

**S T U D E N T C A T A L O G**  
**2017-2018**

**Rio Grande Valley College**  
**1200 West Polk Avenue, Suite Q**  
**Pharr, Texas 78577**  
**Ph: (956) 781-6800**  
**Fax: (956) 781-6807**

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# Welcome

**Dear Student,**

Welcome to **Rio Grande Valley College** and thank you for selecting us to assist you in obtaining your desired educational training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the nursing and allied health field profession.

At **Rio Grande Valley College**, our prime objective is to offer training that prepares students to acquire the knowledge and skills necessary to further assist you in becoming a successful professional in your desired field of work.

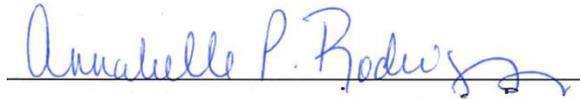
Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the health industry. The successful student should be able to function effectively in one of the many specialty areas such as: Vocational Nursing, Pharmacy Technician, Medical Assistant and Medical Billing & Coding Specialist.

The training at **Rio Grande Valley College** encompasses the spectrum of training in nursing and allied health. Our instructors create a learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields---the medical health industry.

**Rio Grande Valley College** is committed to the personal, intellectual and professional growth of its students, faculty and staff. As the premiere college, our goal is to inspire and empower a diverse population with a lifelong passion for learning, the knowledge to succeed and to serve the community. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

It is a pleasure to have you join us at **Rio Grande Valley College**.

Sincerely,

A handwritten signature in blue ink that reads "Annabelle P. Rodriguez" with a decorative flourish at the end.

**Dr. Annabelle P. Rodriguez,  
CEO/School Director**

## **HISTORY**

Rio Grande Valley College (RGV College), formerly RGV Careers An Institute for Higher Learning, was established in June 2008 with the purpose of providing a unique education to the Rio Grande Valley community in the health care environment, now Rio Grande Valley College. The medical field is vastly growing in the Rio Grande Valley, therefore creating more opportunities for individuals to establish themselves in a health care profession. Rio Grande Valley College provides affordable training that will enable a person to enter the work force and contribute to the community.

## **APPROVALS/AFFILIATIONS**

Rio Grande Valley College is approved and regulated by the Texas Workforce Commission Career Schools and Colleges 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001. The Vocational Nursing Program is approved by the Texas Board of Nursing 333 Guadalupe Suite 3-460, Austin TX 78701-3944.

Rio Grande Valley College has a Certificate of Authorization to operate degree programs from the Texas Higher Education Coordinating Board (THECB) 1200 E. Anderson Lane, Austin TX 78752.

Rio Grande Valley College is approved by the Texas Veterans Commissions P.O. Box 12277 Austin TX 78711-2277 and is eligible to train veterans.

Other affiliations and approvals include the Texas Department of Aging and Disability Services, Regulatory Services Division, Nurse Aide Training (NATCEP), and the National Center for Competency Testing.

## **ACCREDITATION**

Rio Grande Valley College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) located at 7777 Leesburg Pike Suite 314 N, Falls Church, Virginia 22043, Tel. (703)917-9503 Fax (703)917-4109.

Rio Grande Valley College is approved by the US Department of Education and is eligible to participate in Federal Student Aid Programs.

## **MISSION, PURPOSE AND OBJECTIVES**

“Rio Grande Valley College is committed to the personal, intellectual and professional growth of its students, faculty and staff. As the premiere college, our goal is to inspire and empower a diverse population with a lifelong passion for learning, the knowledge to succeed and to serve the community.”

Rio Grande Valley College makes the learning experience platinum and provides the stepping stones to lead the students in the right direction.

Rio Grande Valley College is an institution that provides a successful environment for its employees and its students. By maintaining strong growth as a provider of high quality professional medical educational programs and services to our students, we strive to consistently be perceived as a professional, trustworthy, and a leader in vocational medical careers education. Rio Grande Valley College will offer the innovative vocational education clients need to reach their desired vocational medical careers and personal financial goals.

RGV College realizes that the Rio Grande Valley, although predominately Hispanic, is, however, diverse and will not discriminate against other races, creeds, sexual orientation, disability or gender. All who attend are encouraged to strive for a higher education to achieve their optimal potential as a person. The instructional methods are created to enhance each student’s thinking abilities. When applicable, all programs will implement active student participation, group discussions, homework, laboratory work, simulations, demonstrations, interview training strategies, guest speakers and lectures. The instructors will emphasis: work ethics, accountability, professionalism and self-development.

Rio Grande Valley College is supportive of its students and promotes positive self-esteem, self- image and provides services to students in guiding them to be successful academically, vocationally and personally.

To provide the finest education possible, Rio Grande Valley College has hired experienced faculty and staff. They are passionate, dedicated, and eager to work together to assist in students meet their career goals.

Rio Grande Valley College not only assists students in reaching their educational goals but prepares them for other aspects of life. Faculty and staff will prepare them to successfully participate in society by equipping them with knowledge necessary to succeed in a competitive job market, and by encouraging them to become involved in professional organizations that will promote their learning and professional skills. Rio Grande Valley College also provides assistance to eligible graduates in obtaining employment during the duration of the program. Advisory sessions, classes and workshops will be provided to teach and guide them through the process of securing and maintaining employment.

## **Facilities and Equipment**

RGV Careers An Institute for Higher Learning is located at 1200 W. Polk Ave. Suite P&Q Pharr, Texas 78577. The complex where the Institute resides is owned by Magana Construction Co. The location of the school is a prime location due to the fact that it can be entered from three different directions. It can be accessed through the expressway from the Pharr exit, the McAllen exit, and the Edinburg exit. It can also be accessed through Jackson Rd. and 495 which are major streets in this area. Being in this particular complex makes RGV Careers An Institute for Higher Learning in close proximity of the medical district in the southern part of the McAllen area; which holds most of the doctor's offices (general and specialists), three hospitals, two surgery centers, and Driscoll Children's Center. The Institute is also near a variety of venues that will be essential to the faculty and students. Supply stores, grocery stores, gas stations, shopping complexes and banks are minutes away which can be an advantage to both students and faculty. Also several restaurants are in close proximity for students and staff to get breakfast, lunch, or dinner and still be close to the school. In case of an emergency, the hospital and police stations are in close proximity as well.

The square footage of the school is 10,200 square feet. There is 4,317 sq. ft. of classroom & office space and 787 sq. ft. of lab area to provide instruction and practice of all necessary skills needed for adequate performance in the clinical areas. The school has a break room with a refrigerator, microwave and a water dispenser. There are men and women restrooms for the student's convenience.

The school is equipped with wireless internet throughout the building. CD/DVD drives along with mobile and stationary projectors are utilized in every classroom. The student is provided with various opportunities to practice and demonstrate the ability to perform these skills comfortably. Multiple classrooms are equipped with working tables that comfortably seat all enrolled students.

The lab area is set up with equipment comparable to what is commonly found in the workplace. A hospital bed and night stand, weight scale, walker, wheelchair, shower chair, urinal, bedpan, linen, Foley catheter with bag, emesis basin, wash basin, hospital gowns, dentures with cup, disposable gloves, thermometers, stethoscopes, blood pressure cuffs and hygiene items similar to those used in the long term care facilities.

## **Ownership**

Rio Grande Valley College is owned by Annabelle P. Rodriguez and Roel Landa.

## **Staff and Faculty Listing**

A listing of Rio Grande Valley College Staff and Faculty is included as an addendum to the School Catalog.

## **Tuition and Fees**

A Schedule of tuitions, books, supplies, and fees for all programs is available as an addendum to the School Catalog.

## **School Calendar**

RGV College program start date calendar is included as an addendum to this catalog. The scheduled program starts are subject to change at the school's discretion.

## **School Holidays and Vacations**

A copy of scheduled vacations and holidays is included as a supplement to the school catalog.

## **Hours of Operation**

Campus is open Monday to Friday 7:30 am to 9:30 pm. Administrative offices are open Monday to Friday, from 8:30 AM to 5:30 PM. Day classes are held Monday to Friday, 8:30 AM to 4:30 PM. Hybrid classes are held Monday, Tuesday and Thursday 5:30 pm – 9:30 pm and Saturday 8:00 AM – 5:00 PM. Daily class schedules for each program which includes breaks and lunch periods is included as a supplement to the school catalog.

## **ADMISSION POLICIES AND PROCEDURES**

### **Admission requirements**

The Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at RGV College as a regular student.

Any individual wanting to enroll at RGV College must meet the following criteria:

- 1) Be at least 17 years of age, under age 18 requires parental permission. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or High School Transcript showing a graduation date; or
- 3) Possess a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during their home schooling or a General Education Diploma (GED). Texas law exempts home school students from compulsory age requirements; or
- 4) Individuals who completed High School outside the United States are responsible for providing the school with an English translation of the High School transcript and certification that is equivalent to a High School Diploma.
- 5) Student must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent, if under the age 18), and submit the necessary fees.

In addition to the admissions criteria listed above, students interested in the *Pharmacy Technician* program must:

- Must be registered with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee and must have and pass a criminal background check, including fingerprints prior to externship.
- Completion of an online application, including payment of a non-refundable fee of \$53.00; and
- Fingerprint session including a non-refundable fee of approximately \$45.00.

In addition to the admission criteria listed above, students interested in the *Vocational Nursing* program will be considered for acceptance into the program on the basis of the following:

- Pre-entrance test score of 54.0% for the ATI Test of Essential Academic Skills (Scores below 54.0% will be evaluated on a case by case basis)
- Student slots available for the enrollment period
- An Interview

Applicants applying for the *Nurse Aide* program are required to:

- ◆ Be at least 17 years of age, under age 18 requires parental permissions. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.; and
- ◆ Present proof of minimum of 8<sup>th</sup> grade education (high school diploma or GED certificate) and
- ◆ Cannot be listed as unemployable on the Employee Misconduct Registry (EMR); and
- ◆ Have not been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

Individuals applying for the *ICD-10 CM Implementation Seminar* course of study are required to:

- ◆ Be at least 17 years of age, under age 18 requires parental permissions. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.; and
- ◆ Present proof of secondary education (High School Diploma or General Equivalency Diploma)
- ◆ Prior knowledge with ICD-10-CM
- ◆ Be employed in the medical field.

### **Additional requirements**

Students in the Pharmacy Technician and Vocational Nursing Programs will be required to undergo criminal background checks which include fingerprinting. This process must be completed in order to be eligible for placement into an externship site, clinical or fieldwork rotation or take a professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the clinical or fieldwork portion of the program, which is a requirement for graduation from the program.

Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

### **Admissions Procedure**

Prior to admission, a representative in the admissions department will meet with prospective student for an interview. The interview will elaborate on course description, the career opportunities, and physical demands of the job, the school and State Board requirements. An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. The admissions representative will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

If the prospective student is a returning student they must meet the following additional criteria:

- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school.
- Remaining tuition charges for the course along with enrollment fees will be charged accordingly.
- Any and all previous tuition balance must be tenured before being allowed to re-enroll and/or complete remainder of required hours.

### **Applicants with Disabilities**

Rio Grande Valley College 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 Enrollment Agreement and/or applicable state licensing or certification requirements. The facility is equipped with ramps access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

### **Credit for Previous Education, Training or Experience Policy**

Enrollment is available for students wishing to enroll with Rio Grande Valley College after they have withdrawn or graduated from other schools in and out of state. Rio Grande Valley College does not recruit students already attending or admitted to other schools offering similar programs of study. Rio Grande Valley College will review any and all previous education, training and/or experience as part of the school's policy regarding the granting of credits for previous education. Approval of transfer of credits will be at the discretion of the School Director. Credit is limited to no more than 50% of the total program and certain classes may not be eligible for credit.

**Note:** All hours attempted will count toward Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

### **Notice to Veterans Students**

Veteran's students must provide official academic transcripts from all post-secondary institutions and/or college prior to being enrolled.

### **Transfer Students**

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Transfer Policy**

Coursework completed at Rio Grande Valley College may not transferable to other institutions. Acceptance of coursework is determined by the receiving institution. RGV College strongly recommends that students inquire with the receiving institution regarding their transferability policy.

### **Applicants for Single Courses**

Single courses are available for applicants who are not entering into a program of study. Interested applicants must complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students enrolled in single courses are not eligible to receive Title IV funds. Transferability of credit for these courses is determined by the School Director. RGV College cannot guarantee that credits earned will transfer.

### **Statement for Non-Discrimination**

Rio Grande Valley College is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school does not discriminate on the basis of race, color, religion, sex, creed, origin, sexual orientation, disability or marital status.

### **Equal Opportunities Statement**

Rio Grande Valley College admits students of any race, color, sex, and national or ethnic origin. Rio Grande Valley College does not discriminate in any way with respect to: employment of faculty and staff, student rights or privileges, admission policies, awarding of scholarships or other financial assistance, educational policies, use of the school's facilities, or any other regular or extracurricular activity.

## **FINANCIAL AID POLICIES AND PROCEDURES**

Prior to enrolling at Rio Grande Valley College, all students are encouraged to explore the availability of financial aid assistance. Financial aid assistance is available to prospective students wishing to enroll in eligible programs. Rio Grande Valley College is an accredited institution and is eligible to offer various types of financial assistance. Financial assistance is a combination of federal grants and loans which are an investment towards your education and are there to assist students in paying for their educational expenses.

