hemiplegic , hemi paresis, expressive aphasia, receptive aphasia, emotional liability , dysphasia.....50 minutes

10 minutes break

Unit XX: Guidelines for the nurse aide caring for residents recovering from stroke. Emphasis on decubitus ulcer prevention and bowel and bladder retraining.....50 minutes

10 minutes break

Unit XI: Review of path physiology of Parkinson's disease, multiple sclerosis, Head and Spinal cord injuries .....50 minutes

10 minutes break

Unit XII: Guidelines for the nurse aide caring for Parkinson's disease and multiple sclerosis ...50 minutes

10 minutes break

Unit XIII: Guidelines for caring for patients head and spinal cord injuries and falls and fall prevention.....50  
minutes

10 minutes break

Unit XIV: Case studies, discussions, questions and answers and suggestions for topics for future updates.....50  
minutes

10minutes break

Summary, Review and Evaluation of Continuing Education .....30  
minutes

Questions, Answers and Comments ..... 30  
minutes

## PHLEBOTOMY TRAINING WORK SHOP SEMINAR

Our 1 Day Phlebotomy training work shop is for licensed Certified Nursing Assistants, Nurses, Medical Assistants and Phlebotomists in primary care, the community, hospitals and/or nursing homes. The course includes a practical session and is designed to provide you the confidence and the competence to take blood samples safely and reliably.

Phlebotomy course content:

- Background: the importance of training and competence
- Supervision and practice
- Scope and responsibilities
- Professional and legal issues
- What is phlebotomy?
- Equipment
- Needles and patient safety
- Blood collection systems and devices
- Labeling
- Anatomy and Physiology
- Vein assessment and selection:
- Identification of Veins
- Arm veins
- Hand veins
- Unacceptable sites for venous collection
- Phlebotomy procedure
- Post phlebotomy: specimen handling
- Personal protective equipment
- Needle stick injuries
- Disposal
- Needle phobias
- Practical session

Description of Seminar:

Objective: This course provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing patient safety, quality assurance, universal and standard precautions.

Admission requirement: High School Diploma; GED along with being either a licensed Certified Nursing Assistant, Nurse, Medical Assistant or Phlebotomists in primary care, the community, hospitals and/or nursing homes

Text Required: The Phlebotomy Handbook. (Latest copy)

Professional Associations: National Health Career Association, Certified Phlebotomy Technician CPT

Methods of Instruction: This course utilizes a lecture, clinical laboratory and demonstration methodology

Clock Hour Length: 8 course hours

Criteria for Certificate: Students must achieve a minimum of 20 veni punctures and 5 capillaries.

Price: \$200

Description of the Professional Competencies:

Main Skills to be learned:

1. Collecting, transporting, handling and processing blood specimens for analysis;
2. Recognizing the importance of specimen collection in the overall patient care system;
3. Relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory and to general pathologic conditions associated with body systems;
4. Identifying and selecting equipment, supplies and additives used in blood collection;
5. Recognizing factors that affect specimen collecting procedures and test results, and taking appropriate actions within predetermined limits, when applicable.
6. Recognizing and adhering to infection control and safety policies and procedures;
7. Monitoring quality control within predetermined limits;
8. Recognizing the various components of the health care delivery system;
9. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
10. Demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public.
11. Demonstrating an understanding of requisitioning and the legal implications of their work environment;
12. Applying basic principles in learning new techniques and procedures;
13. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

## **ONE DAY ELECTROCARDIOGRAPH (EKG) SEMINAR/WORKSHOP**

### **Course Description**

This is a one day (8 hours) electrocardiograph (EKG) seminar/workshop for certified nurse's assistants, Nurses, Medical assistants, phlebotomists and EKG technicians who need a review and/or possibly have been out of practice for any reason.

### **Course Objective**

This course teaches students about patient preparation, performing and mounting of 12 lead, single channel EKG tracings, review of the cardiovascular system and related terminologies. The student will focus on basic rhythm identification and common disease states like injury and infarction.

Cost: \$250.00

### **Behavioral Expectations:**

Participants upon completion shall be able to:

1. Describe the normal cardiac anatomy and physiology.
2. Describe normal electrical conduction thru the heart.
3. Participants shall be able to demonstrate knowledge of the medical terminologies related to EKG
4. The student shall demonstrate basic understanding of EKG interpretations
5. Participants shall be able to identify the phases of the cardiac cycle and waveforms to the cardiac cycle.
6. Participants shall be able to recognize normal and abnormal EKGs
7. Participants shall be able to list important information that must be included on the EKG report.
8. Participants shall be able to recognize how 12 lead EKG relates to different areas of the heart

Admission/ Prerequisites: Must be CNAs, Phlebotomists, Medical assistants, Nurses, Direct working in various health care settings as evidenced by certification and permit

Required Text: Shade fast and Easy ECG 2<sup>nd</sup> edition. (included in the cost)

Hand out materials.

Method Of Instruction: Utilization of Lecture styles, demonstrations and return demonstrations.

Criteria For successful completion: Timely arrival and sit to completion with 80% or more score on the quiz.

Return demonstration and successful check off of all taught skills.

Completion of Survey of the seminar

## **SCHOOL RULES AND REGULATIONS**

### **GENERAL RULES (STUDENT CONDUCT)**

- All visitors must check in at the school office. Person waiting to pick up students must wait in the parking lot.
- Students must confine themselves to the school area only, and must not go into other areas for any reasons.
- Students must use the pay telephone in the hallway for calling out. The school will accept only emergency calls for students.
- Conduct while on campus and at the externship facility must be of a professional nature. The following violations lead to dismissal:
  - Insubordination, verbal abuse, or use of profanity.
  - Possession or consumption of alcohol.
  - Possession, consumption or solicitation of illegal drugs.
  - Theft.

### **CLASS ROOM RULES**

- Students are expected to be on time at the beginning of each class.
- Eating, drinking, or smoking is not allowed anywhere in the building except in the lounge. Students must keep this area, no exceptions, by disposing of trash, drink cans, food, etc. in the proper receptacles.
- Cheating on any test, quiz, or examination can be a cause for dismissal.
- All tests are not kept by students, but must be returned to the instructor immediately after being reviewed by the student.
- Students must practice good hygiene while in class, especially at the externship facility. This includes daily bathing, well groomed hair, clean clothes, and clean and trimmed fingernails.

### **STUDENT DRESS CODE**

- Students are expected to practice professionalism in the classroom and at the externship facility, or anytime the school is represented by you. Therefore, shorts, tank tops, miniskirts are not permitted.
- Wearing the nurse uniform is optional during the classroom phase of the course, but must be worn at all times at the externship facility along with the school badge and I.D. badge.

- No head gear of any kind is allowed.
- Excessive makeup or jewelry is not be worn with the uniform.
- Aide students may wear street closes during the class room phase but wear the uniform during the clinical portion.

### **TUITION AND FEE PAYMENT PLAN RULES**

Payment **ARE DUE ON** Monday of each week and students must pay in accordance with their enrollment agreement. Exceptions must be arranged with and approved by the school administration. A student will automatically go on financial probation if payments are one week late, and is subject to dismissal if payment are two week late.

A \$20.00 fee will be imposed and added to a student's account for a check returned unpaid for any reason. After receiving a bad check from a student the school will accept only cash from those students thereafter.

Student must have **PAID IN FULL** all tuitions, school fees, and state examination fees prior to the scheduled end of the course. The students will not be graduated or authorized to take the state examination until their account is **PAID IN FULL**.



