Rio Grande Valley College

STUDENT CATALOG

2026-2027

Rio Grande Valley College

(Main Campus)
5419 N. Cage Boulevard
Pharr, Texas 78577
Ph: (956) 781-6800
Fax: (956) 781-6807

(Non-Main Campus)
8700 Tesoro Drive, Suite 100 & 800

San Antonio, Texas 78217
Ph: (210) 942-8181

www.rgvcollege.edu

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Welcome from the College President

Dear Student,

Welcome to Rio Grande Valley College!

On behalf of our faculty, staff, and administration, I would like to thank you for choosing Rio Grande Valley College as your partner in achieving your educational and career goals. We are honored to be part of your journey and are committed to providing you with the knowledge, skills, and support needed to succeed in today's healthcare workforce.

At Rio Grande Valley College, we are dedicated to delivering high-quality career education that prepares students for rewarding careers in nursing and allied health. Through a combination of classroom instruction, laboratory training, clinical experiences, and hands-on learning, our programs are designed to help you develop the competencies, professionalism, critical thinking, and compassion necessary to excel in your chosen profession.

Our academic offerings include Vocational Nursing, Nursing - Associate of Applied Sciene, Physical Therapist Assistant (AAS), Emergency Medical Technician–Basic, Medical Assistant, Pharmacy Technician, Phlebotomy Technician, and other healthcare-related programs that address the growing workforce needs of our communities.

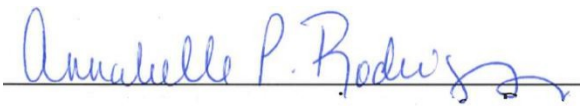
Our experienced faculty and staff are committed to fostering a supportive and engaging learning environment where every student has the opportunity to achieve academic excellence, develop professionally, and prepare for licensure or certification, where applicable. We encourage you to take advantage of the many academic and student support services available throughout your educational experience.

Your success at Rio Grande Valley College will be shaped by your dedication, perseverance, and commitment to learning. We challenge you to actively participate in your education, embrace new opportunities, and strive for excellence in all that you do.

Thank you for placing your trust in Rio Grande Valley College. We are excited to welcome you to our college community and look forward to celebrating your accomplishments as you prepare to make a meaningful difference in the lives of others through healthcare.

We wish you every success in your educational journey.

Sincerely,



Dr. Annabelle P. Rodriguez,
Chief Executive Officer/President

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 healthcare 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 15th Street, Austin, Texas 78778-0001.

The Texas Board of Nursing 1801 Congress Avenue, Suite 10-200, Austin TX 78701-3944 and the Texas Workforce Commission Career Schools and Colleges jointly approve and regulate Vocational Nursing Program and the Nursing - Associate of Applied Science Programs.

Rio Grande Valley College is authorized to grant associate degrees, grant credits toward degrees and to use certain protected academic terms from the Texas Higher Education Coordinating Board (THECB) 1200 E. Anderson Lane, Austin TX 78752. Authority for this exemption is based on the institution's accreditation with ABHES.

Rio Grande Valley College is eligible to train eligible veterans for GI Bill®, Chapters 30, 31, 33, 35, 1606, and 1607. Veterans or their family who may be eligible for benefits should contact the local Veterans Administration office or call 1-888-442-4551. Students receiving V.A. benefits must adhere to the V.A. satisfactory standards of progress. For more information, please visit the school's V.A Certifying official. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.*

The Texas Department of State Health Services is an authorizing agency for the Emergency Medical Technology-Basic Program. The Texas Health and Human Services Commission (HHS), Regulatory Services Division, Nurse Aide Training (NATCEP) approves the Nurse Aide Program.

RGV College is an approved testing site for the National Health career Association (NHA) and Prometric.

ACCREDITATION

Rio Grande Valley College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) located at 6116 Executive Boulevard, Suite 730, North Bethesda MD 20852, https://www.abhes.org/ Tel. (703)917-9503 Fax (703)917-4109.