Rio Grande Valley College will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, if eligible and payment plans. Eligibility for financial assistance is determined by a one-to-one interview with the Financial Aid Office Staff.

During the interview, prospective students are directed to the resource center to complete the Free Application for Federal Student Aid (FAFSA) through the [www.fafsa.ed.gov](http://www.fafsa.ed.gov) website. Additional documentation related the verification of eligibility may be required by the financial aid office. It is the responsibility of the prospective student to provide the required documentation to the financial aid office in a timely manner, failure to do so may affect your eligibility.

### **Citizenship and Residency Requirements**

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, and a student must:

- Be a citizen or national of the United States or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states or
- Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident

- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

Students must be enrolled as regular students in an eligible program in order to participate in title IV. Upon receipt of all the 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 and appropriate dress code for the first day of class.

### **Federal Student Aid Programs**

Rio Grande Valley College is approved for the following federal grant and loan programs:

**Federal Pell Grant** – Grants are awarded on the basis of financial aid need and do not have to be repaid.

**Federal Direct Subsidized Loan** – Loans from this program are awarded to students with financial need. This loan is subsidized because the federal government pays the interest while the student is in school and during the grace period (the first six months after leaving-school or dropping to less than half time enrollment status).

**Federal Unsubsidized Loan** – The unsubsidized loan is not based on financial need and is available to all eligible student, regardless of income. This loan is unsubsidized because the student is responsible for paying all interest due. There is not federal interest subsidy for the loan. Interest accrues immediately upon disbursement. Borrowers may elect to pay accrued interest on a monthly or quarterly basis or have it added back to the principal balance in a process called capitalization.

**Federal Parent Plus Loans-** A parent may borrow up to the annual cost of education minus any estimated financial aid received by the student. The application approval process includes a standard credit analysis for all parent borrowers. The repayment period for the parent borrowers begins on the day the loan is fully disbursed. The first payment of principal and interest is due within 60 days after the final loan disbursement is made.

In order to determine eligibility for Title IV Funds, students must:

- Comply with our Satisfactory Academic Progress (SAP) policy included in the school catalog.
- Not be in default on any loans made under any Title IV, HEA Loan program.
- Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan program.
- Not liable for any grant overpayment.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant program does not require half time enrollment, but the student' enrollment status does affect the amount of Pell a student may receive.)
- For Title IV purposes, students who have successfully completed 225 clock hours that are applicable to a degree or certificate offered by our school. These credits and hours are not Title IV eligible and the remaining program hours must be prorated if the program is a certificate program offered in hours and may also affect a credit hour program with a proration. Although, all prior education will be reviewed upon enrollment for each individual student. Credit may be granted at the discretion of the School Director.
- Must provide a photo ID and Social Security card so copy can be taken.
- Must make financial arrangements with Financial Aid Office in regards to FAFSA application, scholarships and/or cash payment plan prior to enrolling.

### **Tuition Payment Arrangements**

In addition to financial aid assistance, students may be required to sign an Institutional Promissory Note. The terms of the institutional promissory note become due on the 1<sup>st</sup> and 15<sup>th</sup> of each month depending on the first day of class. Failure to make on-time monthly payments may result in the following sanctions:

- 1) Late fee of \$35.00 will be assessed (within five (5) business days of due date);
- 2) Denial to attend the externship/preceptorship which are required for the successful completion of the program;
- 3) Termination from the program.

Please notify the Business Office before your monthly payment due date if you are unable to make payments to avoid a late fee. Postponement of a monthly payment is at the discretion of the Business Office and will only be granted under special circumstances.

Rio Grande Valley College accepts payment by the following methods: Check, Cashier's Check, non-international Money Orders, Visa, MasterCard, and Discover Cards.

### **Selective Services Registration**

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

## CANCELLATION & REFUND POLICY

### 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. A full refund will also be made to any student who cancels enrollment 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 after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees 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 are to 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 of instruction is discontinued by the school and this prevents the student from completing the course; 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.*

### 8. 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

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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.

- (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.
- 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.

Under Texas Education Code, Section 132.061 (11) (f) a student who is obligated a full refund of tuition and fees, the school shall record a grade of “incomplete” during the portion of a course or program for which the student is not eligible to collect a refund if a student requests a grade at the time of withdrawal for an appropriate reason unrelated to the students’ academic status. A student who receives a grade of incomplete may re-enroll in the course or program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program. (Title 40, Texas Administrative Code, Section 807.171-175).

### **RETURN OF TITLE IV (R2T4) 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.

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 the 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 is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. 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 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 with 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 follow:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance records, and
2. Perform two calculations
  - a. The student's ledger card and attendance records are reviewed to determine the calculation of Return 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 for 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 provided 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 that 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 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 the 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 attendance in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of earned 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 cards will be kept in the student's file.

#### **Withdrawal before the 60% Point**

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 prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

#### **Withdrawal after the 60% Point**

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 in 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.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

(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 (multiplies 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 on-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 and/or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50.00 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 of 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 of Funds**

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 sheets 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 on 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 (PELL)
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **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-Withdrawal Disbursements**

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. The School may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdrawal 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.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **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 disbursed 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 notification, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

### **Refund vs. Return of 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 Aid Office for a copy.

### **Return of 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.**

### **Conditions for Termination**

Students who fail to maintain at least 70% for Allied-Health Program and 78% for Vocational Nursing Program grade average by the end of the third quarter of the course will be terminated in all programs. Under Title 40, Texas Administrative Code, Section 807.171-175, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period (a complete 4 week, 80 hour class course) has passed. Students who violate the attendance policy will be terminated. These students may not reenter before the start of the next grading period. To be readmitted after sitting out one complete grading period, the student must may with the School Director/Director of Nursing and reapply through a new enrollment contract. Violation of the institutions *Nursing Student Conduct Policy*; *Texas Administrative Code, Texas Board of Nursing & Nurse Practice Act*, this violation is applicable to students enrolled in our Vocational Nursing Program.

### **Re-admittance Policy**

Students seeking re-admission at RGV College shall meet all admission and re- admission requirements. The same procedure will apply for potential transfer students. Acceptance shall be considered on a space-available basis. Please allow for ample time for processing of requests. Requests for re-admission may be automatically denied due to withdrawal or termination related to unsafe practice, dishonesty, and/or unethical behavior. Re-admission requests may also be denied due to withdrawal or termination from a program twice, regardless of the reason.

### **Procedure for Re-Admissions**

- 1) The student provides a petition letter in writing for re admission consideration to the Admissions Department. The student shall include reasons for their withdrawal or failure in the program and why they should be considered for re-admission.
- 2) The initial review process may take up to 10 business days. Please allow ample time for review and consideration for re-admission.

- 3) The student's file undergoes an initial review that may include the following: financial review, academic review, attendance, disciplinary action, criminal background check, current immunization, CPR and other required documentation as specified by the school and affiliates.
- 4) If the student is found to be in academic and good professional standing, the re-admission committee will meet to make a decision regarding the student re-admission. The student may be asked to sit before the re-admission committee for a formal interview. The re-admission committee meets on an as needed basis. Please allow for ample time for scheduling, review, consideration for re-acceptance and re-admittance.
- 5) Upon acceptance the following will apply to conditionally accepted students:
  - a) Determination of re-start date.
  - b) Restart assigned course(s) in their entirety.
  - c) No prior earned grades in the assigned course(s) will apply.
  - d) Attendance begins from zero hours

*Additional re-admission requirements for the Vocational Nursing program please refer to the Vocational Nursing Student Handbook.*

### **ATTENDANCE POLICY**

All students are held responsible for regular and punctual attendance. Attendance will be taken at the beginning of class or clinical instruction. This attendance policy includes class attendance and clinical/externship. It is essential that students not be absent or tardy during the entire course. Student who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. This is required of students in order to receive his/her certificate of completion and be eligible to take the certification exams. The make-up work, however, will not remove an absence on the student attendance sheet. A copy of the attendance sheet will be placed in each student's file.

Late arrivals will be permitted into class and will be considered a tardy. Continued tardiness may result in disciplinary action up to and including termination from the program. Five (5) tardies will count as one full day absence. Roll call will be taken by the instructor on a daily basis during the morning and afternoon sessions, where applicable. Attendance is recorded by the Registrar's office on a daily basis. Attendance will also be recorded at the clinical site. All records will be filed for safekeeping at the end of each course. The following symbols will be used to record the status of the student attendance for the day: P=Present; T=Tardy; G=Left Early and A=Absent.

The Department of Veterans Affairs will be notified if students using veteran's education benefits fail to attend five (5) consecutive class days or miss 20% of their total program within 30 days of attendance violation.

### **Leave of Absence**

From time to time circumstances might compel students at RGV College to interrupt their studies. These breaks in enrollments are formally recognized as Leave of Absence (LOA). A Leave of Absence is a temporary interruption from school and must be associated with extreme circumstances beyond the student's control. No more than two (2) Leaves of Absence may be granted in a 12-month calendar period and must not exceed 60 calendar days. Leave of Absences must be documented, signed and approved by the School Director on or before beginning such leave and will part of the student's permanent file. A student who fails to return from an approved LOA on or before the scheduled return date will be terminated from the program, making the last date of attendance the effective date of termination for refund purposes.

Clock hours and days taken in the leave of absence will not be included in the student's cumulative attendance percentage calculation. Leave of Absences taken will extend the students scheduled completion date. Courses in progress while on LOA will be required to be repeated or partially completed to be considered completed courses.

Tuition payment must continue to be made during a Leave of Absence period.

Students enrolled in seminar programs are not eligible to take a Leave of Absence.

### **Make-up Work**

RGV College recognizes that there are a variety of legitimate circumstances under which students will miss coursework, and that accommodations for makeup work will be made. Make up work will only be granted with the approval of the School Director and/or Director of Nursing. The following rules apply to the make-up work in accordance to Texas Workforce Commission §807.244:

- a) No more than 5% of the total course time hours for a course may be made up;
- b) The school shall submit make-up work polices to the Commission for approval;
- c) Make-up work shall:
  - 1) Be supervised by an instructor approved for the course being made up;
  - 2) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
  - 3) Be completed within one week of the end of the grading period during which the absence occurred;
  - 4) Be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor; and
  - 5) Be signed and dated by the student to acknowledge the make-up session.

## **EXTERNSHIP/CLINICAL POLICIES**

The Externship / clinical experiences are an integral part of every program which enables students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in externship and clinical experiences work under the supervision of a qualified professional as determined by the institution. Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records. Externship and clinical guidelines and requirements for each program may be obtained from the Careers Services Coordinator and the Education Department in the VN program.

The following applies to all students who are required to complete externship or clinical experiences:

1. Students are expected to meet all externship/clinical site requirements.
2. Site assignments are determined by the institution. Students may be terminated from the program if they refuse the clinical or externship site assignment.
3. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.
4. Site locations within a specified distance from the campus or from a student's home cannot be guaranteed.
5. The institution reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
6. Students must arrange and pay for their own transportation to and from their assigned clinical or externship experience, including any parking charges at the externship/clinical site.
7. Students should expect the hours and days to vary depending on the host site. Shifts on externship or clinical experience can range up to 12 hours, occurring any hour of the day, afternoon, or evening and any day of the week.
8. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and the Careers Services Coordinator and/or Clinical Coordinator.
9. Students must make up all absences that occur during clinical or externship experiences to ensure that the required hours are completed prior to the end of the scheduled period.
10. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom requirements.
11. Externship students are encouraged and should be prepared to participate in their externship training on a full-time basis (30-40 hours per week).
12. Students are expected to abide by the institution's Conduct Policy at all times while on externship or clinical, as well as the policies and procedures of the externship/clinical site.

### **Externship/Clinical Attendance**

Attendance for the externship/clinical will be closely monitored by the Career Services Coordinator and/or Clinical Coordinator on a weekly basis. Students must attend the assigned externship site as scheduled. Failure to attend the required minimum hours may be grounds for termination from the program.

Students are required to complete all externship/clinical hours; any time missed during the externship period must be made up. A student will not be allowed to graduate from the program unless they have completed all the required externship hours and complies with the submission of externship paperwork to the Career Services Coordinator and/or Clinical Coordinator.

Students are expected to begin their externship immediately following their classroom training and must begin within 10 business days following assignment to an externship site or the student may be terminated from the program. If you are absent 10 consecutive days from the externship site, you will be terminated. Externship sites will be assigned and coordinated by the Career Services Coordinator. RGVC College will be every effort to assign sites in a timely manner, there may be circumstances beyond the institute's control that may hinder this process, such as student's unprofessional behavior, attendance, attitudes causing the students to be dismissed from the site leading to a loss of an externship site.

Refer to Vocational Nursing Student Handbook for additional guidelines related to the Vocational Nursing Program.

### **Timesheets**

All students on externship/clinical are required to submit weekly attendance timesheets via fax, email or in person to the Career Services Coordinator. Timesheets must be initialed by the externship site supervisor on a daily basis. Students who fail to submit weekly attendance by fax or email will be required to bring them in person and meet with the Career Services Coordinator. Refer to Vocational Nursing Student Handbook for additional guidelines related to the Vocational Nursing Program.

**Original timesheets must be submitted at the completion of externship/clinical in order to receive credit for the hours and be considered eligible for program completion.**

## Externship Schedules

Externship schedules will vary depending on the externship/clinical site business hours. A daily schedule will be provided to students by the Career Services Coordinators and/or Clinical Coordinator.