**Program name : Patient Care Technician**

**Course Description:** Patient care technicians tend to ill and injured individuals in all stages of their lifecycle under the supervision of doctors, clinicians, nurses and medical professionals. Their duties include checking vital signs, taking measurements, assisting clients with activities of daily living, and assessment and documentation of patient's data. They also assist in the following areas but are not limited to: blood draws, EKG, catheterizations and phlebotomy. Students will focus on learning the cognitive, affective, and psychomotor skills necessary in the safe and compassionate, efficient, execution of delegated tasks in all health care settings. The course begins with the theoretical aspects of each task. Each task is reinforced with execution of a return demonstration and clinical exposure. Active student participation is expected.

According to the US Department of Labor statistics (BLS) job openings for nurse assistants and patient care technicians were projected to grow 21% during the 2012-2022 decade, which is faster than the national average. As of May 2013, these professionals earned a median yearly wage of \$24,890 per BLS.

The patient care technician is armed with training, skills, and working knowledge for upward mobility in the various health career disciplines. The patient care technician works in all health care settings taking care of patients in all stages of life cycle.

The course is 600 clock hours in length designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), or Home Health Aides (66011456).

**Admission requirements:**

- Candidates must at least be 18 years of age
- Have at least high school diploma or GED
- Criminal background check and Physical Exam (paid by the student)
- Be able to read and write.

Ability to read and write shall be evidenced by in-house admission reading and writing skills test. Candidates will answer questions following a designated reading assignment with 75% success to be admitted.

**Student Assessment:**

- Oral participation
- Quizzes



- Unit exams
- Performances of Learning
- Skills, lab and return demonstration, clinical exposure

**Grading Guidelines:** The final examination grade guidelines including a passing rate of 75% minimum

**Required textbooks:**

1. Fundamental nursing Skills and concepts by Barbara Tumby 11<sup>th</sup> edition \$110  
Hartman's Nursing assistant care Basics, Hartman's publishing Inc. with Jetta Fuzzy RN

Cost is \$45.00

2. Hogner, B. R., Acello, B., & Caldwell, E. (2004). Nursing Assistant: A Nursing Process Approach 9th Edition. Toronto, Ontario, Canada: Thomson Delmar Learning

Cost is \$ 45.00 Phlebotomy Work text and procedures manual by Warekois and Robinson(\$50.00)

3. (2005).12-Lead ECG for Acute and Critical Care Providers. Upper Saddle River, NJ: Prentice Hall (hand out shall be distributed)

4. Sorrentino S. A. (2004). Mosby's Textbook for Nursing Assistants. St. Louis Missouri: Mosby

Cost is \$60.00 Lap top needed

Cost of tuition is \$6000plus books at \$361 for Total = \$6351

White scrubs on top with navy blue bottom scrub are required but purchased separately by the student (school can recommend places to purchase At Sharpstown Mall Uniform shop cost is \$10.00)

**Length of Course:** This course will meet Mondays, Tuesdays, Wednesdays, and Thursdays 8 hours a day from 8:30 – 5 with half hour lunch break at 1pm. Program length is totaling 18 3/4 weeks. The first 100 hours is the nurse aide curriculum already approved by TWC CSC and DADs.

The nurse aide curriculum of 100 hours is then followed by the next 468 hours of classroom and lab work and 32 hours of externship experience

The courses are grouped around knowledge and skills and are required to teach safe and compassionate care in all health care settings. The classes will focus on giving proper care to

clients, patients, and residents in all health care settings. The courses are not necessarily offered in

		LEC.	LAB	TOTAL
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the sequence they appear in the catalogue.

NA-101	Introduction to Resident Rights. Communication and infection control Role of The NA in LTC. Safety and emergency measures.	12	4	16
NA102	Restorative, transfer, position, Ambulation. Care of the Resident environment. Hygiene. grooming, Nutrition and hydration needs. Elimination.	8	8	16
NA 103	Promoting a restraint proper environment, Vital signs, Height and weight. Observing reporting and documentation.. Admission, transfer and discharge. Role of the nurse aide in death and dying.	8	8	16
NA104	Introduction to restorative services and the nurse aide role.	3	0	3
NA 105	Psychological needs of Residents, culture. Change and specific behavior problems. Dementia and cognitive impairment	5	0	5
NA 106	Conflict Resolution and Technologies	3	1	4
NA 107	Nurse Aide clinical. .Actual hands on experience under supervision and guidance of licensed nurse is required prior to course completion	0	0	40
PCA0001	The healthcare system	16	0	16
PCA0002	Career success	16	0	16
PCA0003	Health Career Law and Ethics	24	8	32
PCA0004	Medical Terminology	24	0	24
PCA0005	Asepsis and infection control	24	8	32
PCA0006	Safety in the health care setting	24	0	24
PCA0007	Body Mechanism patient care	16	8	24
PCA0008	Patient centered Care	32	8	40
AP1000	HumanAnatomy and physiology	36	16	52
AH2001	Human growth and development	16	0	16
PCA3000	The Surgical patient	20	8	28
PCA 3001	Neonatal and pediatric Care	16	8	24
PCA3003	The terminally ill and post mortem care	16	8	24
AH2004	Urgent care	32	16	48
AH 2002	Nutrition	20	8	28
AH2003	EKG and Phlebotomy	24	16	40
PCA 4000	Patient Care Externship	0	032	32
	SUBTOTALS	395	133 72	600

**PROGRAM OUTLINE**

**SUBJECT DESCRIPTIONS:**

**AP 1000**— Human Anatomy and physiology: Lecture 36, Lab16.

Prerequisite: NONE

Description: Student will learn about the body systems and the care associated with common conditions

**PCA 0001**—THE HEALTH CARE SYSTEM: Lecture 16, Lab 0 Prerequisite: None

**Description:** This course content introduces the care giver to the world of health care. Student will explore the various settings and the role of the patient care assistant in each of the setting, discussing the uniqueness of each setting. The different national healthcare programs are discussed. The student will learn how to collect relevant data to ensure optimum outcome for the patient centered care.

**PCA 0002**—Career Success: Lecture 16, Lab 0, Prerequisite Successful completion of all NA course requirements

**Description:** This course examines professional requirements, certification opportunities, and upward mobility for the patient care assistant. Student will learn about resume preparations, interview techniques, job expectations, professional skill building and career planning.

**PCA 0003**—Health Career Law and Ethics: Lecture 24, Lab 8, Prerequisite Successful completion of all NA course requirements

**Description:** This course explores legal and ethical issues in healthcare delivery in healthcare delivery. The students will be introduced to common medico legal terms. They shall review informed consent proper documentation, confidentiality and health insurance portability act. Ethical discussions will focus on recognizing various patient needs, maintaining professional boundaries, culture sensitive care and appropriate communication skills.

PCA 0004 — Medical terminology: Lecture 24 Lab 0, Prerequisite: Successful completion of all the NA Course requirements

Description: This course is a study of medical vocabulary system. The student will learn about the structure, recognition, analysis, definition, spelling, pronunciation and combination of medical terms root prefixes, suffixes, roots and combining forms.