The Pharmacy Technician Program is jointly accredited by the American Society of Health-System Pharmacists 4500 East West Highway, Suite 900, Bethesda MD 20814 866.279.0681 and ABHES.

The Physical Therapist Assistant program at Rio Grande Valley College is accredited by the Commission on Accreditation in Physical Therapy Education, 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 956-781-6800 Ext. 515 or email mgatling@rgvcollege.edu.

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 steppingstones 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. 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 and 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 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

Rio Grande Valley College is located at 5419 N. Cage Boulevard, Pharr, Texas 78577. The complex where the institute resides is owned by APRL Investment LLC. The location of the school is a prime location off expressway 281 north that can be easily accessed from expressway 83 which runs east and west through the Lower Rio Grande Valley and Edinburg, Texas. Being in this particular complex makes Rio Grande Valley College 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. Also, several restaurants are in proximity for students and staff to get breakfast, lunch, or dinner.

The square footage of the school is approximately 42,000 square feet. The 42,000 square foot building includes:

- The library, which is the heart of the school, measures approximately 2000 sq. ft. and includes three study rooms equipped with smart TVs for student use that is about 135 sq. ft. each.
- A 1,716 sq. ft. student lounge is also centrally located for student use and is fully equipped with refrigerators, microwaves, and beverage/snack dispensing machines.
- Over 10,000 sq. ft. of classrooms, which are fully equipped with smart TVs and tables that have electrical outlets and USB ports. This includes an auditorium-style classroom measuring over 2000 sq. ft. and will sit approximately 70 students.
- A 678 sq. ft. computer lab is available to all students and is fully equipped with approximately 40 personal computers.
- The administrative offices are approximately 5,223 sq. ft. and are located on the north and west side of the building.
- The simulation lab measures 1,716 sq. ft. and is fully equipped with equipment comparable to the hospital setting, pharmacies, and physician's office.
- Wi-Fi (access points) & LAN assess ability is available throughout the facility.

In the Fall of 2024, Rio Grande Valley College signed an agreement to establish its first non-main campus in San Antonio, Texas. The campus is centrally located at 8700 Tesoro Drive, Suite 100 & 800, San Antonio, TX 78217, just off the 410 and 281 Loop. The newly remodeled eight-story building spans a total of 17,913 square feet, offering a modern and inviting atmosphere.

RGV College will occupy two suites, Suite 100 (administrative office) and Suite 800 (educational facility). The facility will include:

- Six classrooms that consist of a total of 6,270 sq. ft.
- The simulation lab measures 1,100 sq. ft. and is fully equipped with equipment comparable to the hospital setting and physician's office.
- A 990 sq. ft. student lounge fully equipped with microwaves and beverage/snack dispensing machines.
- The library/student area is 425 sq. ft. and is centrally located for student use. Two study rooms are also available to students.

- Centrally located immediately across the library is the instructor workstation.
- Administrative offices are located in Suite 100
- Convenient, lighted parking is located on the west side of the building.

Ownership

Rio Grande Valley College is owned by Dr. Annabelle P. Rodriguez.

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 tuition, books, supplies, and fees for all programs is available as an addendum on page 72 of 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 doors open at 7:30 am Monday through Friday. Closing times for Monday, Tuesday and Thursdays is 9:30 pm and Wednesday and Friday 5:30 pm. Administrative office hours are Monday to Friday 8:30 am to 5:30 pm. Saturday schedule is 7:30 am to 5:00 pm, administrative hours are 9:00 am – 1:00 pm.

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 regular students.

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

1) Be at least 17 years of age, <u>under age 18 requires parental permission.</u> 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) Students 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.

Rio Grande Valley College refers to all programs as Allied-Health Programs with the exception of the Vocational Nursing and Nursing - Associate of Applied Science Programs.