## Termination/Withdrawal from Externship

Students will be terminated from the program if they display unprofessional behavior during their externship/clinical assignments and the unprofessional behavior leads to the re-assignment of externship site by the current externship supervisor's request.

Students will be terminated from the program if the institution loses an externship/clinical site due to unprofessional behavior. In addition, students will not be considered for re-admission.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory academic progress (SAP) policy applies to all students enrolled in the Accrediting Bureau of Health Education Schools, Texas Workforce Commission, Career Schools and Colleges and Board of Nursing approved programs whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay.

This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the Federal Student Aid Programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of "C" (70% or better for all Allied Health Programs and 78% or better for the Vocational Nursing Program on all required course work.
2. All students are held responsible for regular and punctual attendance. Vocational Nursing students may not be absent more than 40 clock hours the entire length of the Vocational Nursing program. Allied Health students must be present for 80% of the entire program. For example, a student scheduled to complete a 740 hour program must be present for a total of 592 hours of the entire program.
3. All students must complete the program within one and one-half (1½) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.

Regardless of the average level of attendance, students enrolled in the Allied-Health Program and who have more than ten (10) consecutive days absent or students enrolled in the Vocational Nursing Program and who have more than three (3) consecutive days absent will be dismissed or terminated from the program (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

## Qualitative Requirement

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative grade average of at least 70 (Allied-Health Programs) and 78 (Vocational Nursing Program) at the end of each progress report period (payment period).

Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved. For additional guidelines on qualitative requirements for the Vocational Nursing Program, please refer to the Vocational Nursing Student Handbook.

## Grading System

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA	Other Codes	Description
A	93-100	4.00	C+	77-79	2.33	W	Withdrawal
A-	90-92	3.67	C	70-76	2.0	I	Incomplete
B+	87-89	3.33	D	60-69	1.0	WM	Withdrawn Military
B-	83-86	3.0	F	0-59	0.0	R	Repeat Courses
B	80-82	2.67				TR	Transfer Credits
						Pass	Externship

**“W” Withdrawal** – A “W-Withdrawal” grade will be given to students who withdraw from a course(s) and will not be counted towards their qualitative requirement, but will be counted towards the quantitative requirement.

**“I” Incomplete** - An **“I-Incomplete”** grade will be given at the discretion of the instructor to students who demonstrate that he/she could not complete the requirements of the course due to circumstances beyond the student’s control and not reasonably foreseeable. Students will have one (1) week from the end of the course to complete the work required for that course(s). Failure to do so will result in a grade of “F” which will be averaged into the GPA and counted towards the qualitative and quantitative requirements.

**“WM” Withdrawn Military** – Students who are members of the U.S. armed forces and withdraw in the middle of a course, called to active duty, specialized training or as part of a relief effort disaster with little notice. This does NOT pertain to initial active duty training (i.e. basic training). Students must provide a copy of their orders to the School Director or Director of Nursing along with a signed note asking to be withdrawn. A “WM” grade will not be counted towards the qualitative and quantitative requirement.

**“R” Repeat Courses** – Student who earn a “W”, “I” or “F” on any course(s) in the will be required to repeat those course(s) prior to externship. The failing grade and the passing grade for the course being repeated will be recorded on the student’s academic record. Repeating a course more than once requires approval by the School Director and the student will be responsible for the cost of repeat course(s). The higher grade of the two courses taken will be posted on the student transcript and will be counted toward the qualitative and quantitative requirements.

**“TR” Transfer Credits** – Credits completed at another institution nationally accredited and recognized by the US Department of Education (USDOE).

The students who have failed to meet the Qualitative standards are placed on **Financial Aid Warning**; if no improvement over the next payment period, the student will be placed on **Academic Suspension**, with a loss of Title IV, HEA funds and they may appeal the decision. Please review the appeal and probation requirements stated in this policy for guidance on the process. The Director of Financial Aid in coordination with the Registrar’s Office monitors qualitative progress.

### **Quantitative Requirements**

All students must complete their educational program within 150% of the length of the program. A leave of absence will extend the student’s contract period, and maximum time frame, by the same number of days in the leave of absence.

All clock hours at the institution and transfer hours must be counted towards the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

Students must also meet the attendance requirements as outlined in this catalog.

### **Academic Year Definition**

Rio Grande Valley College academic year is defined as, no less than 600 and no more than 900 hours and 26 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive federal student aid payments. Programs less than 600 hours, the academic year will be defined by the duration of the program from the start to ending date.

### **Evaluation Periods**

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Examples:** For the 1765 clock hour Vocational Nursing course, a student will be evaluated at the increments in which the student is scheduled to reach 450, 900, and 1333 clock hours.

For the 900 clock hour Medical Billing & Coding Specialist courses, a student will be evaluated at the increments at which the student is scheduled to reach 450 clock hours.

For the 740 clock hour Pharmacy Technician course a student will be evaluated at the increments at which the student is scheduled to reach 370 clock hours.

For the 940 clock hour Medical Assistant course a student will be evaluated at the increments at which the student is scheduled to reach 450 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

### **Non-credit and Remedial Courses**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **Warning/Development Status/Appeal/Probation**

Students who fail to meet minimum requirements attendance and academic requirements for the Allied-Health and Vocational Nursing Programs at the end of a payment period will be placed on **Financial Aid Warning**. Students who meet the minimum attendance and grade requirements are considered to be compliant with the Satisfactory Academic Progress policy.

#### *Minimum Attendance and Academic Requirements:*

Allied-Health Programs	Be in attendance 80% of the program length	70% cumulate grade average or 2.0 GPA
Vocational Nursing Program	No more than 40 clock hours absent	78% cumulative grade point average or 2.0 GPA

The school evaluates Satisfactory Academic Progress (SAP) at the end of each payment period and checks for the following:

- Must maintain a 2.0 grade point average (GPA);
- Attendance, the student must meet half of the scheduled clock hours of instruction for that programs payment period to be eligible for the next payment.
- Weeks of instruction, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning** for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning** period, the student will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

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

### **Financial Aid Probation Status**

If the Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions extra course assignments, repeating a course for which the student received a failing grade and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

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

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive the Title IV, HEA funding for the subsequent period unless the student make SAP.

### **Requirements for the Academic Improvement Plan**

- ◆ Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- ◆ Maintain an 80% grade point average for Vocational Nursing Program and 75% grade point average for Allied Health Programs. (The higher grade point is required to raise the standard to help the student make up for areas that may have been previous lacking).
- ◆ Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- ◆ Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- ◆ The academic improvement plan will be monitored by the School Director and Director of Nursing.
- ◆ The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.

- ◆ Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

### **Appeal Process**

A student who loses their financial aid eligibility due to Financial Aid Probation after a Financial Aid Warning has the right to file an appeal regarding their Satisfactory Academic Progress evaluations. A student, who wishes to appeal Academic Probation Status and loss of Title IV eligibility, must submit a written request to the School Director or Director of Nursing within ten (10) business days of being notified that they are in a non-satisfactory progress status.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing the unusual circumstance(s) that the student believes deserve special consideration. The student 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.

Once the School Director or Director of Nursing receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

### **Returning Student from a Leave of Absence or a Withdrawal**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

### **Reinstatement of Financial Aid**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the School Director or Director of Nursing (DON). Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of the School Director or Director of Nursing (DON). Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

### **Reinstatement before 180 days**

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling student will be provided the school's re-enrollment policy and will be evaluated by the School Director and/or Director of Nursing for subject placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

### **Financial Appeal Granted**

The student will be placed on a Financial Aid Probation for the payment period should he/she prevails on their appeal. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

### **Disclosure of Education Records**

Students and parents of minor students have the right to inspect, review, and challenge information contained in their educational records. The parents of tax dependent students are only allowed to access to the proof that their children are attending school for tax purposes, not the remainder of the student's records. Once the student reaches the age of 18, they become a legal adult and must give a written consent for their records to be released, even to their parents. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. The school

will maintain students' files for three (3) years. Students are not entitled to inspect the financial records of their parents. Before publishing the directory information the school will give the students and the guardians of dependent minor students the chance to deny the authority to publish the directory information. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

## **FAMILY EDUCATION RIGHTS AND ACT (FERPA) POLICY**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of education records. The Act grants students the right to:

- Inspect and review their education records
- Request a correction to those education records
- Control the disclosure of certain aspects of their education records
- File a complaint with the U.S. Department of Education

### **What is an Education Record?**

As defined by FERPA, an education record is information about a student that is maintained by the institution as part of the educational process. Education records include files, documents, and materials in any medium such as, emails, computer files, computer screens, printouts, tapes, disks, film, and microfilm/microfiche. Education records do NOT include private notes of instructors or staff members (sole possession records), campus police records, medical records, or aggregate (statistical) data that contains no personally identifiable information about any students.

### **What is Directory Information?**

Under the terms of FERPA, the institution is permitted to disclose "Directory Information" without the student's consent. RGV College has established the following as Directory Information:

- The student's name
- School and home addresses
- RGV College email address
- Telephone number
- Program of study
- Dates of attendance
- Full- or part-time status
- Classification
- Degrees, honors, and awards received (including Dean's List) and date granted
- Anticipated graduation date
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports
- For members of athletic teams, weight and height

Information **not** included in the list above is considered confidential and **may not be released to anyone**, including parents of the student, without written consent from the student. RGV College staff may only have access to this information if they have a legitimate need to use it in the fulfillment of their professional responsibilities.

**FERPA permits students to inform RGV College that Directory Information is not to be released.** A student may restrict the release of Directory Information by submitting the Exclusion of Directory Information Form to the Office of the Registrar. A copy of this form can be requested at the Registrar's Office.

If the student restricts the release of Directory Information, a privacy warning message will display on the Institution's student information system, and class rosters that are emailed to faculty will have the word "INVOKED" under the "PRIVACY" heading.

No information can be released on that student without written consent of that student. The institution will respond to inquiries regarding students who have requested exclusion of Directory Information as follows:

**"We have no information to release on that individual. Please contact the person directly."**

**To whom and under what conditions can RGV College disclose non-directory, personally identifiable information without the written consent of the student?**

- School officials with legitimate educational interests (i.e., need to know to fulfill their professional responsibilities)
- A person or company with whom the University has officially contracted
- A person serving on the Board of Trustees

- Officials of another school in which a student seeks or intends to enroll
- In the event of a health or safety emergency, to appropriate persons as required to protect the safety of students

### **Can parents have access to children's education records?**

At the postsecondary level, parents have no inherent right to inspect the education records of their sons or daughters. RGV College policy requires that students provide written authorization in order for parents to access their education records. With appropriate documentation, the institution may disclose education records to parents of students who are claimed as dependents for federal income tax purposes without the student's written authorization.

### **What are some specific examples of FERPA violations?**

- Publicly posting grades by student name or any part of the RGV College ID number without the student's written permission
- Leaving graded tests or papers in a stack for students to pick up by sorting through the papers of all students
- Circulating a printed class roster with names and any part of the RGV College ID, SSN, or grades as an attendance sheet
- Discussing the student's progress or records with anyone other than the student (including parents) without the student's written consent, with the exception of University officials who have a legitimate educational interest in order to fulfill their professional responsibilities
- Sending a letter of recommendation that includes information from a student's record, such as grades, GPA, or course attendance, without explicit written permission of the student to release that information
- Sending a letter of recommendation for a student employee, graduate assistant, or teaching assistant that provides details about that student's employment (i.e., wages, dates of employment) without written permission of the student
- Providing lists of students enrolled in class to a third party for any commercial purpose
- Providing student schedules or assisting anyone other than institution employees in finding a student on campus
- Permitting unauthorized use of any information in the files maintained, stored, or processed by the office in which you are employed. This includes copies of permission, registration, or add/drop forms
- Releasing confidential student information to another student, institution organization, or outside entities
- Distributing a student's transcripts. Transcript requests must be submitted to the Registrar's Office
- Leaving reports or computer screens with student information in view of others or leaving your terminal unattended
- Allowing another person to access student records because you permit him or her to use your access code
- Inappropriately disposing of paperwork containing confidential student information (i.e. ID number, GPA or grades) by placing it in the trash or recycle bin, rather than shredding the information
- Giving out Directory Information if the student has submitted the Exclusion of Directory Information Form (i.e., has a privacy warning message displayed on the institution's student information system).

Any knowledge of a violation must be immediately reported to a supervisor.

### **What are the responsibilities as an RGV College employee?**

As an employee of RGV College, you may have access to student records. Their confidentiality, use, and release are governed by FERPA. You have a responsibility to protect all education records in your possession. These include records relating to students who have business with your department, any documents from the Registrar's Office, computer printouts in your office, name lists, and official course or grade rosters. Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. In general, all student information must be treated as confidential. Even public or Directory Information is subject to restriction on an individual basis.

### **What happens if the institution does not comply with FERPA?**

The Department of Education may issue a notice to cease the practice complained of and ultimately could withhold student aid funding. Depending on the type of record and the nature of the disclosure, other penalties could be imposed.

### **Where can I find out more information about FERPA?**

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>

## **CONDUCT POLICIES**

### **Student Conduct Policy**

Students are expected to conduct themselves with acceptable behavior and appearance, as defined in this catalog and by consultation of the School Director. Those who do not conduct themselves in this manner may be subject to disciplinary action, up to, and including termination. Violation of the civil law will be reported to the appropriate authorities.