PCA 0005 — Asepsis and Infection Control: Lecture 24, Lab 8 Prerequisite Successful completion of all NA course requirements

Description: The student will learn about the standard protocol for the protection of the health care worker and patient to ensure that the procedures and treatments and prescribed by the physician are performed properly and safely to assist in the patients return to health

PCA 0006— Safety in the health care setting: Lecture 24, Lab 0 Prerequisite NONE

Description: The student will learn the importance of his or her role in delivering safe and compassionate care using equipment safely resulting in positive patient centered outcome

PCA0007—BODY MECHANICSIN PATIENT CARE: Lecture 16 hours Lab 8 Prerequisite Successful completion of all NA course requirements

Description: This course introduces the care assistant to the principles of correct body mechanics focusing on the proper body mechanics as important step in preventing back injury and ensuring patient rehabilitation and restoration of body functions. Students learn that using proper body mechanics helps save energy and prevent injury

**PCA 0008**—Patient centered care: Lecture 32, Lab 8, Prerequisite Successful completion of all NA course requirements

Description: This content area addresses admission, discharge transfer of patients in different settings of healthcare. Students learn pertinent assessment and observation made and reported to ensure outcome oriented patient centered care. They learn measuring of vital signs normal and abnormal parameters. They are introduced to personal care and principles of assisting in activities of daily living.

**AH 2001** —Human Growth and development: Lecture 16, Lab 0, Prerequisite: Successful completion of all NA course requirements

Description: The student will gain an overview of the aging process and the human growth and

development emphasizing normal growth and milestone achieved in the physical cognitive, social and emotional system. The developmental tasks associated with each milestone are discussed. The patient care technician role in improving care in each stage of life cycle is discussed.

**PCA 3000****THE SURGICAL PATIENT**: Lecture 20 hours, Lab 8 hours,  
**Prerequisite Successful** completion of all NA course requirements

**Description** This content area focuses in on the care of a patient pre and post operatively. Student will learn important observations to be made on the surgical patients and how to manage basic postoperative situations

**PCA3001****NEONATAL AND PEDIATRIC CARE**: Lecture 16, Lab 8, Prerequisite  
**Successful** completion of all NA course requirements

**Description:** Student will learn who is a neonate and how to work with the sick child, by building trust using the Erickson's developmental theory.

**PCA3003**—**THE TERMINALLY ILL PATIENT AND POST MORTEM CARE**:  
 Lecture 16, Lab 8 . Prerequisite Successful completion of all NA course requirements

Description: This content area describes the end of life and the comfort and palliative care as needed. Student will learn about the rights of the dying patient and support to the patient and family.

**AH 2004** —**Urgent Care**: Lecture 32, Lab 16, Prerequisite Successful completion of all NA course requirements

Description: Students will learn through didactic instruction and active participation in simulated cases, to prepare and enhance their skills and clinical decision-making abilities for the diagnosis and treatment of cardio-pulmonary arrest, acute arrhythmia, stroke and acute coronary syndrome

**AH 2002** —**Nutrition**: Lecture 20 Lab 8, Prerequisite Successful completion of all NA course requirements

**Description:** This course examines the nutritional needs throughout the life with emphasis on nutritional principles related to health promotion and protection. Student will learn about digestion and absorption of nutrients and cultural and economic influences on dietary practices. Diet in common conditions like diabetes mellitus, stroke and congestive heart failure are discussed.

**AH 2003** —**EKG and Phlebotomy**: Lecture 24, Lab 16, Prerequisite Successful completion of all NA course requirements

Description: Students will learn about patient preparation, performing and mounting of 12 lead, single channel EKG tracings, review of the cardio vascular system and related terminologies. They will focus on basic rhythm identification and common disease states like injury and infarction. The

students are also taught by demonstration and return demonstration to perform blood draw in adults and children. A strong emphasis is on infection control and proper patient identification

PCA 4000 PATIENT CARE EXTERNSHIP32 externship hours Prerequisite: Successful completion of all NA course requirements and all PCA academic coursework

Upon completion of structured classroom and laboratory skills, and return demonstration, then the student will train in the clinical setting. Actual hands on experience are done under the supervision of the licensed nurse. Each extent ship rotation shall have maximum of twelve students per instructor, and two students per preceptor. Externship co coordinator shall visit the Hospital or skilled nursing facility each scheduled clinical rotation day. For clinics daycare centers and outpatient centers, daily calls shall be made to guide the students' successful learning. The total course is 18 weeks and three days. The last week will be the clinical or externship. The last three days is for exams and processing of clinical experience. Each student will share the journal experience with the class. The two most patient centered outcome oriented journal of student experiences will be receiving an award.



## AMERICAN MEDICAL INSTITUTE INC.

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6902 Cook Rd. Houston TX 77072

### American Medical Institute Admission Policy

American Medical Institute (AMI) is an equal opportunity employer and follows the same policies in accepting applications from potential students. American Medical Institute is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, TX Department of Licensing and Regulation, Texas Workforce Commission and COE guidelines and the Veterans Administration Education Department.

***To be eligible for admission***, an applicant must be able to read and write English (shall be evidenced by in-house admission reading and writing skills test). Candidates will answer questions following a designated reading assignment with 75% success to be admitted. The student must meet the following requirements:

- Interview with an Admissions Representative.
- Applicant must be at least 18 years of age.
- Present proof of appropriate secondary education such as:
  - High School Diploma, GED Certificate or other state-sanctioned test or diploma-equivalency certificate. Some examples of secondary level education are:
    - Homeschooled – has completed homeschooling at the secondary level as defined by state law; has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, s/he must obtain this credential to be eligible for FSA funds if the state requires it. S/he can include in their homeschooling self-certification that s/he received this state credential. An eligible institution is defined in part as one that admits as regular students only those who have a high



school diploma or equivalent, are beyond the compulsory age of attendance for the school's state, or are dually enrolled at the college and a secondary school.

- Foreign High School diploma or transcript – High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement as long as the diploma is equivalent to a U.S. high school diploma.

Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

- or HiSET
  - Criminal background check and Physical Exam (paid by the student)
  - **ATB/Career Pathway** - At this time American Medical Institute does not admit student using ATB for any of its Title IV, HEA programs.
  - Tour the Institute facility.
  - Meet with a Program Director or Director of the school.
  - Sign a Student Disclosure Form.
  - Sign an Enrollment Agreement.
- To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he or she:
    1. Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
    2. Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state- sanctioned test or diploma-equivalency certificate;
    3. Has completed homeschooling at the secondary level as defined by state law; or
    4. Has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home- schooled student to receive a credential for their education.
    5. Has completed one of the ability-to-benefit (ATB) alternatives and was first enrolled in an eligible postsecondary program prior to July 1, 2012.
    6. The applicant must provide this documentation during the enrollment process. The applicant will not be accepted until all documents are provided and are on file.
  - American Medical Institute does not have a Career Pathways Program.
  - Finalize financial arrangements prior to class start.

**Diploma mill definition – An entity that:**

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

**Americans with Disabilities Act of 1990**

Have no temporary or permanent disabilities that would prevent you from safely doing all that the curriculum requires and must be able to lift at least 40 lb. weight and stand up for long periods of time. Where a condition like pregnancy exists, a signed letter from a physician must be obtained stating that the student can safely perform the tasks involved during the course of the classes. The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

**Policy on Transferring/Earning Credits**

Coursework and/or credit from this school may not be transferrable to other institutions of education and acceptance is at the discretion of the receiving institution. AMI does not accept the transfer of credits from other institutions, and transferable credits will not be earned by completing AMI programs.

**Policy on Transferring Between Programs within the Institution**

Programs offered at American Medical Institute are self-contained. Students do not transfer from other institutions, nor do they transfer between programs within American Medical Institute.

**Veterans Benefits/Other Funding Sources**

All programs of study at American Medical Institute are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

### **Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. American Medical Institute is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.



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## **Campus Security and Crime Prevention Policy**

The School opened as a private post-secondary vocational institution \_\_\_\_\_.

THE SCHOOL attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours of operation, which are stated in the school catalog. School facilities are locked during times the school is not open. THE SCHOOL has no residence halls or student housing.