Pharmacy Technician additional admission requirements are:

- The prospective student must submit an Initial Technician Trainee Application to the Texas State Board of Pharmacy (TSBP) online, along with the required fee of approximately $55. This fee is the responsibility of the student.
- After submitting the application, the prospective student must complete the fingerprinting process with the approved vendor, IdentoGo. The cost for this service is typically under $37, and it must be paid by the student. Please allow at least 3 weeks for the application to be reviewed and processed.
- Once the application is approved, the student will receive a registration number, indicating active status as a Pharmacy Technician Trainee.
- After successfully passing the national exam, a fee of $83 is required to upgrade the Technician Trainee license to a

Registered Pharmacy Technician license with the Texas State Board of Pharmacy (TSBP).

*Any applicant that has any criminal history or prior disciplinary action may have a longer processing time as the application will have to be reviewed by the TSBP Enforcement Staff. This review may take up to several months to be completed.

Nurse Aide program additional admission requirements:

- Be at least 17 years of age, under the 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 8th grade education 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.

Emergency Medical Technology Program-Basic (Program not approved or regulated by TWC/CSC) are also required to:

- **Must be 18 years of age to become eligible to take the NREMT exam for licensure;** and
- Have not been convicted of a criminal offense as listed on code of criminal procedure, Article 42, 12, §3g(a)(l)(A)-(H)(i)-(vii)
- Complete the fingerprinting process with the approved vendor (IdentoGo), approximate cost will be less than $37.00 and must be paid by the student.

Vocational Nursing Program Admissions Requirements

To be considered for the **Vocational Nursing** program, applicants must meet the following criteria:

1. Age Requirement:
   - Must be at least 18 years old. Verification will be done via a valid ID. If no ID is available, a Birth Certificate is required.
2. Application Submission:
   - Submit a completed Vocational Nursing Program Application for Admission to the Admissions Department by the designated deadline. Contact an RGV College Admissions Representative for specific deadlines.
3. Educational Background:
   - Hold a High School Diploma or High School Transcript indicating a graduation date OR possess a recognized equivalent, such as a home-school certificate (as recognized by the state of residence) or a General Education Diploma (GED). Note: Texas law exempts home-schooled students from compulsory age requirements.
   - Applicants with foreign high school diplomas must provide an English translation of their transcript and certification of its equivalence to a U.S. High School Diploma.
4. TEAS Test:
   - Take the Test of Essential Academic Skills (TEAS) and achieve a minimum overall score of 54%. Scores below 54% may be considered on a case-by-case basis. The TEAS test fee is the responsibility of the applicant.
5. Interview:
   - An interview with the admissions committee is required for all applicants to determine acceptance into the program. Note that the minimum TEAS composite score may be adjusted based on the applicant pool.
6. Selection Process:
   - The selection process is based on a Point System. Points are awarded for TEAS scores, work experience, and academic achievements (e.g., degrees, certificates).
   - Qualified applicants are ranked numerically by their acceptance points. Based on ranking, applicants will either be accepted, placed on an alternate list, required to interview, or not accepted.
   - If any accepted candidates decline their offer, the next highest-ranking applicant on the list will be offered admission.

Nursing – Associate of Applied Science Program Admissions Requirements

To be considered for the **Nursing - Associate of Applied Science Program**, applicants must meet the following criteria:

1. Age Requirement:
   - Must be at least 18 years old. Age will be verified with a valid ID. If no ID is available, a Birth Certificate is required.
2. Application Submission:
   - Submit a completed Nursing - Associate of Applied Science Program Application for Admission to the Admissions Department by the specified deadline. A non-refundable application fee of $35 is required.
3. Educational Background:
   - Hold a High School Diploma or High School Transcript indicating a graduation date.
   - OR possess a recognized equivalent, such as a home-school certificate (recognized by the state of residence) or a