Conduct Violations on campus that may result in disciplinary action or termination include, but are not limited to:

- Use of cell phones or beepers in class.
- False alarms or threats

- Destruction or damage of personal or school property;
- Disruption or obstruction of instruction, classroom activity, research, administrative activity, or other school activity on campus (this includes, tardiness, talking in class, making noise, etc.)
- Reckless driving or parking violations on campus;
- Cheating or stealing;
- Soliciting or other commercial activities without the school's permission.

The following constitutes immediate termination:

- Unlawful possession, use, distribution, or attempted unlawful possession, or distribution, or under the influence, of drugs and/or alcohol. Students will be issued substance abuse prevention policy that they must read and sign. This policy is considered agreed upon; as released to students through the school catalog, by the students signing the "Receipt of Enrollment Policies" indicating that a catalog was received and thus acknowledge this policy.
- Hazing of students or initiation that is dangerous, harmful, or degrading;
- Forceful or illegal entry into any area of the school property.
- Disobedience or insubordination to faculty or staff.
- Fighting or abusive behavior towards others
- Possessions of firearms, fireworks, explosives, or any other weapons.
- Illegal activities or other actions deemed inappropriate by the School Director
- Sexual Harassment (See Policy on Sexual Harassment)

NOTE: Students terminated for Conduct Violations will not be able to return.

### **Dress Code**

Good personal grooming is essential since the student is in close contact with the residents.

1. A clean and fresh uniform should be worn each day. (Once uniforms have been issued).
2. Watch with second hand should be worn each day.
3. Shoes and shoelaces should appear clean. No boots, high heels, or sandals allowed.
4. Hair should be kept clean, groomed and pulled back away from the face.
5. Fingernails should be kept clean and short, no fingernail polishes.
6. Jewelry should be kept to a minimum. (Wedding band and only bud-type earrings).
7. Student name tag should be worn each day. (Provided by the school).

### **Plagiarism**

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

### **Food and Drinks**

No food or drinks are allowed in the classrooms, laboratories and any common areas of the building such as hallways or lobbies. All drinking and eating at the school should be done in the student lounge or designated areas. Students who do not adhere to this regulation can be subject to disciplinary action.

### **Cell Phone and Electronic Items**

Electronic items such as cell phones are to be turned off while in the classroom, computer lab, student resource center and hallways. The use of blue tooth and wired earpiece devices are not allowed and must be removed while on campus. The use of cell phones shall be for emergency use only and restricted to the inside and outside student break areas. Tablets and laptops may be used in the classroom for note-taking and educational purposes with instructor approval only.

### **Unauthorized Recordings Policy**

RGV College prohibits unauthorized or secret audio and /or video recording; but not limited to, a conversation, phone calls or meetings with faculty or staff. While some states permit audio recording by one party to a conversation, this policy prohibits such recording without the consent of all parties to the conversation, regardless of the location of each party. Students found in violation of this policy may be terminated from the institution.

### **Copyright Infringement Policy**

Rio Grande Valley College utilizes a variety of textbooks and workbooks for both allied health programs and the vocational nurse program. No part of the textbooks/workbooks shall be reproduced, transmitted, or used in any form or by any means graphic, electronic, or mechanical, including but not limited to photocopying, recording, scanning, digitizing, taping, web distribution, information networks, or information

storage and retrieving systems, excepted as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the publisher.

Rio Grande Valley College follows an internal policy and has the right to terminate or dismiss any student who violates the copyright policy. This infringement will be reviewed by the institution's administration to determine disciplinary action that will be taken.

### **Summary of Civil and Criminal Penalties for violation of Federal Copyright Laws**

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **DRUG AND ALCOHOL POLICY**

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 101-690), our school provides all students and employees with the following information concerning school policies and the consequences of the manufacture, distribution, possession, or use of illicit drugs or alcohol on an annual basis. Students and employees are prohibited from the unlawfully manufacturing, distributing, possessing, or using illicit drugs or alcohol while on school property or participating in any school activity. Violation of this policy will subject students or employees to disciplinary action up to and including expulsion or termination from employment. In addition, violation may result in local, state, and and/or federal criminal charges.

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction that may result in 20-50 years imprisonment at hard labor without benefit of parole
- Monetary fines

In addition to local and state authorities, the federal government have four agencies (the Drug Enforcement Agency, U.S. Customs Services, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- It is a crime to hold someone else's illicit drugs
- It is a crime to sell fake "dope"
- It is a crime for being in a house where people are using illicit drugs, even if you are not using them
- It is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession"

Drug abuse, which can affect ones physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loos of appetite, sexual indifference, come, convulsions, and death.

There are classic danger signals that could be indicative of drug use. These danger signals include:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at work or school
- Cannot get along with family or friends

- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

Information regarding the effects of commonly abused drugs may be found on the internet at [www.nida.nih.gov/DrugsofAbuse.html](http://www.nida.nih.gov/DrugsofAbuse.html).

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs in the Student Lounge and Resource Area.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals in either a student or employee contact the School Director’s Office. If it is determined by the School Director that a student or employee is in need of assistance to overcome a drugs problem, he/she may be counseled on the need to seek assistance. The cost of such assistance or treatment will be the responsibility of the student or employee. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the School Director’s Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the section of the local telephone book headed “Drug Abuse & Addiction Information and Treatment.”

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

Student and employees must notify the School Director, in writing, within five days of being convicted of a criminal drug statute at the school.

**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. Rio Grande Valley College is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside or removed from the student’s record does not render a student ineligible for aid, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

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 drugs
1 <sup>st</sup> offense	1 year from the date of conviction	2 years from the date of conviction
2 <sup>nd</sup> offense	2 years from the date of conviction	Indefinite period
3+ offenses	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 or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or 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.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least 2 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.

## CAMPUS CRIME AND ANNUAL SECURITY REPORT

The Jeanne Clery Act requires that all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local police department for the purpose of identifying crimes that occurred on the city streets and property adjacent to RGV College. The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

This report is made available to all employees, current and prospective students on the institute's website [www.rgvcareers.edu](http://www.rgvcareers.edu) for a printed copy of this report visit with the Director of Compliance. The annual report is published by October 1<sup>st</sup> of each year and must contain certain crime statistics for the most recent year reporting period. In addition to the report RGV College reports its crime statistics to the Department of Education, which posts the information to their website at <http://www.ope.ed.gov/security/InstList.aspx>

RGV College policies and procedures have been in force to comply with The Violence Against Women Act (VAWA) in compliance with the requirements set forth by The Violence Against Women Act (VAWA) of 1994, and its reauthorization in 2000, 2005 and again in 2013.

The Consumer Information is a Guide that provides updates on specific policies. These policies are made available to new employees and to students upon enrolling. Training is provided to current employees on an ongoing, yearly basis. Resources and contact information for organization that provide professional assistance are provided throughout the Consumer Information Guide located in the RGV College website [www.rgvcareers.edu](http://www.rgvcareers.edu).

Our 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. School facilities are secured during times the school is not open.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 7/1/2014 and 6/30/2015 (THREE MOST COMPLETED CALENDAR YEARS).

**The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred ON CAMPUS or PUBLIC PROPERTY during the previous three calendar year periods.**

Date updated as of 9/21/2016

Report Distribution Date: October 1, 2016

Criminal Offenses	Total Occurrences		
	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravates Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Violence Against Women Reauthorization Act (VAWA) Offenses	Total Occurrences		
	2013	2014	2015
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	1
<b>*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating, violence, and stalking in accordance with section 40002(s) of the Violence Against Women Act of 1994.</b>			
			<b>Total Occurrences</b>

<b>Arrests</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>Disciplinary Action</b> (Does not include disciplinary actions that were strictly for school policy violations)	<b>Total Occurrences</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Hate Offenses:**

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

<b>Hate Crime Occurrences</b>	<b>Total by Year</b>			<b>Category of Bias for Crimes Reported in 2015</b>							
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National origin</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0
Aggravates assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0

**Contact Information**

<b>Office Responsible to provide a copy of the Campus Security information</b>	Belinda Ibarra, Director of Compliance
<b>Campus Safety Officer</b>	Eladio Villarreal, Security
<b>Campus Security Supervisor/Title IX Coordinator</b>	Rene Mendoza, Human Resource

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the Human Resource Director, Institution’s Official but rather contact the appropriate agency by calling (911).

<b>Rene Mendoza</b>	<b>1200 W. Polk Ave Ste. Q, Pharr Tx 78577</b>	<b>956-781-6800</b>
<b>Institutional Official</b>	<b>Address</b>	<b>Phone number</b>

**SEXUAL HARASSMENT POLICY**

**Policy against Discrimination**

In compliance with Title IX, it is the policy of Rio Grande Valley College not to discriminate against any individual with respect to their education, entitlement, programs, scholarships, and other terms, conditions and privileges of student’s educational opportunities because of the person’s race, color, national origin, religion, disability, age or sex.

**Policy against Sexual Harassment and Sex Discrimination**

Rio Grande Valley College pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission fully supports the rights and opportunities of all students to seek, obtain and secure the full rights, benefits, and opportunities for their education without subjection to sexual harassment or discrimination of any kind. It is the school's policy to provide an educational environment free of sexual harassment of any type.

### **Policy on Sexual Harassment**

Sexual Harassment is a violation of Titles VII and IX of the Civil Rights Act of 1964 and it is against the policies of the school for any employee, male, female, volunteer worker or any student to sexually harass another student by:

- Making unwelcome sexual advances innuendos or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of a student's education, or
- Making submission to or rejection of such conduct the basis for educational decisions affecting the student, or
- Creating an intimidating, hostile or offensive educational environment by such conduct.

### **Behavior Which May Constitute Sexual Harassment**

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome that is personally offensive, that fails to respect the rights of others, that lowers morale and/or that, therefore, interferes with workplace effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

**Verbal:** A sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.

**Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

**Physical:** Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. But, whatever form it takes, verbal, non-verbal or physical, sexual harassment is insulting and demanding to the recipient and cannot be tolerated in the workplace. Sexual harassment by any student, employee, faculty member, supervisor or administrative staff, is unacceptable. Appropriate disciplinary action will be taken against any employee or student who violates this sexual harassment policy. Persons found to have engaged in sexually harassing conduct will be appropriately sanctioned depending upon the nature of the conduct involved. Such sanctions may include oral reprimands (and a copy of the reprimands filed in the person's personnel file), leave without pay, suspension, and in severe cases, termination.

Both men and women can be victims of sexual harassment from either gender.

Making employment decisions based on sexual favoritism or on the basis of gender is strictly prohibited.

Retaliation against any person making a sexual harassment complaint, assisting, or testifying in a sexual harassment investigation is strictly forbidden and will not be tolerated.

For persons who think they are victims of sexual harassment, the goal should be to establish integrity and documentation. The following steps should be taken:

1. Confront the harasser. Say that the behavior (be specific) makes you uncomfortable. Tell this offender to stop the behavior.
2. Document all incidents, actions and conversations related to the problem. Keep a dated diary.
3. If the offensive behavior persists, speak candidly to your counselor about the problem. If the offender is your counselor, speak to that individual's supervisor.
4. If nothing is done or if the sexual harassment continues, file a complaint in accordance with the paragraph below.

All complaints or claims of sexual harassment will be taken seriously and will be thoroughly investigated. Persons are encouraged to communicate directly with one another about the conduct they find offensive. Some instances of "harassment": may simply result from one person honestly not realizing that his/her remarks or conduct are offensive. In the event that direct communication does not result in a resolution of any inappropriate conduct, the following formal procedures must be followed:

1. Complaints regarding sexual harassment should first be made to the school counselor.
2. Complaints may be made either in writing or orally.
3. Every effort will be made to conduct an investigation into claims of sexual harassment in a manner that will protect the confidentiality of any witness interviewed in connection with sexual harassment claim. However, because of the need to conduct a fair and objective investigation confidentiality cannot be guaranteed.

4. If the complaint involves students only, the school counselor or program supervisor will investigate the matter and follow the due process guidelines.

Upon receipt of any oral or written claim of sexual harassment involving an employee of Rio Grande Valley College the claim will be referred to the Director who will order prompt investigation. The Director will appoint a person to conduct an investigation into any complaint of sexual harassment. The investigator appointed will conduct a prompt and thorough investigation of the complaint and make a written report to the supervisor or director who appraises the alleged harasser(s) of the investigators, the Director will make a determination as to the appropriate sanctions, if any, to be imposed in the case. Both the complaint and the alleged harasser will be promptly advised of this decision.

In the event that the one making the complaint or the alleged harasser disagrees with the Directors decision, that individual may appeal the decision by making a written appeal to the Rio Grande Valley College' Board. The board may:

1. Review the written finding and recommendations of the investigators and affirms the decision of the School Director.
2. Review the written finding and recommendations of the investigators and change or modify the decision of the director or,
3. Direct that additional investigation be conducted, and make a final decision based upon the finding and recommendations resulting from the new or additional investigation. If such a new additional investigation is required, the director may appoint the investigators who conducted the initial investigation or appoint new investigators of his choice.

This policy rescinds and supersedes any previous policies dealing with sexual harassment. In the event any conflicts occur in the provision of this policy with the provisions of any other school policy and/or procedures, the provisions of THIS policy are controlling.

Each staff/faculty shall signify that he/she has read the foregoing policy and that they agree to abide by the policy.