This report is intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act. This report is updated annually and made available to current and incoming students and staff.

THE SCHOOL maintains a campus security and crime prevention policy that conforms to the best practices possible. To be successful, these programs must embody the proper attitudes towards personal safety and crime prevention, on the part of both students and staff. It also requires cooperation in all safety and security related matters between student and teacher, teacher and administrator, and also between each student and his/her fellow students. Only through such a cooperative effort can a campus security and crime prevention program be established and preserved for the entire campus community.

The following campus safety measures are in place:

- Keyed elevator access
- Locking front door with video intercom secured access
- 7 Security cameras recording 24/7
- Teachers have a panic button alert key chain ( in classroom) linked directly to the alarm company
- AED device and all staff are trained in adult CPR with AED
- Facility has an alarm system in place
- Locking doors to office & back staff areas
- Locking doors to freight entrance and stairwell
- Fire extinguishers as per NYS fire code
- Means of egress and exit signs posted as per NYC fire code
- Incident reports are in place to assure timely and appropriate care is provided for any injuries

As part of student orientation, THE SCHOOL also provides a description of school policies and procedures as well as outside resources available for students to inform them about campus security and crime prevention.

### **Security Policies and Crime Reporting Procedures**

It is the policy of THE SCHOOL that students and employees shall report any and all safety hazards, crimes, loss of property, significant illness, or injury to a school director. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. All school directors are mandated to investigate incidents and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, THE SCHOOL will press charges against criminal violators.

THE SCHOOL's Executive Director, \_\_\_\_\_, maintains a crime log in the school administrative offices. The crime log records criminal incidents and alleged criminal incidents that are reported to the Campus Security Authorities. To view the log, please stop by his office, contact him by phone \_\_\_\_\_ or by email \_\_\_\_\_.

In terms of reporting crimes, THE SCHOOL utilizes a spreadsheet that is maintained by the School's Campus Security Authority (CSA). All crime reporting is kept in a password protected, secure document data base. Records include, but are not limited to, copies of crime reports; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Dept of Ed regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily retrievable.

Please refer to the following table regarding THE SCHOOL's crime reporting procedures and emergency notification and evacuation procedures:

Policy or Procedure	Response Time Frame
<p><b>Emergency notification and evacuation procedures</b> for alerting the campus community about significant confirmed emergencies or dangerous situations involving a immediate threat, significant emergency or dangerous situation involving a threat to the health or safety of students or employees. These policies and procedures are disclosed in THE SCHOOL's annual security report.</p>	<p>THE SCHOOL will use emergency notification procedures whenever there is an <i>immediate threat</i> to the health or safety of students or employees on campus.</p>
<p><b>Issue timely warnings</b> to alert the campus community about crimes that pose a serious or continuing threat to safety. These policies and procedures are disclosed in THE SCHOOL's annual security report.</p>	<p>THE SCHOOL will issue a warning whenever there is a threat that a crime is ongoing or may be repeated.</p>
<p><b>Collect crime reports</b> from campus security authorities within the institution.</p>	<p>THE SCHOOL will identify local school authorities (CSA's) at the beginning of the calendar year who will collect crime reports on an ongoing basis.</p>
<p><b>Request crime statistics</b> from local law enforcement in THE SCHOOL's local jurisdiction</p>	<p>THE SCHOOL will make a request annually with the NYPD's 13<sup>th</sup> Precinct</p>
<p><b>Publish an annual security report</b> containing campus security policy disclosures and crime statistics for the previous three years.</p>	<p>THE SCHOOL will publish and distribute their report or provide a notice of its availability annually by Oct. 1.</p>

### Campus Security Authority

THE SCHOOL does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because THE SCHOOL does not have a campus police department or security office, it does not keep a daily crime log.

Campus Security Authority (CSA) officials are defined as school official(s) who have significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings or who has the authority and the duty to take action or respond to particular issues on behalf of the institution. At THE SCHOOL, the Campus Security Authority officials are:

- (I) \_\_\_\_\_ - Executive School Director
- (II) \_\_\_\_\_ - Executive School Director

In some circumstances, school departments, local, state or federal agencies may notify Campus Security officials of a possible emergency and may provide guidance to be used in verifying whether a significant emergency or dangerous situation exists. For example the Board of Health may determine if there is an outbreak of a serious illness. The School may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies or other agencies with expertise in the type of situation affecting the campus. These agencies or departments may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. Any school department that becomes aware of an emergency or dangerous situation shall report immediately to the School Directors.

Upon learning that an emergency or dangerous situation may exist, Campus Security will confirm whether an emergency or dangerous situation involving an immediate threat to the health and/or welfare of students or employees exists and if the emergency is confirmed will begin the process of issuing an emergency notification.

Campus Security is responsible for determining the content of an emergency notification; the content of which is based on the circumstances and the manner in which the situation is impacting the campus. A message may simply contain information about an area of the school to avoid or may have specific action recommendations or information about the nature of the incident itself.

A decision will be made on the system to be used to transmit emergency notifications. These systems may include:

- E-mail
- Text messaging
- Alarm system
- Facebook
- Twitter
- Radio and TV

Campus Evacuation:

To protect the campus population from the effects of emergencies protective action recommendations or evacuation instructions may be issued. In the event of such an emergency, it is important to follow evacuation instructions disseminated through the communication system used to inform of the emergency.

At other times, the campus may be ordered to “lock down”. This means that if an incident occurs and the buildings or areas around campus is become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose the student to anger. The students are asked to stay in the same building until it is safe to go outside.

The function of the campus security authorities are to collect and report allegations of Clery Act crimes that they conclude were made in good faith. CSA’s are not responsible for determining authoritatively whether a crime took place and do not have the authority to apprehend any alleged perpetrator of a crime.

### **Policies for Preparing the Annual Disclosure of Crime Statistics**

THE SCHOOL’s yearly crime statistics are compiled on a calendar year basis and in accordance with the definitions of crime provided by the FBI for use in the Uniform Crime Reporting (UCR) systems. For sex offenses only, THE SCHOOL uses definitions from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

On an annual basis, THE SCHOOL will gather these statistics and report crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from, the THE SCHOOL campus. The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Nothing in the law shall be construed to permit THE SCHOOL to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

To facilitate this, THE SCHOOL has developed a relationship with PD’s Dept. of Community Affairs and the Public



Affairs division of the Precinct. Additionally, THE SCHOOL is able to access the PD's crime statistics page at [http://www.nyc.gov/html/nypd/html/crime\\_prevention/crime\\_statistics.shtml](http://www.nyc.gov/html/nypd/html/crime_prevention/crime_statistics.shtml).

### **Personal Safety and Crime Prevention Tips**

While THE SCHOOL attempts to provide a safe and secure environment, students, faculty, staff and visitors are ultimately responsible for their own safety. As THE SCHOOL becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will be added to this policy or kept on file in the schools administrative offices. If requested, such information may be obtained from a school director. As well, information about Personal Safety and Crime Prevention Tips will be handed out at new student orientations.

Please see the following safety and crime prevention tips:

1. Reduce or eliminate opportunities that may make you a target.
2. Increase awareness in places you are most comfortable.
3. Trust your instincts regardless of feeling embarrassed.
4. Prepare your schedule daily with safety in mind.

### **Purse/Wallet Safety**

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.
- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.
- If someone attempts to snatch your pocket book, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.
- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.
- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification

### **Walking - Be Street Smart**

- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where there are people or to the nearest open store. If you are driven home, ask the driver to wait until you are safely inside. Should a motorist bother you while you are walking, reverse your direction. If you are still followed, seek a safe location and yell for help, if possible.