General Education Diploma (GED). Note: Texas law exempts home-schooled students from compulsory age requirements.
    - Applicants with foreign high school diplomas must provide an English translation of their transcript and certification of its equivalence to a U.S. High School Diploma.
4. Licensure Requirement:
    - Hold an active, unencumbered Texas Vocational Nurse License.
5. College Transcripts:
    - Submit official transcripts from all colleges and universities attended with a cumulative GPA of 2.0 or higher. Transfer credits will not be accepted for any course with a grade below a "C." Academic courses include general education courses such as composition, social, behavioral, and biological sciences, humanities, and visual arts. All general science education courses must be completed within ten years of the application deadline.
6. TEAS Test:
    - Take the Test of Essential Academic Skills (TEAS) Version V and achieve a minimum overall score of 60%. Scores below 60% may be considered on a case-by-case basis. The TEAS test fee is the responsibility of the applicant.
7. PN Comprehensive Examination:
    - Take the PN Comprehensive Examination and earn a minimum score of 90% Probability of Passing (71.3% -100%). Scores below 90% will be evaluated on a case-by-case basis. The exam fee is $80, payable by the applicant.
8. Interview:
    - An interview with the admissions committee is required for all applicants to determine acceptance into the program. Note that the minimum TEAS composite score may be adjusted based on the applicant pool.
9. Selection Process:
    - The selection process is based on a Point System. Points are awarded for GPA in ADN program prerequisite courses, TEAS scores, PN Comprehensive Assessment scores, work experience, and degrees earned.
    - Qualified applicants are ranked numerically based on their acceptance points. Depending on their ranking, applicants will be accepted, placed on an alternate list, or not accepted.
    - If any accepted candidates decline their offer, the next highest-ranking applicant on the list will be offered admission.

Physical Therapist Assistant – Associate of Applied Science Degree Program are as follow:

- Be at least 18 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.; and
- Attend a mandatory information session meeting,
- Submit a Physical Therapist Assistant Program Application for Admissions to the Admissions Department by the application deadline,
- Have a High School Diploma or High School Transcript showing a graduation date; or possess a recognized equivalent of a High School Diploma such as a home-school 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
- 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.
- Submit official transcripts from all colleges and universities attended with a cumulative GPA of 2.0 or better. No academic course with a grade below "C" will be accepted for transfer credit. Academic courses include general courses such as composition and written communication, social, behavioral and biological sciences, humanities and visual arts. All science general education courses must have been completed within five years of application deadline,
- An Interview with the committee to determine acceptance or denial into the program,
- Must meet criminal background checks, drug screening, CPR, medical and liability insurance, immunizations and PPD requirements.

Additional requirements

Students enrolled in the Pharmacy Technician, Emergency Medical Technology – Basic, Vocational Nursing, and Nursing – Associate of Applied Science programs are required to complete a criminal background check, including fingerprinting. This requirement must be satisfied in order to be eligible for placement at an externship site, clinical, or fieldwork rotation, and to sit for professional licensing, certification, or registration examinations.

Students are responsible for contacting the appropriate licensing, certification, or regulatory agencies to determine current eligibility requirements prior to enrollment in their chosen program. Individuals with prior felony convictions or certain misdemeanor offenses may be ineligible to participate in clinical or fieldwork components, which are mandatory for program completion and graduation.

Additionally, individuals with prior felony convictions or serious misdemeanors may be denied permission to take required licensing, certification, or registration examinations, or may be denied licensure or certification by the applicable state board or regulatory agency—even if the examination is successfully completed.

Admissions Procedure

Prior to admission, a representative in the admissions department will meet with prospective students 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. Additional admissions procedures for the Vocational Nursing Program and the Nursing - Associate of Applied Science Program are outlined in the Student Handbooks.

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.
- All previous tuition balance must be tenured before being allowed to re-enroll and/or complete the remainder of required hours.

Disclosure for State-Specific Educational Requirements for Licensure or Credentialing Policy

Students enrolled at Rio Grande Valley College must complete all program requirements in Texas, which is where the institution is "physically located" and has state approval. Furthermore, programs requiring state licensure or credentialing to be employed in their field of study are only valid in Texas. Due to this requirement, RGV College will require to present a copy of government issued identification to confirm their current physical location (address) during the enrollment process. Students will be required to notify the Registrar's Office via email of any changes in "physical location (address)" within 30 days. A copy of the Disclosure for State-Specific Educational Requirements for Licensure or Credentialing is located on page 78 of the School Catalog.