Each student will be provided a copy of this policy and shall signify that they have read the same while a student at Rio Grande Valley College.

It is the policy of Rio Grande Valley College to resolve any such dispute that otherwise cannot be resolved through the use of mediation and/or binding arbitration.

Each employee, including faculty member and student, by their continued involvement as an employee or student, agrees to participate in this process.

## **GENERAL INFORMATION**

### **Placement Assistance**

Job placement assistant is offered without charge to graduate. In most cases students must successfully complete licensure or board certifying examinations before they can be placed. Early leavers will also be assisted in job search efforts. The Placement office will assist students to complete employment applications, write resume, develop job leads, and review interviewing techniques. Rio Grande Valley College does not guarantee employment. The school maintains record of all student placements. Students must cooperate with the school to provide their placement information.

### **Requirements for Graduation**

Minimum requirements for graduation are at least a 70% for the Allied- Health and 78% for Vocational Nursing Program passing grade on examinations and class participation at the end of the course, satisfactory skill performance during the externship and satisfactory attendance as per school requirements.

### **Student Parking**

Parking is provided for all registered students. There are two parking areas: one parking area is directly in front of the school building. However; some spaces in the parking lot are reserved for faculty. The other parking area across the street is on the North side of the school building.

### **Transcript Request**

Official transcript requests must be submitted in writing to the Registrar's Office, please allow five (5) business days. A \$5.00 fee is required for all transcript requests.

Student must have met all obligations to the institution in order to have an official transcript released. The obligations include but are not limited to: financial, academic, attendance and externship/clinical documentation.

### **Name Change**

All name change request must be submitted in writing to the Registrar's Office. Valid documentation for name change request includes: marriage license, social security cards, passport, divorce decree or court order.

### **Academic Advising**

The school staff and faculty welcome the opportunity to assist students in working out solutions to problems impeding educational success. School faculty and staff are always available to provide academic counseling when necessary. The institution is committed to helping you achieve educational goals. Students requiring other type of professional counseling will be referred to outside counselors or agencies.

### **Tutoring Services**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor. Study groups are encouraged. In certain situations, the school will make a study period available to students. Course credit is not granted in these cases.

### **Textbooks, Equipment and Supplies**

Textbooks will be issued on the 3<sup>rd</sup> day of class for most programs or during orientation for students who have met all admission and financial aid requirements. All needed supplies and equipment will be discussed during this time. The institution is not responsible for a student's equipment or personal belongings not issued by the school, either lost or stolen.

### **Inclement Weather Days**

RGV College typically closes only when inclement weather is severe enough to cause local businesses to close. The school may also choose to delay opening rather than close for the entire day. Information on school closings and delayed openings will be available by tuning into Channel 5 Eyewitness News or by accessing [www.rgvcareers.edu](http://www.rgvcareers.edu). Class time lost due to school closing may be made up on the next available non-school day.

### **Immunization Requirements**

All students must provide a copy of their immunization record upon acceptance into our programs which includes a current TB test. For a student who has a positive TB Test, a physician's statement (by chest x-ray) will be required. Refer to Vocational Nursing Student Handbook for additional guidelines related to the immunization requirements.

### **Student Records**

Student permanent educational records and necessary financial records containing student's name, address, telephone number, social security number, date of birth, program of study, start date, completion or withdrawal date, clock hours and grades are maintained securely either on computer or in locked file cabinets for a period of at least three years.

### **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.

### **English As-A-Second Language**

RGV College does not provide English-as-a-Second Language instruction.

### **Grievance Policy**

RGV College aims to ensure that students with a grievance relating to their education can use this procedure which can help to resolve grievances as quickly and as fairly as possible. Each grievance should be submitted in writing

- Step 1.** Students that have a grievance should discuss it informally with their instructor. We hope that the majority of concerns will be resolved this way.
- Step 2.** If the student feels that the matter has not been resolved through the informal discussion, he/she should put the grievance in writing to the School Director or Director of Nursing for the Vocational Nursing Program.
- Step 3.** The School Director or Director of Nursing will respond to written grievance within five (5) days and schedule an appointment to meet with the student to discuss the grievance. The School Director or Director of Nursing will conduct an investigation thereafter to provide the student a full and fair opportunity to present information relevant to the grievance. The School Director or Director of Nursing will render their decision in writing within ten (10) business days after concluding their investigation. The School Director's decision will be final. The student's written complaint along with the School Director's decision will become part of the student's permanent file.

Step 4. If the matter is not resolved to the student's satisfaction, the student may write to:

Texas Workforce Commission, Career Schools and Colleges  
101 East 15<sup>th</sup> Street Room 226T  
Austin, Texas 78778-0001  
(512) 936-3100  
[texasworkforce.org/careerschools](http://texasworkforce.org/careerschools)

or

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike Suite 314N  
Falls Church VA 22043  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)

or

Texas Higher Education Coordinating Board  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788

Complaint must be filed online and uploaded in PDF format by accessing:  
<https://www1.thecb.state.tx.us/Apps/CRAFT/Home/Create>

# PROGRAM OUTLINES

## Medical Assistant

### Program Description:

Medical Assistants are trained to perform administrative work, perform certain basic clinical procedures and assist with examinations and lab work. Duties may include answering phones, scheduling appointments, and performing bookkeeping related functions. Students will learn to obtain and record health histories, vital signs, weight and height. In some cases they may test vision, draw blood, and perform basic lab procedures. Graduates of this program may pursue certification by passing national measures and proficiency examination with the National Center for Competency Testing.

Job opportunities may exist with physicians, job opportunities exist in medical offices, outpatient, health maintenance organizations, and public health agencies. This program is represented to lead to multiple job opportunities and is not meant to lead to any particular outcome. While job placement assistance is offered, finding a job is the ultimate responsibility of the student. The institute does not guarantee that any student will be placed in a training related job or at all.

**Methods of Delivery:** Residential/On-Campus

### Program Outline

Subject #	Subject Title	Contact Hours			
		Lec	Lab	Ext	Total
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
ML100	Medical Law and Ethics	30	00	00	30
PT100	Pharmacology	30	00	00	30
COM100	Computer Applications 1 (Keyboarding)	10	20	00	30
COM101	Computer Applications 2 (Word/Excel/Power Point)	10	20	00	30
COM102	Computer Applications 3 (Access/Outlook)	10	20	00	30
INS100	Medical Insurance 1	30	00	00	30
INS101	Medical Insurance 2	30	00	00	30
EHR100	Electronic Health Records 1 (Front Office)	10	20	00	30
EHR101	Electronic Health Records 2 (Clinical)	10	20	00	30
CB100	Career Basics	10	20	00	30
PSE100	Personal Skills & Ethics (Oral)	30	00	00	30
PSE101	Personal Skills & Ethics (Written)	20	10	00	30
CLIN100	Clinical Procedures 1: Fundamentals of Clinical MA	10	20	00	30
CLIN101	Clinical Procedures 2: Assisting with Medications and Procedures in the Ambulatory Setting	20	40	00	60
CLIN102	Clinical Procedures 3: Assisting with Medical Specialties	10	20	00	30
CLIN103	Clinical Procedures 4: Diagnostic Procedures	20	40	00	60
CLIN104	Clinical Procedures 5: Assisting with Surgery and Medical Emergencies	20	40	00	60
CLIN105	MA Credentialing and Exam Review	30	00	00	30
MA110	Medical Assistant Externship	00	00	190	190
<b>Total Clock Hours</b>		<b>460</b>	<b>290</b>	<b>190</b>	<b>940</b>

# Medical Billing and Coding Specialist

## Program Description:

Medical Billing and Coding Specialist program will prepare the student to access health information for medical billing and coding. Students will be able to identify diseases, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management. Graduates of this program may pursue certification by passing national measures and proficiency examination with the National Center for Competency Testing.

Employment opportunities may exist in medical offices, outpatient clinics, private billing agencies, consulting firms and home office. This program is represented to lead to multiple job opportunities and is not meant to lead to any particular outcome. While job placement assistance is offered, finding a job is the ultimate responsibility of the student. The institute does not guarantee that any student will be placed in a training related job or at all.

**Method of Delivery:** Residential/On-Campus

## Program Outline

<u>Subject #</u>	<u>Subject Title</u>	<u>Contact Hours</u>			
		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Total</u>
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
ML100	Medical Law and Ethics	30	00	00	30
PT100	Pharmacology	30	00	00	30
COM100	Computer Applications 1 (Keyboarding)	10	20	00	30
COM101	Computer Applications 2 (Word/Excel/Power Point)	10	20	00	30
COM102	Computer Applications 3 (Access/Outlook)	10	20	00	30
INS100	Medical Insurance 1	30	00	00	30
INS101	Medical Insurance 2	30	00	00	30
EHR100	Electronic Health Records 1 (Front Office)	10	20	00	30
EHR101	Electronic Health Records 2 (Clinical)	10	20	00	30
EHR102	Electronic Health Records 3 (Billing)	20	40	00	60
CB100	Career Basics	10	20	00	30
PSE100	Personal Skills & Ethics (Oral)	30	00	00	30
PSE101	Personal Skills & Ethics (Written)	20	10	00	30
MBC100	Coding & Reimbursement Implementation 1 (ICD-10 CM)	20	40	00	60
MBC101	Coding & Reimbursement Implementation 2 (CPT & HCPCS)	20	40	00	60
MBC102	Coding & Reimbursement Implementation 3 (CPT – 4 <sup>th</sup> Edition)	20	40	00	60
MBC103	MBCS Credentialing and Exam Review	30	00	00	30
MBC110	Medical Billing and Coding Specialist Externship	00	00	150	150
<b>Total Clock Hours</b>		<b>460</b>	<b>290</b>	<b>150</b>	<b>900</b>

# Pharmacy Technician

## Program Description:

This 27 week – 780 hour course trains prospective students in competencies that enable the graduate to successfully pass the National Pharmacy Technician Certification Examination. The Pharmacy Technician will perform skills that include: (a) filling medications, (b) preparation of admixtures of I.V. and sterile compounding of solutions, (c) applying the administrative and technical aspects of administrating a pharmacy, (d) use of terminology and medical abbreviations as they relate to pharmacy, (e) applying dosage forms and routes of administration, (f) using pharmacy calculations, (g) applying pharmacy law, (h) interpretation of medication orders, prescriptions and drug classifications. (i) dealing with purchasing and inventory control (j) applying computer technology and (k) identifying basic anatomic and physiologic systems as they relate to medication interactions. Graduates receive a certificate of completion for Pharmacy Technician from RGV Careers An Institute for Higher Learning. All students must pass the Pharmacy Technician Certification Board’s National Certification Examination in order to register as a Pharmacy Technician.

**Method of Delivery:** Residential

## Program Outline

Subject #	Subject Title	Contact Hours			
		Lec	Lab	Ext	Total
MT100	Medical Terminology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
ML100	Medical Law and Ethics	30	00	00	30
COM100	Computer Applications 1 (Keyboarding)	10	20	00	30
CB100	Career Basics	10	20	00	30
PSE100	Personal Skills & Ethics (Oral)	30	00	00	30
PSE101	Personal Skills & Ethics (Written)	20	10	00	30
PT100	Pharmacology	30	00	00	30
PHT101	Orientation to Pharmacy Services	30	00	00	30
PHT102	Pharmaceutical Computer Systems and Applications	30	30	00	60
PHT103	Aseptic Technique, Sterile and Non-Sterile Compounding and Intravenous Syllabus	30	60	00	90
PHT104	Pharmacology for the Pharmacy Technician	60	00	00	60
PHT105	Pharmacy Billing and Quality Assurance	30	00	00	30
PHT106	Pharmacy Technician Clinical Experience	00	00	180	180
PHT107	Pharmacy Technician Certification Exam Review	30	00	00	30
<b>Total Clock Hours</b>		<b>460</b>	<b>140</b>	<b>180</b>	<b>780</b>

# Nurse Aide Program

## Program Description:

This program is a five (5) week – 100 clock hours comprehensive nurse aide course that provides the skills and abilities essential to the provision of basic care to homebound patients and residents in hospitals and long term facilities.

Upon completion of this course the students will be able to communicate and interact effectively with patients, patient's family, co-workers, and friends; assist patients in attaining and maintaining maximum functional independence; maintain the rights of the residents, patients, and clients; apply proper body mechanics in bed making, lifting, and turning patients; perform basic First Aid, CPR and take patient vital signs and follow infection control measures.

Upon satisfactory completion of this five (5) week Nurse Aide course, the student will receive a Certificate of Completion and allow the student to take the examination required by the Texas Department of Aging and Disability Services (DADS) to become a part of the Nurse Aide Registry thru Pearson VUE. Graduates of this program may find employment as a Certified Nurse Aide in Hospitals, Nursing Homes, Adult Day Care Centers and Home Health Agencies.

**Method of Delivery:** Residential

## Program Outline

Subject #	Subject Title	Contact Hours			
		Lec	Lab	Ext	Total
NA 101	Intro to Long Term Care	16	00	00	16
NA 102	Personal Care Skills	13	09	00	22
NA 103	Basic Nursing Skills	04	04	00	08
NA 104	Restorative Services	04	00	00	04
NA 105	Mental Health & Social Service Needs	06	00	00	06
NA 106	Social Skills	04	00	00	04
NA 107	Nurse Aide Clinical Experience	00	00	40	40
<b>Total Clock Hours</b>		<b>47</b>	<b>13</b>	<b>40</b>	<b>100</b>

## CERTIFICATION EXAMINATION TEST

The Texas Department of Aging and Disability Services (DADS) has contracted with Pearson VUE, to develop, score and report the results of the NNAAP Examination for the Texas Nurse Aide Registry. The Nurse Aide Competency Evaluation Service (NACES) will be working with Pearson VUE to schedule and administer the examination in the state of Texas. The National Nurse Aide Assessment Program (NNAAP) is an examination program designed to determine minimal competency to become a certified nurse aide in the state of Texas.