### **Elevator**

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable. Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot my mail." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

### Subway and Bus

- Use only entrances marked by a green indicator, where there is a clerk present 24 hours a day. Have your money or Metro Card available. Use designated waiting areas during off-peak hours. Ride in the conductor's car during off-peak hours. Sit in the center of the car, away from the door, to avoid a purse or chain snatch.
- Cover jewelry; turn stone rings toward the palm side of your hand. Stay awake and aware and exit with the crowd. Wait and walk close to the wall. Wait for the bus on the sidewalk away from the curb. Sit near the front of the bus. Be aware of your wallet/purse to avoid a pickpocket.

### ATM

- Be aware of suspicious people near the entrance. Use well-lit, well-populated ATM's. Avoid ATM's that have unlocked doors or are directly out on the street. Block a bystander's view when doing your transaction. Use mirrors, positioned at the ATM, to see behind you. Put your money away and take your card and receipt before exiting an ATM. Your card is exclusively for your entry only. Make sure the door closes behind you.

### **Testing and Exercises**

Exercises designed to test the School's emergency procedures and preparedness are conducted at least annual and may be conducted in the form of a drill, tabletop, functional or full scale exercise. These exercises may include not only school personnel but also surrounding jurisdiction first responders and government agencies, as well as members of the school community.

### **Violence Against Women Reauthorization Act (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like THE SCHOOL to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendment of 1972 (Title IX), its implementing regulations or associated guidance issued by the Department's Office for Civil Rights (OCR). Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under Title IX as interpreted by OCR.

In compliance to VAWA, THE SCHOOL's Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.

This policy also includes information about a victim's options for, and available assistance in, changing academic, living, and/or transportation situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.

Below is a list of the major changes that have been made to the Clery Act regulations and information regarding the 2015 Campus Safety and Security Survey, used to report Campus crime statistics to the Department:

Summary of the Major Changes to the Clery Act Regularions:

- Require institution to collect and report information regarding incidents of dating violence, domestic violence, exual assault, and stalking that occur on an institution’s Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;
- Require institutions to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey to maintain credible documentation that substantiates the institution’s crime statistics.
- Require institutions to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution’s crime statistics.
- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been “unfounded” by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were “unfounded” and subsequently withhold from their crime statistics.
- Revise the definition of “rape” to reflect the Federal bureau of Investigation’s (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- Require institutions to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that the institution prohibits the crime of dating violence, domestic violence, sexual assault and stalking; the definitions of these terms in the applicable jurisdiction; the definition of “consent,” in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution’s policies and procedures after a sex offense occurs;
- Require institution to provide and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution’s primary prevention and awareness program;
- Define the terms “awareness programs,” “bystander intervention,” “ongoing prevention and awareness campaigns,” “primary prevention programs,” and “risk reduction”;
- Require institutions to describe each type of disciplinary proceedings used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;
- Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- A student victim’s past sexual conduct may not be used against them during a rape trial.
- A victim will not be forced to bear the expense of their own rape exams or for service of a protection order. The protection order will be recognized and enforced in all states, tribal and territorial jurisdictions within the U.S.
- Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.

- Focus attention on the needs of underserved communities, including creating legal relief for battered immigrants so that abusers cannot use the victim’s immigration status to prevent victims from calling the police or seeking safety and supporting tribal governments in building their capacity to protect American Indian and Alaska Native women.
- Require institutions to provide for a prompt, fair, an impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceedings and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5) the accuser and the accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused and appropriate officials are given timely and equal access to information that will be used during information and formal disciplinary meetings and hearings.
- Define the terms “proceeding” and “result”; and
- Specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as FERPA (1974).

#### 2014 ASRs and Statistics for the 2013 Calendar Year:

For their 2014 ASRs, institutions were required to make a good-faith effort to include incidents of dating violence, domestic violence, sexual assault, and stalking in the crime statistics for calendar year 2013.

Institutions also were required to make a good-faith effort to ensure that the statistics for the new crime categories were accurate and complete in their ASRs with the understanding that institutions may not have complete statistics for 2013.

#### **Missing Student Notification Policy**

There are no campus housing facilities at THE SCHOOL so a missing student notification policy is not mandated. When a student is absent 5 days in a row, the student’s home is called and messages are left to have the student get in touch with the school to indicate a reason for absence. The missing student’s emergency contact are also contacted by phone. This policy is separate from THE SCHOOL’s academic attendance policies.

#### **Disciplinary Proceedings**

THE SCHOOL does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, gender, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

#### **Voluntary Crime Reporting**

If anyone is aware that a crime is being, or has been committed on the school campus or at a school-sponsored/related event off-campus, the crime should be reported as soon as possible to the School Administration as well as the local law enforcement. If the crime has occurred during non-business hours and the School’s office cannot be reached,

local law enforcement can be contacted immediately and it should be reported directly to the school as soon as possible the next business day. Immediate notification should be made to the following:

Executive School Director

Executive School Director

New York, NY

Upon notification, an Executive Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the school are included in the annual campus crime statistics. In addition, the school will request crime information from NYPD's 13th precinct or other local law enforcement agencies that may have not been reported to the school's administrative office and, if appropriate, include it in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed to the campus community related to a reported crime.

### **Voluntary, Confidential Crime Reporting**

All reports of crime or misconduct will be investigated and all criminal violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued through e-mail announcements, mass text messages, in-class announcements, or other appropriate means of communication.

If warranted, pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. That being said, THE SCHOOL does not employ any campus-based pastoral or professional counselors.

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

Please refer to THE SCHOOL's policy regarding Drug and Alcohol abuse prevention. Anyone violating this policy will be removed from school property and disciplinary action will be taken. THE SCHOOL's Drug and Alcohol Abuse Prevention Policy is reviewed by the school on a biannual basis and given to students at the time of enrollment and employee each year.

The State of New York sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the school administrative office. Effective January 1, 1990, a package of state laws was passed regarding alcohol. They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of \$50.

Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for up to 90 days.

2. Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or being required to do up to 30 hours of community service work.

*A violation of any law regarding alcohol is also a violation of the THE SCHOOL's Student Code of Conduct and will be treated as a separate disciplinary matter by the school.*

The THE SCHOOL campus is drug free and only under specific school-mandated circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both NY state and federal laws. Such laws are strictly enforced by the NYPD. Violators are subject to school sanctions, criminal prosecution, fine and imprisonment

## **Sexual Assault and Related Crimes**

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THE SCHOOL is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, THE SCHOOL strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

THE SCHOOL encourages the reporting of sexual misconduct that is prompt and accurate. This allows the school's directors to quickly respond to allegations and offer immediate support to the victim. THE SCHOOL is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the THE SCHOOL community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, THE SCHOOL engages in ongoing prevention and awareness education programs. All incoming students and employees are required to receive educational materials about these subjects, and all members of the school community are encouraged to participate in training focused on the prevention of sexual misconduct.

This policy applies to all members of the THE SCHOOL campus community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

THE SCHOOL's Sexual Assault and Related Crimes policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Crime Definitions section for a complete list of terms and prohibited acts.

This policy covers conduct that takes place on THE SCHOOL's campus and public property within or immediately adjacent to and accessible from the campus. This also includes any building or property not within the same reasonably contiguous geographic area of the School that supports or relates to the school's educational purposes and is frequently used by students, such as affiliation sites used for school internships.

This policy covers all educational programs, and campus and school-related activities, including, but not limited to, student organizations (course review sessions, tutoring sessions, barbell club) community organizations with student [and/or faculty] participation, and all other educational or extracurricular events hosted by or at THE SCHOOL.