Applicants with Disabilities

Rio Grande Valley College welcomes applicants with disabilities and is committed to providing equal access to educational opportunities. The facility includes ramps, wide hallways, accessible classrooms, and restrooms to accommodate disabled students. All applicants, including those with disabilities, must meet the same entrance requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the College offers reasonable accommodations to qualified students who meet academic and technical standards. Accommodation is provided to ensure equal opportunities, without giving students with disabilities an unfair advantage. The College is dedicated to ensuring access to its programs, services, and activities throughout a student's enrollment.

To receive protections under Section 504 and the ADA, students must self-identify as having a disability and request accommodation. Students seeking accommodation are required to provide appropriate documentation, at their own expense, to verify the disability and the need for accommodation. Please refer to the Special Accommodations Policy below for guidance on the process.

Special Accommodations Policy

In compliance with the Americans with Disabilities Act (ADA), Rio Grande Valley College provides reasonable accommodations for students enrolled whom may have disabilities that may interfere with their performance within the duration of their program and in preparation for any State or National Licensure Examination. **Disability** is defined in the Americans with Disabilities Act as a "physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment." **Major life activities** mean "functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working." (28CFR35.104 - Nondiscrimination on the Basis of Disability in State and Local Government)

DOCUMENTATION REQUIRED

Students requesting special accommodations must submit the following documentation to support the request prior to the start of their respective program:

1. A completed **Special Accommodations Request** form.
2. A **Professional Documentation of Disability** form completed by an appropriate professional within the last three years.

(Please see **Qualifications for Diagnostician).** Complete the **Consent to Release Information** form and together with the **Qualifications for Diagnostician** form give it to the diagnostician who will be completing the **Professional Documentation of Disability**. This will enable Rio Grande Valley College and any state or national board councils to obtain additional information or clarification from the diagnostician, if necessary, while processing the request.

3. A **Program Director Verification** form completed by the dean or director of a program in which the student is enrolled.

It is important to reach out to the program director for further guidance regarding state testing accommodations for your specific field, such as the Texas Board of Nursing, NPTA, Texas State Board of Pharmacy, and others.

Clock to Credit Hour Conversion

The certificate programs listed below are offered in clock-hours and do not lead to an associate degree; therefore, according to federal regulations, Rio Grande Valley College must complete a clock to credit hour conversion when awarding federal student aid (which includes Federal Pell Grants, FSEOG, Federal Direct Student Loans and Federal Work Study).

Programs of Study:

- Medical Assistant
- Pharmacy Technician
- Patient Care Technician
- Vocational Nursing

The clock-to-credit hours conversion formula used to determine the number of semester credits hours in each class of the programs listed above are defined as:

One semester credit = 15 lecture clock hours
One semester credit = 30 lab clock hours
One semester credit = 45 externship/clinical clock hours

This determination is made by dividing the total number of clock hours in a course by 30, if lecture hours.

Example: If you are enrolled in 30 clock hours (lecture), we would divide 30 into 15 giving you a 2.0 Semester Credits. (30/15=2.0).

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 are 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 College President. 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.

Rio Grande Valley College does not grant or accept advanced placement or credit for experiential learning.

Notice to Veteran Students

Veteran 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

Rio Grande Valley College is licensed by the Texas Workforce Commission, Career Schools and Colleges and the Texas Higher Education Coordinating Board to confer associate degree and certificates and is accredited by the Accrediting Bureau of Health

Education Schools, an accrediting agency recognized by the US Department of Education. However, the fact that the school is licensed and accredited is not necessarily an indication that credits earned at school will be accepted by another school, college or university. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

It is the applicant's responsibility to verify transfer credits have been fully reviewed and transferred to RGV College prior to the program's application deadlines. If a student has courses, they are transferring from another school, the official transcripts must be evaluated by the Director of Admissions, prior to the program's application deadline (priority and final application deadlines apply). It may take several weeks for transcripts to be evaluated.