There are two (2) parts of the NNAAP Examination process:

- ◆ The Texas Skills Examination. Student MUST pass four (4) out of five (5) skills in the Texas Curriculum for Nurse Aides in Long-Term Care Facilities;
- ◆ The NNAAP Written (or Oral) Examination which consists of seventy (70) multiple-choice questions written and sixty (60) multiple-choice and ten (10) reading comprehension questions.

## EXAM RESULTS

The nurse aide evaluator will discuss your Skills Examination results; you will sign the Candidate Performance Summary Sheet and receive a copy. After the Written (or Oral) Examination, the nurse aide evaluator will score your answer sheet and will give you your unofficial preliminary results. After Pearson VUE receives your testing materials, your official result will be mailed within ten (10) business days.

# Vocational Nursing

## Program Description:

Upon successful completion of the program, the entry-level graduate vocational nurse shall be competent in the following areas: Enables the student to apply for presentation of NCLEX examination and obtain a vocational nursing licensure; apply for entry-level vocational nursing positions; assist in the determination of predictable healthcare needs of clients within healthcare setting; encourages lifelong learning and provides a foundation for furthering their education; promotes involvement in both professional and community organization and activities; to accept personal accountability for ethical and competent nursing practice, as well as for continuing professional and personal development; to communicate effectively, orally and in writing; to practice nursing under the direction of a registered nurse, advanced practice nurse, physicians' assistant, physician, podiatrist or dentist. **Please see Vocational Nursing Handbook for details pertaining to this program.**

**Method of Delivery:** Residential

## Program Outline

Subject Title	Contact Hours			Total
	Lec	Lab	Clinical	
Anatomy & Physiology I	75	0	0	75
Anatomy & Physiology II	90	0	0	90
Foundations of Nursing	80	0	0	80
Fundamental of Nursing	160	100	64	324
Nutrition	30	0	0	30
Maternal Nursing	75	23	100	198
Pediatric Nursing	75	23	100	198
Medical Surgical Nursing I	100	30	175	305
Medical Surgical Nursing II	100	30	175	305
Pharmacology	90	0	0	90
Preceptorship	0	0	70	70
<b>Total Clock Hours</b>	<b>875</b>	<b>206</b>	<b>684</b>	<b>1765</b>

## ICD-10CM IMPLEMENTATION (Seminar Program)

### Admission Requirements:

Individuals applying for this course of study are required to:

- ◆ Be at least 17 years of age, under age 18 requires parental permissions. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.; and
- ◆ Present proof of secondary education (High School Diploma or General Equivalency Diploma)
- ◆ Prior knowledge with ICD-9-CM
- ◆ Be employed in the medical field

### Program Description:

Upon completion of this seminar, the student will learn the differences between ICD-9-CM and ICD-10-CM Draft and their improvements. The students will demonstrate an entry-level understanding of future implementation on coding diagnoses using ICD-10 CM Draft. Students will be taught the official guidelines for coding and reporting for all 21 chapters of ICD-10CM Draft. Graduates of this seminar will learn to apply new diagnoses coding requirements.

**Method of Delivery:** Residential/On-Campus

## PROGRAM OUTLINE

Subject #	Subject Title	Contact Hours			
		Lec	Lab	Ext	Total
MBC101	Coding & Reimbursement Implementation 2 (ICD-10 CM) Draft	20	40	00	60
	<b>Total Clock Hours</b>	<b>20</b>	<b>40</b>	<b>00</b>	<b>60</b>

# SUBJECT DESCRIPTIONS

## PHARMACY TECHNICIAN

### **PT 100 Pharmacology**

20/40/00/60

Students of this course will learn and are introduced to pharmacology principles and are taught essential information about mathematics and pharmacology and practice application of principles of pharmacology.

[Prerequisites: MT100, AP100 and AP101]

### **PHT 101 Orientation to Pharmacy Services**

30/00/00/30

This course will introduce the role of the pharmacy technician in the delivery of patient care. Knowledge of automated medication delivery systems is emphasized; knowledge of processing prescription/medication orders and available resources to reduce medication errors in the health delivery process. The student will also follow established procedures for the purchase of pharmaceuticals, equipment, and supplies, and to control inventory according to an established plan that details the handling of their receipt, storage, removal, and documentation. Students will know the legal requirements to secure inventory and drug diversion topics will be reviewed. The student will learn how to prepare compounded and non-compounded products for distribution, and understand the legal implications and requirements for delegation of specific duties by a pharmacist to a pharmacy technician. In addition to preparation, the student will safely retrieve from inventory, profile, calculate, and measure. Course content prepares the graduate to compound nonsterile products, and to accurately calculate ingredient amounts utilizing accepted compounding techniques. Quality assurance is emphasized, as are federal and state laws and regulations controlling the preparation of nonsterile products. The student will also learn how to distribute medications according to federal and state laws and regulations, utilizing current methods in various practice settings. [Prerequisite: PT100]

### **PHT 102 Pharmaceutical Computer Systems and Applications**

30/30/00/60

This subject will allow the student to gather patient information to assist the pharmacist in conducting Drug Utilization Evaluation and Medication Therapy Management. The student will learn how to use various forms of technology used in the practice of pharmacy today for storing, accessing and recording pharmacy data. Course content prepares the graduate to receive and screen prescriptions or medication orders, and understand the legal implications and requirements for completeness, authenticity, demonstrate the skills to carry out tasks delegated to pharmacy technicians by pharmacists. Students will also learn specific interviewing techniques that help to identify a patient's need for counseling by the pharmacist. [Prerequisite: PHT101, Orientation to Pharmacy Services]

### **PHT 103 Aseptic Techniques, Sterile and Non-Sterile Compounding and Intravenous**

30/60/00/90

During this course, the student will learn how to compound sterile products. Sterility procedures are emphasized, as are incompatibilities and how to handle them. Quality assurance standards are applied to pharmacy practices, and the student is prepared to practice in accordance with the federal and state laws and regulations that govern sterile product preparation. Students will learn how to compound hazardous drugs according to federal state laws and regulations. Quality assurance and safety standards and practices are applied to their preparation as well as procedures for maintaining pharmacy equipment and facilities. Also emphasized are methods for proper handling of hazardous wastes and sharps, and the application of concepts for effective infection control. Students are also prepared to calibrate and troubleshoot commonly used pharmacy equipment and devices. [Prerequisite: PHT 102, Pharmaceutical Computer Systems and Applications]

### **PHT 104 Pharmacology for the Pharmacy Technician**

60/00/00/60

This course prepares the student to understand the therapeutic use of prescription and nonprescription medications for prevention, diagnosis, and treatment of diseases affecting each of the following physiologic systems of the human body: Nervous, Endocrine, Skeletal Muscular, Cardiovascular, Respiratory, Gastrointestinal Genitourinary, Reproductive, Immune Special Senses, Dermatologic, Hematologic and specialized areas, as applicable. The student will also learn how to assist the pharmacist in preparing, storing and distributing investigational drug products. Students are prepared to follow established protocols for recording the preparation and distribution of these products, as well as protocols for investigational drug product storage. [Prerequisite: PHT 103, Aseptic Technique, Sterile and Non-Sterile Compounding and Intravenous]

### **PHT 105 Pharmaceutical Billing and Quality Assurance**

30/00/00/30

During this course, the student will verify third-party coverage, delineation between taxable and nontaxable items and apply methods to assure that the medication-use system utilized by the pharmacy is safe. Emphasized are various technologies that have been proven effective for medication safety assurance. Graduates are also prepared to identify and report errors. Course content prepares the graduate to bill and collect payments for pharmacy goods and services. [Prerequisite: PHT 104, Pharmacology for the Pharmacy Technician]

### **PHT 106 Pharmacy Technician Clinical Experience**

00/00/180/180

During this portion of the program students have will successfully complete theory and laboratory. The students will be assigned to a pharmacy for 180 clock hours to work under the supervision of a registered pharmacist. The student's duties will be counting medication, pouring of soluble medications, entering prescription drug order information into computers, selecting proper containers, affixing auxiliary labels, drug product pre-packing, mixing sterile I.V. solutions, and proper use of medication for pharmacist review. Applications of O.S.H.A. rules and regulations will be demonstrated by the student. [Prerequisites: PHT 100 through PHT 105]

**PHT107 Pharmacy Technician Certification Exam Review**

30/00/00/30

Upon completion of this course, the student will apply all material learned thru the duration of the program and demonstrates mastery of the subjects covered by sitting in a review and mastering a competency test to pass the Pharmacy Technician Certification Board exam.

**MEDICAL ASSISTANT / MEDICAL BILLING AND CODING SPECIALIST****MT100 Medical Terminology**

30/00/00/30

During this portion of the program, students will learn how to apply and understand basic medical terminology, abbreviations and symbols. They will learn: 1) Suffixes, Prefixes, Root Words and Combining Forms 2.) How to build medical terminology using suffixes prefixes, root words and combining forms. [Prerequisite: None]

**AP100 Anatomy and Physiology**

30/00/00/30

During this portion of the program students will learn the basic working knowledge of the human body systems and identify the basic functions using audio and visual presentations. [Prerequisite: MT 100 Medical Terminology]

**AP101 Pathophysiology**

30/00/00/30

Students of this subject will learn the structural hierarchy of the body, anatomical locations, and the major body systems, common pathology, diseases associated with each of the body systems and the diagnostic and treatment modalities for each. [Prerequisite: MT100 Medical Terminology and AP100 Anatomy & Physiology]

**MOS100 Medical Office Administrative Procedures**

30/00/00/30

Upon completion of this subject, students will be able to apply medical office skills such as: filing, indexing, appointment scheduling, telephone techniques, office machines, customer service and business transactions. [Prerequisites: MT100]

**ML100 Medical Law and Ethics**

30/00/00/30

Students of this course are introduced to the legal system and learn to differentiate between law and ethics. The course emphasizes legal issues relevant to the medical industry. Additionally, students learn about credentialing for medical practitioners and the importance of regulatory compliance. [Prerequisite: None]

**PT100 Pharmacology**

30/00/00/30

Students of this course will learn and are introduced to pharmacology principles and essential information about mathematics and pharmacology and practice application of principles of pharmacology. [Prerequisites: MT100, AP100 and AP101]

**COM100 Computer Applications 1 (Keyboarding)**

10/20/00/30

Upon completion of this course, student will learn the keyboard (alphabetic, number and symbols) by touch, correct posture and stroking techniques, the use of functions keys and fundamentals of using a computer. [Prerequisites: None]

**COM101 Computer Applications 2 (Word/Excel/Power point)**

10/20/00/30

Upon completion of this course, the student will learn the basic computer concepts and features of Word, Excel and PowerPoint applications and integrate data between the applications by completing lab assignments. [Prerequisite: COM100]

**COM102 Computer Applications 3 (Access/Outlook)**

10/20/00/30

Upon completion of this course, the student will learn the basic computer concepts and features of Access and Outlook applications and integrate data between the applications by completing lab assignments. [Prerequisite: COM101]

**INS100 Medical Insurance 1**

30/00/00/30

Upon completion of this course, student will learn the medical insurance industry, legal issues surrounding insurance claims processing and are emerged into insurance industry basics learning about the different types of insurance coverage, plan options, and an examination of the insurance policy itself. Students also learn how to perform basic coding and are introduced to their first insurance form. [Prerequisites: MT100, AP100, MOS100 and ML100]

**INS101 Medical Insurance 2**

30/00/00/30

Upon completion of this course, the student will learn the importance of reimbursement policies and health care plans for government/state, BC/BS, TRICARE, CHAMPVA, Medicare and Medicaid. [Prerequisites: INS100]

**EHR100 Electronic Health Records 1 (Front Office)**

10/20/00/30

Upon completion of this course, student will learn to use practice management software which incorporates meaningful use in today's electronic health records. Through its use, the student will enhance their working knowledge to fully understand how electronic health records are used in today's physician's offices in the reception area. [Prerequisites: MT100, AP100, AP101, INS100, INS101 & COM100]

**EHR101 Electronic Health Records 2 (Clinical)**

10/20/00/30

Upon completion of this course, the student will learn the practice management software which incorporates meaningful use in today's electronic health records. Through its use, the student will be able to input patient clinical data as it is used in electronic health records in today's physician's offices in the clinical department. [Prerequisites: MT 100, AP100, AP101, COM100, MOS100, PHT100, EHR100]

**EHR102 Electronic Health Records 3 (Billing)**

20/40/00/60

Upon completion of this course, student will learn how to electronically enter patient transactions in the practice management software as it relates to meaningful use in today's electronic health records. The student will learn how to enter, edit and delete charges, payments and other financial information on the patient ledger. They will also learn how to electronically submit clean, corrected and appealed claims. [Prerequisite: EHR100]