This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and Focus Integrated Fitness employees and THE SCHOOL students. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

### **Reporting Sexual Assault:**

Students who are survivors of sexual assault are strongly encouraged to report the assault. The student may request the assistance of the administration to report the assault.

Reporting an assault to law enforcement does not require filing criminal charges but it does allow a support system to be

put in place for the survivor. Filing a police report will provide the opportunity for the collection of evidence helpful in prosecution and will allow the student to be connected with the appropriate support and medical resources.

Students who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for the collection of evidence and treatment. Sexual assaults for which students seek medical treatment must be reported to the appropriate police agency by health care officials. However the student is not required to file a police report.

If requested by the survivor the school will assist the survivor in changing his/her academic situation after the alleged assault.

### **Establishing Time Frames for the Review Process**

THE SCHOOL is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct and will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Unless there are extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within 5 days of receipt of the complaint.

The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within 10 days of receipt of the complaint.

Results of the complaint, via either a formal hearing or waiver of hearing are typically issued within 15 days of receipt of the complaint.

An appeal of the results must be submitted within 7 days of receipt of the written result. Unless there are extenuating circumstances, decisions on appeals are typically issued within 5 days of submission of the appeal.

### **Evidence**

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least three (3) business days in advance of the scheduled hearing. The School Director presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The School Director presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

### **Notification**

Both parties must be notified simultaneously and in writing of:

1. The result of the disciplinary proceeding;
2. Any petition for appeal (which should be available to both parties);
3. Any change to the result that may occur prior to the time that the result becomes final
4. When the results become final.

### **Notification of findings**



Within five (5) business days after the adjournment of the hearing, the student conduct hearing body shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any school official who is determined by the presiding School Director to have a legitimate interest in the result. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of any possible changes to the result that may occur before it becomes final, and when the result becomes final.

### **Sanctions**

THE SCHOOL considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to suspension and/or expulsion from THE SCHOOL.

## **Retaliation**

No member of the THE SCHOOL community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participate in a proceeding in any manner. Participants who experience retaliation should report the incident to a School Director.

## **Where to Report All Acts of Sexual Misconduct/Violence**

### 1. Filing a Complaint with the School:

A student may report sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking to the following school officials:

- (I) - President of Operations and Executive School Director
- (II) - President of Development and Executive School Director
- (III) - Assistant School Director

### 2. Filing a Complaint with a State and/or Federal Agency:

A student who is not satisfied with the THE SCHOOL's handling of a complaint, may also file a complaint with federal and state agencies. A list of agencies can be found on page 11 and 14 of this policy handout.

### 3. Dual Filing a Complaint with the School and a State and/or Federal Agency:

In addition, the Complainant may file a complaint with the appropriate State or Federal agency at any point during the process. A list of agencies can be found on page 11 and 14 of this policy handout.

The school will work with the victim, should it be requested, in making changes that can be reasonably accommodated relative to the student's academic, living, work and/or transportation situation. Though THE SCHOOL does not provide student housing, THE SCHOOL is still obligated to comply with a student's *request* for a living and/or academic situation change following an alleged sex offense. All determinations are at the sole discretion of the school.

THE SCHOOL educates the student community about sexual assaults and date rape through material handed out at the student orientations. NYPD's 13<sup>th</sup> precinct also offers sexual assault education and information programs to school students and employees upon request. Literature on date rape education, risk reduction, and response is available upon request to a school director.



### **Student Disciplinary and Employee Disciplinary Complaints:**

Potential Outcomes under the Procedures:

1. **Criminal Complaints:** The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with the NYS or Federal data bases.
2. **Institutional Complaints:**
  - a. Under the sexual harassment policy, if there is a finding that a sexual assault may have occurred and the alleged perpetrator is:
    - A **student**, then the matter is referred to a school Director for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from the School.
    - An **employee**, then the matter is referred to a School Director for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.
  - b) Under the Student Disciplinary process penalties may be probation, suspension or dismissal from the school.
  - c) Under the Employee Disciplinary process, the penalties may be fines, formal counseling, probation, suspension with or without pay, or termination from employment.

THE SCHOOL is firmly committed to a policy that encourages timely disclosure of sexual misconduct. Any person, who, in good faith, reports sexual misconduct will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, suspension or discharge from an educational opportunity or employment, or any other forms or means of discrimination because this person reported sexual misconduct.

If a student becomes the victim of a sexual assault at THE SCHOOL, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. THE SCHOOL strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school director and/or to a school faculty. Filing a police report with a School CSA will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. By filing a police report, victims are assured of the following:

- The victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.



THE SCHOOL will also provide notification to students of existing off-campus counseling, mental health or other student services for victims of sex offenses, if requested. The school encourages students and employees to take advantage of these materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through local community agencies. Please see the list below for counseling and support services outside the school system:

New York City Alliance against Sexual Assault  
[www.svfreenyc.org](http://www.svfreenyc.org)

Rape, Abuse, and Incest National Network (RAINN)  
Toll-free Hotline: 1-800-656-HOPE  
[www.rainn.org](http://www.rainn.org)

Albany County Rape Crisis Center  
112 State Street (Albany County Building)- room 1100  
Albany, NY 12207  
Phone: (518) 447-5500  
Admin: (518) 447-7100  
24 hour hotline: 447-7716  
Email: [acrccdir@crisny.org](mailto:acrccdir@crisny.org)

New York Asian Women's Center  
39 Bowery, PMB 375  
New York, NY 10002  
Phone: (212) 732-5230  
Fax: 212) 587-5731  
Email: [contact@nyawc.org](mailto:contact@nyawc.org)

Hotline: 1-888-888-7702

National Sexual Violence Resource Center  
123 North Enola Drive  
Enola, PA 17025  
Phone: (717) 909-0710  
Toll-free: 1-877-739-3895  
[www.nsvrc.org](http://www.nsvrc.org)



### **Bystander Intervention Programs:**

THE SCHOOL will provide safe and positive options for bystander interventions that an individual may take to prevent harm or intervene in risky situations.

Bystander Intervention programs are defined as programs to teach men and women how to speak out against rape myths, and to intervene if someone is at risk of being assaulted. These programs have been shown to be an effective prevention tool.

Below are some resources that THE SCHOOL uses to help teach Bystander Intervention:

- Report: <http://www.nacua.org/documents/WhiteHouseTaskForceonSexualAssaultReport.pdf>
- Not Alone: Together Against Sexual Assault: <https://www.notalone.gov/>
- Climate Survey Toolkit: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>
- PSA: <http://www.whitehouse.gov/1is2Many>
- Bystander Intervention Factsheet: <https://www.notalone.gov/assets/bystander-summary.pdf>
- Establishing Prevention Programming: <http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

A common challenge with increasing bystander participation is that bystanders are often unsure of themselves as responders and unclear about whether intervention is unwelcome or needed. To help address this challenge, THE SCHOOL also recommends the following bystander intervention programs:

- One in Four USA: <http://www.oneinfourusa.org/themensprogram.php>
- Coaching Boys Into Men: <http://www.futureswithoutviolence.org/engaging-men/coaching-boys-into-men/>
- The Men's Project: <http://themensproject.ca/>
- Green Dot: <https://www.livethegreendot.com/>





### **Registered Sex Offenders**

The Jacob Wetterling Act (42 USC 14071(j)) requires NY state to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov) Furthermore, to the extent the NY State notifies THE SCHOOL of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent THE SCHOOL from disclosing such information.