Additionally, programs offered by RGV College may be similar to but not identical to programs offered at another school. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if a student considers transferring to another school, not all of the credits you earn at RGV College may be transferable into that school's program.

If you are considering transferring to another school not affiliated with RGV College, you will be responsible for determining whether the school will accept your credits. We encourage you to make this determination as early as possible. RGV College does not imply, promise, or guarantee transferability of its credits to any other institution.

Articulation Agreement

Rio Grande Valley College has a collaborative agreement with South Texas College which provides general education courses for our students to meet the requirements to graduate with an A.A.S. degree. South Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Baccalaureate and associate degrees. The collaborative agreement between South Texas College and Rio Grande Valley College is made available for public view on the home page of the online school website, the PTA Program website, the online school catalog.

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 College President. RGV College cannot guarantee that credits earned will transfer.

Statement for Non-Discrimination

RGV College provides equal opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, or gender expression, national origin, age, or disability to all academic and employment applicants. RGV College conforms to all applicable federal and state laws, rules, guidelines and regulations and provides equal employment and employee relations. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

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.

Diversity, Equity and Inclusion Policy

Rio Grande Valley College (RGV College) is committed to fostering and maintaining an educational environment in which all students, faculty, staff, administrators, applicants, and members of the public are treated with dignity, respect, and fairness. The institution values diversity in all forms and affirms that educational excellence is strengthened by inclusive practices and equitable access to opportunities.

The purpose of this policy is to promote an inclusive learning and working environment that supports student achievement and employee success; ensure equitable access to recruitment, admissions, employment, educational programs, services, activities, and institutional resources; prepare graduates to serve diverse populations with professionalism, cultural awareness, and ethical responsibility; and align institutional practices with accreditation standards and recognized best practices related to diversity, equity, and inclusion in postsecondary education.

RGV College expects all members of the institutional community to contribute to an environment that promotes mutual respect, professionalism, and inclusivity. The institution integrates principles of cultural awareness, equity, and ethical practice into curricula and institutional operations; encourages respectful dialogue and the exchange of diverse perspectives; maintains standards of conduct that prohibit discriminatory, harassing, or retaliatory behavior and addresses violations of this policy through established grievance, complaint, and disciplinary procedures.

Students, faculty, staff, and applicants who believe they have experienced or witnessed discrimination, harassment, or conduct inconsistent with this policy are encouraged to report the concern to the appropriate institutional administrator or through the formal grievance procedures outlined in the College Catalog or Student Handbook.

All reports will be reviewed promptly and handled as confidentially as possible, consistent with a thorough investigation and applicable legal requirements. Retaliation against any individual who, in good faith, reports a concern or participates in an investigation is strictly prohibited.

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 in 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 financial aid computer lab to complete the Free Application for Federal Student Aid (FAFSA) through the www.fafsa.ed.gov website. Additional documentation related to 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 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 an 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 Supplemental Educational Opportunity Grant (FSEOG) - is a grant awarded to undergraduate students with exceptional financial need and do not have to be repaid. Students with the lowest Expected Family Contribution EFC are awarded FSEOG before students with higher EFCs.

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 students, regardless of income. This loan is unsubsidized because the student is responsible for paying all interest due. There is no 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.

Federal Work-Study – Provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Work-study is available to full-time and part-time students, check with your school's financial aid office to find out more information.

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's 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 proration. Although, all prior education will be reviewed upon enrollment for each individual student. Credit may be granted at the discretion of the College President.
- Must provide a copy of a photo ID and Social Security which becomes part of your academic file kept in the Registrar's Office.
- Must make financial arrangements with Financial Aid Office in regard 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 5th or 20th of each month depending on the first day of class. Failure to make monthly payments on time 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.