**CB100 Career Basics**

10/20/00/30

Upon completion of this course, the student will learn techniques for successful job seeking efforts in the health care industry. Students will learn different types of effective resume writing and cover letters. Additionally, students will learn interviewing techniques and negotiating tips. [Prerequisite: None]

**PSE100 Personal Skills and Ethics (Oral)**

30/00/00/30

Upon completion of this course, student will learn oral therapeutic communication and identify the barriers of oral communication and how to better respond to others who may be affected by a wide spectrum of physical and/or emotional states in the workplace. [Prerequisite: None]

**PSE101 Personal Skills and Ethics (Written)**

20/10/00/30

This course focuses on building paragraphs and short essays that are free of basic grammatical errors. At the end of the course, the student will be able to write clear and understand basic writing skills that will give them the practice in writing various sorts of e-mails, messages, memos, and letters. Also, learn an efficient and effective way to process and send mail (paper and electronically). [Prerequisite: None]

**CLIN100 Clinical Procedures 1: Fundamentals of Clinical Medical Assisting**

10/20/00/30

Upon completion of this subject, students will be able to apply the role of a Medical Assistant in relation to working as a health care provider, the knowledge of ethical considerations and standards as applied in the lab. They will learn the concepts of disease transmission and the body's response to infection to form the basis for understanding the importance of first line defense in preventing disease. Students will also learn to gather information from patients about their health status and measurements of vital signs and assist with the very basic physical examinations. Students will be educating patients, including nutrition and health promotion. [Prerequisite: MT100]

**CLIN101 Clinical Procedures 2: Assisting with Medications and Procedures in the Ambulatory Setting**

20/40/00/60

The student will learn the fundamental principles of pharmacology including brand and trade names of medications with common prescribed medications as well as its indications of use. Students will also learn how to calculate using basic math to get the correct dosages as prescribed by a physician and administer medications either through injection, by mouth, or topically. Student will learn about cultures and diagnostic procedures used with the different types of specialties. [Prerequisite: None]

**CLIN102 Clinical Procedures 3: Assisting with Medical Specialties**

10/20/00/30

During this course, the student will learn to perform diagnostic procedures for each specialty. Diagnostic procedures include vision acuity, ear lavage and instill medications into the eye and ear. [Prerequisite: None]

**CLIN103 Clinical Procedures 4: Diagnostic Procedures**

20/40/00/60

During this portion of the program, students will learn the basic concepts of using an electrocardiograph to collect an accurate reading to determine a diagnosis of heart disease. Students will also assist with the collection of bodily fluids such as stool, urine, sputum etc. Students will learn the different types of blood cells and their function as well as collecting capillary blood. [Prerequisite: None]

**CLIN104 Clinical Procedures 5: Assisting with Surgery and Medical Emergencies**

20/40/00/60

Upon completion of this course, student will learn to prepare the patients and the sterile field to assist the physician for surgeries. Student will also learn the surgical supplies and instruments for different types of situations the physician may require. Students will be able to perform patient assessment, recognize and respond to life-threatening emergencies and perform CPR. Students will be educating patients, including nutrition and health promotion. [Prerequisite: None]

**CLIN105 MA Credentialing and Exam Review**

30/00/00/30

Upon completion of this course, the student will apply all material learned thru the duration of the program and demonstrates mastery of the subjects covered by sitting in a review and mastering a competency test to pass a national certification exam. [Prerequisite: CLIN100-CLIN104]

**MA110 Medical Assistant Externship**

00/00/190/190

Upon completion of this course, the student will be able to apply the academic skills and training learned in the classroom setting in a real-life work environment related to their field of study under the direct supervision of an outside accredited affiliate site. [Prerequisite: CLIN100-104]

**MBC100 Coding and Reimbursement Implementation 1 (ICD-10-CM)**

20/40/00/60

Upon completion of this course, the student will learn to apply rules, guidelines and principles used in ICD-10CM coding descriptive diagnosis in relation to coding manual symbols. During this portion of the program, students will demonstrate an entry-level understanding of implementation on coding diagnoses using ICD-10 CM. [Prerequisite: MT100, AP100-101, PHT100, INS100-101]

**MBC101 Coding & Reimbursement Implementation 2 (CPT & HCPCS)**

20/40/00/60

Upon completion of this course, the student will learn to apply the CPT and HCPCS level II National Procedural Coding process as implemented in the medical office. Students will be able to translate narrative documentation to numerical language for maximum reimbursement. Students will also be able to translate narrative documentation to numerical language for the Evaluation and Management Section for maximum reimbursement. [Prerequisite: MBC100]

**MBC102 Coding & Reimbursement Implementation 3 (CPT 4 Edition)**

20/40/00/60

Upon completion of this course, students will learn to apply the CPT coding process as implemented in the medical office for the five major sections. Students will be able to translate narrative documentation to numerical language for Anesthesia, Surgery, Radiology, Pathology & Laboratory and Medicine for maximum reimbursement. [Prerequisite: MBC101]

**MBC103 MBCS Credentialing and Exam Review**

30/00/00/30

Upon completion of this course, the student will apply all material learned thru the duration of the program and demonstrates mastery of the subjects covered by sitting in a review and mastering a competency test to pass a national certification exam. [Prerequisite: MBC100-MBC103]

**MBC110 Medical Billing & Coding Specialist Externship**

00/00/150/150

Upon completion of this course, the student will be able to apply the academic skills and training learned in the classroom setting in a real-life work environment related to their field of study under the direct supervision of an outside accredited affiliate site. [Prerequisite: MBC100-MBC103]

**NURSE AIDE PROGRAM****NA 101 Introduction to Long Term Care**

16 00 00 16

Student will demonstrate skills in long term-care areas such as: safety/emergency situations, infection control, residents rights and independence, ethical and legal aspects of nursing care, observations and communication to meet basic human needs. [Prerequisite: None]

**NA 102 Personal Care Skills**

13 09 00 22

Students will learn how to apply proper body mechanics to prevent injury to self and elderly. Students will assist patients with bathing, skin care, grooming, hygiene, and demonstrate bed making, comfort measures for patients, early morning patient-care and bedtime care. They will show the basics of patient care relative to the integumentary system. All facets of patient care will include home and nursing facility environments. [Prerequisite: NA 101, Introduction to Long Term Care]

**NA 103 Basic Nursing Skills**

04 04 00 08

Students will demonstrate skills in the nutritional needs and diet modifications for the patient along with adequate hydration and good knowledge of elimination process. They will record patient's fluid intake and output and the procedures in collecting and testing fluid specimens, and show understanding of the urinary system. Students will describe the gastrointestinal system and common disorders. They will describe body temperature, pulse rate, and blood pressure. They will demonstrate measuring height and weight, admission of patient, transfer and discharge of residents of homecare agencies and nursing facilities. Students will show how to maintain a specific condition and learn how to help the patient's family cope with the dying or death of their loved one. [Prerequisite: NA 102, Personal Care Skills]

**NA 104 Restorative Services**

04 00 00 04

Students will learn how to promote and maintain restoration of the elderly in the hospital, nursing home or in their residence. [Prerequisite: NA 103, Basic Nursing Skills]

**NA 105 Mental Health and Social Needs**

06 00 00 06

Students will learn the basic psychosocial needs of the elderly, specific behavior problems found in the elderly. E.g., short-term memory, poor hearing and eyesight, as it relates to aging and how to assist with impairments. [Prerequisite: NA 104, Restorative Services]

**NA106 Social Skills**

04 00 00 04

Students will learn how to promote a positive workplace environment by applying the five main approaches in resolving conflicts with co-

workers, supervisors and residents. They are as follow: identify the problem, realize there is a solution, exchange viewpoints, create and agree in the resolution. Students will also be able to describe different technology programs used with resident care, discuss the benefits of using technology in nursing home, discuss, give examples and role play inappropriate uses of social media in the workplace; describe ways that social media can benefit healthcare; and discuss consequences of inappropriate use of social media. [Prerequisite: NA 105 Mental Health and Social Needs]

## **VOCATIONAL NURSING**

### **Anatomy and Physiology I**

75/00/00/75

This course is a two-part course in human anatomy and physiology that is designed to give a clear understanding of the normal body as a basis for understanding variations from the normal and to provide a basis for understanding disease processes encountered in nursing. The course demonstrates a transition from the simple to complex as related to concepts and systems. Prerequisite: None

### **Anatomy and Physiology II**

90/00/00/90

This course is a two-part course in human anatomy and physiology that is designed to give a clear understanding of the normal body as a basis for understanding variations from the normal and to provide a basis for understanding disease processes encountered in nursing. The course demonstrates a transition from the simple to complex as related to concepts and systems. Prerequisite: Anatomy and Physiology I

### **Foundations of Nursing**

80/00/00/80

This course is designed to introduce the beginning vocational nursing student to concepts that form a foundation for the practice of nursing. Suggestions related to improving study skills will be included. Concepts that will enable the student to have a better understanding of themselves, the nursing professional and their roles as a member of the health care team will be presented. In addition, an introduction to topics related to broad concepts of patient care will be explored. Prerequisite: None

### **Fundamentals of Nursing**

160/100/64/324

This course is designed to provide the vocational nursing student with both theoretical knowledge and practical experience related to the performance of those skills necessary for patient care. Skills are taught in a progression of the simple to the complex. Time is provided for the student to practice and perform a return demonstration of the learned skills in the laboratory. Prerequisite: Foundations of Nursing

### **Nutrition**

30/00/00/30

This course introduces the student to the principles of normal nutrition in health, including essential nutrients and dietary planning or maintaining a proper nutritional state. Principles of therapeutic nutrition are also introduced. Prerequisite: None

### **Pharmacology**

90/00/00/90

A general course which gives an introduction to drug classification and provides a foundation for specific drug therapy, including nursing implications. This course includes a review of basic mathematics, weight systems, and calculation of dosages. Prerequisite: None

### **Maternal Nursing**

75/23/100/198

This course is designed to introduce the student to the basic concepts and care related to the obstetrical client and the newborn. The comparison of present-day concepts, issues and trends related to maternal childcare as compared to those of the past are included. The holistic needs of the obstetrical client, including cultural consideration, will be emphasized related goals and nursing interventions with the indicated rationale of each. Client education will be included where indicated. The needs of the obstetrical client and newborn will be discussed during the Antepartum, Intrapartum, and Postpartum periods. Contraceptive methods and family planning will be presented as it relates to postpartum teaching. Characteristics and care of the newborn will focus on assessment, goals, nursing interventions with rationales and the evaluation of the normal newborn. Prerequisite: Foundations of Nursing, Fundamentals of Nursing, and Anatomy and Physiology I-II

### **Pediatric Nursing**

75/23/100/198

This course is designed to introduce the student to the basic concepts and care related to the pediatric client. The primary focus will be on caring for the growing child and family from infancy through adolescence. The course will be structured by age groups. The discussion of each age group will include an overview of growth and development, medical and surgical conditions and child health issues. Special consideration regarding pediatric procedures and end-of-life issues will be discussed. Prerequisite: Foundations of Nursing, Fundamentals of Nursing, Anatomy & Physiology I & II and Nutrition

### **Medical Surgical Nursing I**

100/30/175/305

This course is designed to give the student a basic understanding of the concepts of Medical Surgical nursing including the definition and etiology of diseases/disorders, methods of diagnosis, signs and symptoms, treatment and nursing care including aspects of pharmacology and nutrition. Emphasis is placed on the nursing process. The course is organized by functioning systems. The course is arranged so that the presentation of systems moves from simple to complex. Mental Health will be a part of Medical Surgical I. Prerequisite: Foundations of Nursing, Fundamentals of Nursing, and Anatomy and Physiology I-II

### **Medical Surgical Nursing II**

100/30/175/ 305

This course is designed to give the student a basic understanding of the concepts of Medical Surgical nursing including the definition and etiology of diseases/disorders, methods of diagnosis, signs and symptoms, treatment and nursing care including aspects of pharmacology and nutrition. Emphasis is placed on the nursing process. The course is organized by functioning systems. The course is arranged so that the presentation of systems moves from simple to complex. Mental Health will be a part of Medical Surgical II. Prerequisite: Medical Surgical Nursing I.

**Preceptorship**

00/00/70/70

This course is designed to give the student a basic clinical experience in a healthcare setting under the supervision of a licensed, professional Registered Nurse/Licensed Vocational Nurse. The student will be able to incorporate the knowledge obtained during the didactic part of the vocational nursing program and the clinical rotation experience to a higher level of patient care. The preceptorship program will enable the student to incorporate his/her critical thinking skills and clinical skills in the care of different disease processes utilizing the nursing process for the holistic approach to the care of a diverse population of patients in different hospital settings. Prerequisite: Successful completion of all Vocational Nursing Courses

***\*Please see the Vocational Nursing Student Handbook for details pertaining to additional policies and procedures***

**TRUE AND CORRECT STATEMENT**

I certify that the information contained in this student catalog is true and correct to the best of my knowledge.

Signature: Annabelle P. Rodriguez  
Dr. Annabelle P. Rodriguez, School Director

**INSERTS**

# OBSERVED HOLIDAYS

Classes and lectures will be adjusted to accommodate the holidays that fall on a class day. (Monday thru Friday).