Also in accordance with the Federal Campus Sex Crimes Prevention Act, registered sex offenders are required to register the name and address of any post-secondary school at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and may inform a school officer of the presence on campus of a registered sex offender as a student or employee.

Information about Level 2 or Level 3 registered sex offenders on campus is available from a school director. To obtain information about Level 3 offenders, you may contact the NY State Criminal Justice Service's registry Web site at [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp) and then click on "Search Level 2 or 3" on the right hand menu. To obtain information about Level 2 offenders, contact the local police precinct in which the offender resides, or the NY State Division of Criminal Justice Service's sex offender registry at 800-262-3257.

### **Bias-Related Crimes**

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To ensure an environment where an individual can achieve his/her academic and/or career goals, the Legislature of the State of New York has established, in compliance with state laws, policies and procedures to protect the entire school community from what has been termed "bias-related crime." As required by law, we are providing information about bias-related crimes and crime prevention. .

#### **Definition of Bias-Related Crime**

Bias-related offenses occur when persons are harassed, annoyed, threatened, alarmed, struck, shoved, kicked, or subjected to physical contact because of their race, color, religion, national origin, ancestry, gender, religious practice, age, sexual orientation, or disability. A racially or religiously targeted incident is an act or attempt by any person or group of persons against the person or property of another individual or group which may in any way constitute an expression of racial or religious hostility. This includes: threatening phone calls, graffiti, hate mail, physical assaults, vandalism, cross burning, fire bombing, and the like. Bias-related crime can be broken down into two legal categories: aggravated harassment in the first degree (NYS Penal Code Sec. 240.31), which is a Class E Felony, and aggravated harassment in the second degree (NYS Penal Code Sec. 240.30), which is a Class A Misdemeanor. Both types of offenses, as well as any other acts or threats of racial or religious intolerance are viewed as serious; such investigations are given priority by school officials.

#### **First- and Second-Degree Harassment**

According to the New York State Penal Code, aggravated harassment in the second degree occurs when a person: "Strikes, shoves, kicks, or otherwise, subjects another person to physical contact, or attempts or threatens to do the same because of the race, color, religion, or national origin of such person." A person is guilty of aggravated harassment in the first degree when, with the intent to harass, annoy, threaten, or alarm another person, because of the race, color, religion, or national origin of such person, he/she: "Damages premises primarily used for religious purposes, or acquired pursuant to Section 6 of the religious corporation law and maintained for the purpose of religious instruction, and the damage to the premises exceeds \$50."

### **THE SCHOOL's Policy for Dealing with Bias-Related Crimes**

It is our policy to ensure that the rights guaranteed by New York State law and the U.S. Constitution are protected for all citizens, regardless of race, color, ethnicity, or religion. When such rights are infringed upon by violence, threats, or other harassment, THE SCHOOL will use every resource necessary to rapidly and decisively identify the perpetrator(s), arrest them, and bring them to trial.

Students who have been victims of bias-related crimes should immediately report the incident to one of the following:

- President of Development and Executive School Director

Should a student become a victim of a bias-related crime, all materials pertaining to the crime should be preserved, documented, and reported immediately to the aforementioned officials.

### **Preventing Bias-Related Crimes**

Differences among people, as well as their similarities, need to be discussed so that all can learn to appreciate the uniqueness of every group. In THE SCHOOL's multicultural and multiethnic community, we hope that through we may be able to help each student understand and contest negative racial attitudes, religious discrimination, and cultural intolerance.

### **Counseling and Support Services for Victims of Bias-Related Crimes**

Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. THE SCHOOL will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime.

### **Off-Campus Resources**

1. NYC Police Department 13th Precinct 230 East 21st Street, New York, NY, 10010-7460  
(212) 477-7411
2. NYC Police Department Detective Bureau; Hate Crimes Task Force; 1 Police Plaza, New York, 646-610-5267
3. Manhattan District Attorney, Community Affairs Unit; 212-335-9082
4. Queens District Attorney, Anti-bias Unit; 718-286-7041
5. Bronx District Attorney; 718-590-2427 or 718-590-2715
6. Brooklyn District Attorney, Community Affairs Unit; 718-250-2241
7. Staten Island District Attorney, Special Investigations/ Bias Unit; 718-876-6300 or 718-556-7167
8. NYC Victims Services Agency; 212-577-7777. This service is open 24 hours a day, seven days a week, and provides crisis intervention for crime victims.
9. Gay & Lesbian Anti-Violence Project; 212-807-0197 (24-hour hotline). This service is open 10 am–8 pm, Monday–Thursday, and 10 am–6 pm, Friday. It provides short-term crisis counseling, advocacy services, and referrals for long-term counseling.
10. National Hate Crimes Hotline; 208-246-2292.

## Crime Codes and Definitions

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In compliance with federal law, in an effort to promote the personal safety of the school community, the following information has been prepared for review. THE SCHOOL must produce and distribute an annual report containing the crime statistics defined in the school's stated security policies. This report focuses on the federal requirements under the Jeanne Clery Disclosure Security Policy and Campus Crime Statistics Act and the Violence against Women Act (VAWA). As of 2015, the following categories of crimes on the campus, certain non-campus properties, and certain public property areas will be reported to the local police (13th Precinct):

- (I) Homicide:
- (II) Manslaughter by Negligence: The killing of another person by gross negligence
- (III) Murder and Non-negligence Manslaughter: The willful (non-negligent) killing of one human being by another
- (IV) Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent
- (V) Forcible Rape: The carnal knowledge of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.
- (VI) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.

The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain New York State definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. These required terms and definitions are:

- (I) Consent: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.
- (II) Consent, abbreviated: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

- (III) Dating Violence: New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim. See “Family or Household Member” for definition of “intimate relationship.”
- (IV) Domestic Violence: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.
- (V) Sexual Assault: New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
- (VI) Stalking: The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

### **Arrest and Referral**

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Federal law also requires that THE SCHOOL provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): liquor law violation, drug law violation, and illegal weapons possession.

- (I) Weapon Law Violations The violation of laws or ordinances dealing with weapon offenses regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly.
- (II) Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but are not limited to: opium or cocaine; synthetic narcotics (e.g., Demerol, methadone); and dangerous non-narcotic drugs (e.g., barbiturates, Benzedrine).
- (III) Liquor Law Violations The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquors, maintaining an unlawful drinking place; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.

## **Reporting Locations**

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For the purpose of reporting, the school's crime statistics are compiled in accordance with the categories of on-campus and public properties as per the following definitions:

- (I) On-Campus : Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes
- (II) Non-campus Buildings/Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- (III) Public Property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare, or parking facility and is adjacent to a facility owned or controlled by the institution or the facility, and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

## **Institutional Refund Policy**

1. Refund computations will be based on scheduled program time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education program.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged,

except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course or program of instruction is discontinued by the school and this prevents the student from completing the course or program; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or



(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

### **REFUND POLICY of American Medical Institute, Inc per Council of Occupational Education**

The Handbook of Accreditation on states under Standard Seven - Financial Resources the following:

The institution shall have a fair and equitable refund policy for the refund of tuition on, fees, and other institutional charges in the event the institution cancels a class if a student does not enter or does not complete the period of enrollment for which the student has been charged. All the following are elements of a fair and equitable plan:

- a. The institution's refund policy must be published in the catalog and be uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student
- c. Refunds, when due, shall be made within 45 days
  - (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or
  - (2) from the date the institution terminates the student or determines withdrawal by the student.
- d. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- e. The institution must comply with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency

or a public institution's governing board As referenced in item "e" above, the refund policy adopted by the Commission is as stated below.