Enrollment Status

All students enrolled in our programs are considered full-time status.

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 any administrative fees charged 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.[1]
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;

[1] 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.

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

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

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).

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. Refund Policy for Students Called Active Military Service.

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

   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

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

   (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

   (1) satisfactorily completed at least 90 percent of the required coursework for the program; and

   (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

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 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 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 a 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.

Payment Period
The Payment Period for clock hour programs is one-half of the academic year or program length (whichever is less). The academic year for clock hours is defined as 900 clock hours and 26 weeks in length, therefore, one half of the academic year is 450 clock hours and 13 weeks in length.

The Payment Period for credit hour programs is one half of the academic year or program length (whichever is less). The academic year in credit hours is defined as 24 semester credits and 30 weeks in length, therefore, one half of the academic year is 12 semester credits and 15 weeks in length.

Date of Determination
The Date of Determination used by Rio Grande Valley College is:

- Date student provided official notification of intent to withdraw.
- The day after the 10 consecutive days following the last day of attendance for Allied-Health programs.
- The day after the 3rd consecutive day following the last day of attendance for the Vocational Nursing program.
- The day after the 2nd absence following the last day of attendance for degree granting programs.
- The date of the notification received from the program director for students who failed to meet their course academic requirements.
- The date the student failed to return from an approved leave of absence.
- The date the student withdrawn from the program was due to a violation of the Student Code of Conduct.

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 students 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 180 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 Program Director and/or designated School Official 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 following:

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 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 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 provide official notification of his or her intent to withdraw is:

- The day after the 10 consecutive days following the last day of attendance for Allied-Health programs.
- The day after the 3rd consecutive day following the last day of attendance for the Vocational Nursing program.
- The day after the 2nd absence following the last day of attendance for degree granting programs.
- Fails to return from an approved leave of absence.
- Fails to maintain satisfactory academic progress.
- Fails to comply with the school's conduct policy.
- Does not meet financial obligations to the school, or
- Violates conditions mentioned in the school contractual agreement.

The same procedures (1-6) will apply as noted on "Official Withdrawal" section.

Withdrawal before the 60% Point

The institution must perform a R2T4 to determine the amount of aid earned through the 60% point in each payment period. The institution will use the Department of Education prorate 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 an R2T4 calculation to determine the amount of aid that the student has earned.

The school measures progress in clock hours and credit hours by 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) Clock Hours: Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD - % EARNED
(Rounded to one significant digit to the right of the decimal point, ex .4493 = 44.9%)

or

b) Credit Hours: Divide the number of days attended in the semester by the number of days in the semester equals the percent of the semester completed.

OF DAYS ATTENDED
OF DAYS IN A SEMSTER = % EARNED IN THE SEMESTER
(Rounded to one significant digit to the right of the decimal point, ex .4493 = 44.9%)

c) If this percentage is greater than 60%, the student earns 100%.
d) If this percentage is less than or equal to 60%, proceed 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 percentage of Title IV aid disbursed is greater than the percentage unearned (multiplies by) institutional charges for the period, the amount disbursed will be used in place of the percentage unearned.

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

Students are 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 Scholl 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 worksheets 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 office.

Post–Withdrawal Disbursements

If you did not receive all the funds that you have earned, you may be due to 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 the 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 regarding Title IV, HEA funds follow:

Providing students 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 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 plan with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities regarding return of Title IV, HEA funds

Returning to Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible via the R2T4 calculation.

Any notification of withdrawal 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 this 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 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

***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 may with the College President/Director of Nursing and/or Program Director 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 and the Nursing - Associate of Applied Science Program.

RE-ADMISSION 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 ample time for processing requests.

Requests for re-admission may be automatically denied due to withdrawal or termination related to unsafe practice, dishonesty, and/or unethical behavior. Readmission requests may also be denied due to withdrawal or termination from a program twice, regardless of the reason.