Spring Break .....	<b>All Students</b> .....	3/13/17 thru 3/17/17
Good Friday.....		04/14/17
Memorial Day.....		05/29/17
Independence Day.....		07/04/17
Labor Day.....		09/04/17
Thanksgiving Day.....		11/23/17
Christmas Holiday .....	<b>All Students</b> .....	12/18/17 thru 12/31/17

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New Year's Day.....		01/01/18
Spring Break .....	<b>All Students</b> .....	3/12/18 thru 3/16/18
Good Friday.....		03/30/18
Memorial Day.....		05/28/18
Independence Day.....		07/04/18
Labor Day.....		09/03/18
Thanksgiving Day.....		11/22/18
Christmas Holiday .....	<b>All Students</b> .....	12/23/18 thru 01/04/19

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New Year's Day.....		01/01/19
Spring Break .....	<b>All Students</b> .....	3/11/19 thru 3/15/19
Good Friday.....		04/19/19
Memorial Day.....		05/27/19
Independence Day.....		07/04/19
Labor Day.....		09/02/19
Thanksgiving Day.....		11/28-29/19
Christmas Holiday .....	<b>All Students</b> .....	12/23/19 thru 01/03/20

## TUITION AND FEES

### Nurse Aide Program

100 Clock Hours/Five (5) Weeks

Monday thru Friday 8:30 am – 12:30 pm (Day Schedule)

Monday, Tuesday, Thursday 5:30pm – 9:30pm/Saturday 8:00 am – 5:00 pm (Hybrid Schedule)

Tuition	\$ 800.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$ 900.00</u></b>

### Medical Assistant

940 Clock Hours/7 Months

Monday thru Friday 8:30 am – 2:30 pm/Approximate 7 Months (Day Schedule)

Monday, Tuesday, Thursday 5:30pm – 9:30pm/Saturday 8:00 am – 5:00 pm/Approximate 11 Months (Hybrid Schedule)

Tuition	\$ 15,450.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$15,550.00</u></b>

### Medical Billing & Coding Specialist

900 Clock Hours/7 Months

Monday thru Friday 8:30 am – 2:30 pm/Approximate 7 Months (Day Schedule)

Monday, Tuesday, Thursday 5:30pm – 9:30pm/Saturday 8:00 am – 5:00 pm/Approximate 11 Months (Hybrid Schedule)

Tuition	\$ 15,400.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$15,500.00</u></b>

### Pharmacy Technician

780 Clock Hours/6 Months

Monday thru Friday 8:30am – 1:30pm/Approximate 6 Months (Day Schedule)

Monday, Tuesday, Thursday 5:30pm – 9:30pm/Saturday 8:00 am – 5:00 pm/Approximate 9 Months (Hybrid Schedule)

Tuition	\$ 13,020.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$ 13,120.00</u></b>

### Vocational Nursing

1765 Clock Hours

Monday thru Friday 8:30am – 4:30pm/Approximate 13 Months (Day Schedule)

Monday, Tuesday, Thursday 5:30pm – 9:30pm/Saturday 8:00 am – 5:00 pm/Approximate 18-19 Months (Hybrid Schedule)

Tuition	\$27,400.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$27,500.00</u></b>

### ICD-10CM Implementation

(Seminar Program)

60 Clock Hours

Tuition (textbooks and supplies included)	\$ 1,100.00
Registration Fee	100.00
<b>Total Cost</b>	<b><u>\$ 1,200.00</u></b>

### Textbook Cost and Supplies Included in Tuition

# DAILY CLASS SCHEDULE

## Medical Assistant / Day Schedule

940 Clock Hours/8 Months (Approximate)

## Medical Billing & Coding Specialist / Day Schedule

900 Clock Hours/7 Months (Approximate)

## Pharmacy Technician Program / Day Schedule

780 Clock Hours / 7 Months (Approximate)

Monday thru Friday	
8:30 am – 9:20 am	1 <sup>st</sup> Period
9:20 am – 9:30 am	Break
9:30 am – 10:20 am	2 <sup>nd</sup> Period
10:20 am – 10:30 am	Break
10:30 am – 11:20 am	3 <sup>rd</sup> Period
11:20 am – 11:30 am	Break
11:30 am – 12:20 pm	4 <sup>th</sup> Period
12:20 pm – 12:40 pm	Lunch Break
12:40 pm – 1:30 pm	5 <sup>th</sup> Period
1:30 pm – 1:40 pm	Break
1:40 pm – 2:30 pm	6 <sup>th</sup> Period

## Nurse Aide Program / Day Schedule

100 Clock Hours/5 Weeks (Approximate)

Monday thru Friday	
8:30 am – 9:20 am	1 <sup>st</sup> Period
9:20 am – 9:30 am	Break
9:30 am – 10:20 am	2 <sup>nd</sup> Period
10:20 am – 10:30 am	Break
10:30 am – 11:20 am	3 <sup>rd</sup> Period
11:20 am – 11:30 am	Break
11:30 am – 12:20 pm	4 <sup>th</sup> Period
12:20 pm – 12:40 pm	Lunch Break

## Vocational Nursing Program / Day Schedule

1765 Clock Hours/13 Months (Approximate)

Monday thru Friday	
8:30 am – 9:20 am	1 <sup>st</sup> Period
9:20 am – 9:30 am	Break
9:30 am – 10:20 am	2 <sup>nd</sup> Period
10:20 am – 10:30 am	Break
10:30 am – 11:20 am	3 <sup>rd</sup> Period
11:20 am – 11:30 am	Break
11:30 am – 12:20 pm	4 <sup>th</sup> Period
12:20 pm – 1:20 pm	Lunch Break
1:20 pm – 2:10 pm	5 <sup>th</sup> Period
2:10 pm – 2:20 pm	Break
2:20 pm – 3:10 pm	6 <sup>th</sup> Period
3:10 pm – 3:20 pm	Break
3:20 pm – 4:10 pm	7 <sup>th</sup> Period

## HYBRID SCHEDULE

Medical Assistant / 11 Months (Approximate)

Medical Billing & Coding Specialist / 11 Months (Approximate)

Pharmacy Technician / 9 Months (Approximate)

Vocational Nursing Program / 20 Months (Approximate)

Nurse Aide Program / 5 Weeks

Monday, Tuesday & Thursday	
5:30 pm – 6:20 pm	1 <sup>st</sup> Period
6:20 pm – 6:30 pm	Break
6:30 pm – 7:20 pm	2 <sup>nd</sup> Period
7:20 pm – 7:30 pm	Break
7:30 pm – 8:20 pm	3 <sup>rd</sup> Period
8:20 pm – 8:30 pm	Break
8:30 pm – 9:20 pm	4 <sup>th</sup> Period

Saturday	
8:00 am – 8:50 am	1 <sup>st</sup> Period
8:50 am – 9:00 am	Break
9:00 am – 9:50 am	2 <sup>nd</sup> Period
9:50 am – 10:00 am	Break
10:00 am – 10:50 am	3 <sup>rd</sup> Period
10:50 am – 11:00 am	Break
11:00 am – 11:50 am	4 <sup>th</sup> Period
11:50 am – 12:50 pm	Lunch Break
12:50 pm – 1:40 pm	5 <sup>th</sup> Period
1:40 pm – 1:50 pm	Break
1:50 pm – 2:40 pm	6 <sup>th</sup> Period
2:40 pm – 2:50 pm	Break
2:50 pm – 3:40 pm	7 <sup>th</sup> Period
3:40 pm – 3:50 pm	Break
3:50 pm – 4:40 pm	8 <sup>th</sup> Period

# 2017-2018 START DATE SCHEDULE

## Medical Assistant

940 Clk. Hrs. – Approximately 33 weeks and 8 Months

## Medical Billing and Coding Specialist

900 Clk. Hrs. – Approximately 30 weeks and 7 Months

National Certification: Certified Medical Assistant and Certified Medical Biller & Coder

Issued by: National Center for Competency Testing (NCCT)

## Pharmacy Technician

780 Clock Hours – 27 weeks – 6 months

License Type: State License/Registration

CLASS SCHEDULE: Monday thru Friday 8:30 am – 2:30 pm

Start Date	Pharmacy Externship Start Date	Pharmacy Graduation Date	MA/MBCS Externship Start Date	MBCS Graduation Date	MA Graduation Date
11/29/2016	N/A	N/A	6/29/2017	08/04/17	08/11/17
01/03/2017	N/A	N/A	7/21/2017	08/25/17	09/01/17
03/07/2017	N/A	N/A	9/25/2017	10/27/17	11/03/17
06/08/2017	11/06/2017	01/03/2018	01/04/2018	02/07/2018	02/14/2018
07/21/2017	01/04/2018	02/14/2018	02/15/2018	03/28/2018	04/05/2018
08/11/2017	01/25/2018	03/07/2018	03/08/2018	04/19/2018	04/26/2018
09/01/2017	02/15/2018	04/05/2017	04/06/2018	05/10/2018	05/17/2018
11/06/2017	04/27/2018	06/08/2017	06/11/2018	07/13/2018	07/23/2018

## Nurse Aide Program

Day Schedule: Monday – Friday - 8:30 am – 12:30 pm / 5 weeks

Certification Type: Texas Nurse Aide Registry as a Certified Nurse Aide

START DATE	END DATE
July 17, 2017	August 18, 2017
August 21, 2017	September 25, 2017
September 26, 2017	October 30, 2017
October 31, 2017	December 16, 2017
January 2, 2017	February 5, 2018

## Vocational Nursing

Day Schedule: Monday – Friday - 8:30 am – 4:30 pm / 50 weeks – 13 mos.

Hybrid Schedule: M T Th 5:30 PM – 9:30 PM and Saturday 8:00 am – 5:00 PM 88 weeks / 18 – 20 mos.

License Type: State Licensure

START DATE	M/P DATE	M/P DATE	M/P DATE	PREC START DATE	END DATE
December 12, 2016 (DAY)	3/20/17	6/18/17	10/2/17	12/15/17	1/5/2018
February 13, 2017 (DAY)	TBD	TBD	TBD	02/15/18	2/28/18
April 17, 2017 (Hybrid)	TBD	TBD	TBD	11/05/18	11/17/18
April 17, 2017 (DAY)	TBD	TBD	TBD	04/24/18	5/4/18
July 10, 2017 (DAY)	TBD	TBD	TBD	07/17/18	7/31/18
July 17, 2017 (Hybrid)	TBD	TBD	TBD	03/25/18	4/5/19
October 16, 2017 (DAY)	TBD	TBD	TBD	10/26/18	11/9/18
November 27, 2017 (Hybrid)	TBD	TBD	TBD	TBD	TBD
February 5, 2018 (DAY)	TBD	TBD	TBD	TBD	TBD

## **CORPORATE OFFICERS**

Dr. Annabelle P. Rodriguez, CEO/School Director  
Ed. D University of Texas Pan-American  
M. Ed. University of Texas Pan-American  
B.A. University of Texas Pan-American

Roel Landa, Director of Finance  
B.A. University of Texas Pan-American

## **FACULTY**

### **Vocational Nursing Program**

Ruben Peña, MSN, RN – Interim Director of Nursing, University of Texas-Brownsville  
Mary Williams, LVN – Asst. DON, South Texas College  
Dalia DeLuna, LVN-VN Instructor,  
Maggie Cagle, LVN, Clinical Instructor, Texas Southmost College  
Maria G. Valladares, LVN-VN Instructor, South Texas College  
Amalia Mata, RN-VN Instructor, University of Texas Pan American  
Christopher Coleman, LVN – VN Instructor, St. Michael’s Academy  
Jose Saul Enriquez, RN BSN – VN Instructor, Texas A & M University  
Kathryn Edwards, RN – Northwestern University  
Michael Ortega, VN –VN Skills Instructor, Rio Grande Valley College  
Rebecca Martinez, VN – VN Instructor, South Texas College  
Damaris Fabela, RN – VN Instructor, South Texas College  
Yolanda Hernandez, RN – VN Instructor, South Texas College

### **Allied-Health Programs**

Elizabeth Cantu, RN – CNA Program Director, South Texas College  
Ludivina Rivera, CPC MBCS Instructor, University of Phoenix  
Maria Lara, RMA MA Instructor, San Antonio College of Medical & Dental Asst.  
Leonor Perez, LVN – CNA Instructor, University of Texas-Brownsville  
Rosemary Rivera-LVN, Clinical Instructor, McAllen ISD School of Vocational Nursing  
Isaac Rodriguez, CPHT-PT Instructor, BA, Trinity University

## **ADMINISTRATIVE STAFF**

Martiza Escamilla, Receptionist  
Alexandra Vela, Receptionist  
Joana Salinas, Director of Business Affairs  
Julie Flores, Student Accounts Clerk  
Esmeralda Oropesa, Financial Aid Officer  
Rosemary Cruz, Financial Aid Advisor  
Zalinda Garcia, Financial Aid Advisor  
Belinda Ibarra, Director of Compliance  
Olivia Rodriguez, Career & Employer Services Coordinator  
Myrna Medina, Registrar  
Daniel Lopez, Director of Admissions  
Alice Garza, Admission Representative

Karina, Luna, Admissions Representative  
Joaquin Lozano, Admissions Representative  
Deann Martinez, Admissions Clerk  
Lisann McAlpine, Director of School Relations  
Adriana Briseño, Assistant Director of Finance  
Rene Mendoza, Human Resource Director  
Eladio Villarreal, Director of Maintenance  
Gilbert Vaiz, Information Technology  
Mauricio Martinez, Custodian  
Carmen Hirlas, Custodian  
Erica Katz, DON Adm. Asst/HR Adm. Asst.  
Hervin A. Hidalgo, VN Administrative