1. Refunds for Classes Canceled by the Institution If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw on or Before the First Day of Class If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. 18

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction Institutions engaging in programs which are short-term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences

(a) Non-Public Institutions

(1) Refund Policy for Programs Obligor Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the

tuition;

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

(iv) After the first 50% of the period of financial obligation, the institution may retain all the tuition.

(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above.

Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a nonpublic institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.



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## **RETURN OF TITLE IV, HEA Policy**

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **WITHDRAWAL POLICY**

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.  
or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic

progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

### **The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

#### **HOURS SCHEDULED TO COMPLETE**

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the



amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL  
OR
2. Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required

## **Earned AID:**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. For student loans that will be disbursed as a post withdrawal disbursement, you must have the student's permission to disburse the loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges

before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

### **Institution Responsibilities**

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools

Financial Planner for a copy.

### **Return to Title IV questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**



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## **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

### **PROCESS OVERVIEW**

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

SAP standards are established by the faculty in consultation with the Director of Education. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

### **SAME AS, OR STRICTER THAN**

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

## **EVALUATION PERIODS**

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)  
Remedial course work may be part of or separate from regular qualitative measure
- Quantitative Measure (Pace)
- Maximum time frame

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

In a 600 hour program evaluations would be conducted as follows:

Patient Care Technician

Clock hours (after first payment period)	Clock hours (end of second payment period)
300 hours	600 hours

## **ACADEMIC YEAR DEFINITION**

900 Clock hours and 26 weeks.

## **QUANTITATIVE MEASURE**

To be considered making SAP, students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
600 hours	25 weeks	900 hours	37.5 weeks

\*\*Example: If an undergraduate academic program is 27 weeks and  $1.5 \times 27 = 40.5$  the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period, but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

## **QUALITATIVE MEASURE**

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 70 at the end of each term.

Students not attaining a grade of 70 or above on the written tests shall have an opportunity to study and re-take the tests one additional time without being placed on probation for 18 classroom hours with the date clearly indicated on the appropriate permanent records, and the student is advised of such action. Probation period will be defined by "Prob."

Students on probation who have not gained a grade of 70 shall remain in class only if improvement is shown in comprehension and effort, by making a higher grade on each written test. The student will be given the test as many as two (2) additional times following the probationary period. Those students failing to make a grade of 70 after re-taking the test twice will be dropped as making unsatisfactory progress. Students dismissed for unsatisfactory progress will be re-admitted at the director's discretion. Student cannot be readmitted until after a minimum of one grading period.

### **Qualitative Measure – Grade Point Average:**

Successfully completing a minimum 2.0 GPA is required by the end of each term. All clock hours for the term at the census date, including withdrawals, are included in the equation to determine GPA for the term.

The **AMI** uses the five-letter grading system. Letters A, B, C, F and I indicates incomplete. Units earned/allowed are awarded for grades of A, B, C, D. Grade points are assigned for each unit of course work undertaken as follows:

Grade	Numerical Value	Grade Points	SYMBOLS	DEFINITION
<b>A</b>	90-100	4.0	<b>W</b>	Withdraw
<b>B</b>	80-89	3.0	<b>I</b>	Incomplete
<b>C</b>	70-79	2.0	<b>T</b>	Transfer
<b>F</b>	Below 70	0.0	<b>CR</b>	Advance Placement
<b>I</b>	0	0.0	<b>N</b>	No Credit

### **Grade Point Averages**

Averages Grade points are assigned to all grades and some symbols listed in the grading system table. Grade point averages are calculated by totaling the number of grade points earned, then dividing that total by the number of clock hours carried toward the GPA.

## **Quantitative Measure – Credit Requirements:**

Successful completion of 70% of the credit load must be completed by the end of each course. All attempted clock hours for the course, including withdrawals and/or extensions, are included in the equation to determine this percentage for the term.

### ***Using Previous Example:***

Clock hours completed divided by Total clock hours = % completed:  $5 \div 9 = 56\%$

<b>Grade Point Average (GPA)</b>	<b>Percentage of Completed Clock hours</b>
2.0 or >	> 70%
2.0 or >	< 70%
< 2.0	> 70%
< 2.0	< 70%

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress

## **CHECKING SAP:**

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options:

- School must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs longer than one academic year:
  - School may evaluate at least annually to correspond to the end of a payment period
  - School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any Title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.



## **FINANCIAL AID WARNING**

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

## **APPEAL PROCESS**

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.

## **FINANCIAL AID PROBATION**

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of clock hours that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the schools written determination of such appeal and details of any academic plan that may be developed.

## **REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

## **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, CHANGE OF MAJOR, WITHDRAWALS, AND TRANSFER CLOCK HOURS**

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. A school's Leave of Absence Policy must specify that all requests for an LOA be in writing, be signed, and be dated. Before a school grants an LOA, there must be reasonable expectation that the student will return from the leave. The school's LOA policy must specify that the reason for the student's leave must be included on a student's application for an LOA.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Non-credit remedial courses do not apply. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

### **Repeating a Course:**

The student is allowed to repeat any course in the program under the following conditions:

- a. They have not accumulated two failing grades
- b. The course must be repeated within six months
- c. The student must pay the fees to repeat the respective course. Cost are based on the number of clock hours.
- d. Space is available to repeat the course

### **Incomplete Grades:**

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious concerns. A failing grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to schedule a re-examination date and time. If the absence is unavoidable, the student will be given an incomplete grade until they take the exam and then the grade will be adjusted. If the student does

not arrange to take the exam then the incomplete grade will be changed to a failure. Instructors must file an incomplete form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work and taking examinations.

**Change of Major or Program:** If a student changes his/her major or program, the school does not count for SAP purposes, classes taken in the first major or program that do not apply to the second or subsequent major or program.

Transfer clock hours accepted toward the completion of a student's program must count as both hours attempted and hours completed. It is the school's option to include grades earned for transfer clock hours in its cumulative GPA calculation.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, he/she must consult with the Executive Director and/or Director of Education Programming and notify in writing of his/her official last day.

### **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education Programming will record the circumstances and last day in writing and include the information in the student's official file.

### **COURSE RETAKES:**

A full-time student in a term based program only, may retake (one time only per previously passed course) any previously passed course. "For this purpose, passed means any grade higher than an "F", this retaken class may be counted toward a student's enrollment status based on inclusion of the class.

A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases) and if a student withdraws before completing the course that he or she is being aid title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receiving Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV HEA program funds.

### **Systems for Providing Progress Reports**

The Training Progress Reports form is used to provide companies, agencies, etc., information of students' progress while in class and after graduation. We report current grades, attendance, work behavior, and lab performance. Progress reports are handed out to students at the end of each grading period by the Registrar or Director of Education. Student progress evaluations and academic advising is provided at the end of each grading period.

## **Grading and Marking System Used**

The school uses a numerical grading system, i.e. 70 or above is required to pass the written tests. Laboratory projects may be either checked or initialed by the instructor to show satisfactory completion of each project.

## **Requirements for Graduation**

Students must have a grade of 70 or above on all written tests, complete all laboratory projects satisfactorily, maintain the minimum required GPA 2.0, and complete all program requirements within a period of time which does not exceed 1.5 times the program length. A Certificate of Completion or Diploma will be awarded upon graduation.

## **Incomplete Grades Policy**

A grade of "incomplete" will be given to any student withdrawing within the last quarter of the course, who is not entitled to a refund. The student may re-enter the course in which he received an "incomplete" grade within twelve (12) months following the day he withdraws without paying additional tuition, provided tuition has been paid in full or upon payment of unpaid balance if tuition was not paid in full.