Procedure for Re–Admissions

1) The applicant must submit a formal letter of intent for re-admission to the Program Director via email. The letter of intent must include a detailed reason for withdrawal and why they should be considered for re-admission.
2) The initial review process may take a minimum of 10 business days up to six (6) months. The review consists of an overview of the students' academic standing, attendance review, any disciplinary action forms, criminal background checks and financial standing. Please allow ample time for this process.
3) If the initial review outcome is satisfactory, the student will be contacted by the Director of Admission to coordinate a formal interview before the Re-Admission Committee.
4) The Interview outcome will be communicated by the Director Admissions.
5) Upon acceptance the following will apply:
   a) Determination of re-start date.
   b) Restart assigned courses in its entirety.
   c) No prior grades earned in the assigned course(s) will apply.
   d) Attendance begins from zero hours, unless otherwise determined by the Re-Admission Committee.

Nursing students seeking re-admission MUST follow the re-admission requirements found in the Vocational Nursing Program and Nursing - Associate of Applied Science Student Handbooks.

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 are not absent or tardy during the entire course. Students 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 tardy. Continued tardiness may result in disciplinary action up to and including termination from the program. Roll call will be taken by the instructor daily during the morning and afternoon sessions, where applicable. Attendance is recorded by the Registrar's office daily. 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.

- Vocational Nursing students may not be absent more than 40 clock hours for the entire length of the program. Five (5) tardies will count as one full day absence (seven (7) hours for the day schedule and five (5) hours for Evening/Weekend).
- Allied Health students must be present for 90% of the entire length of the program.
- Students enrolled in the Nurse Aide Program may not be absent more than one (1) day for the entire length of the program.

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 180 calendar days. Leave of Absences must be documented, signed and approved by the College President 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 on 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 the Leave of Absence period.

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

Excused Absence

Rio Grande Valley College expects students to attend and participate in all classes. Missed coursework has the potential to disrupt individual and team learning, invalidate assessment of learning outcomes, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable and circumstances beyond our control may happen, therefore an excused absence may be considered with the expectation that the absence meets the excused absence criteria, proper and timely documentation is provided to the Program Director (VN and A.D.N. Director of Nurses and/or Asst. DON; Assistant Allied-Health Director and/or College President). Refer to page 76 of the School Catalog for a detailed explanation of the Excused Absence Policy which outlines the excused absence criteria and procedures.

Make–Up Work

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

a) No more than 5% of the total course time hours for a course may be made up;
b) 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 EDUCATION POLICY

Externship and clinical experience are an important part of your education. They provide hands-on learning opportunities where you will apply the knowledge and skills learned in the classroom while working with patients or clients under the supervision of qualified professionals.

Your performance during externship or clinical experiences will be evaluated by your site supervisor, and those evaluations will become part of your permanent student record.

Program-specific information, including placement requirements and expectations, is available through the Career Services Coordinator for Allied Health programs or the Education/Clinical Coordination Department for Nursing programs.

General Requirements

The following requirements apply to all students participating in an externship or clinical experience:

1. Students must meet all requirements established by the assigned externship or clinical site.

2. Clinical and externship placements are assigned by the College. Students may not select or refuse an assigned site. Refusal of an assigned placement may result in dismissal from the program.
3. Students should be prepared to travel to their assigned site. Clinical or externship locations may be farther than the distance traveled to campus.
4. The College cannot guarantee placement at a site near a student's home or the campus.
5. The College reserves the right to change or reassign placement locations as needed to meet program requirements.
6. Students are responsible for arranging and paying for their own transportation, parking fees, and any other travel-related expenses.
7. Externship and clinical schedules are determined by the host facility. Students should expect varying shifts, including mornings, afternoons, evenings, weekends, holidays, and shifts of up to 12 hours.
8. If a student will be absent or late, they must immediately notify both their site supervisor and the appropriate College representative (Career Services Coordinator or Clinical Coordinator).
9. Students are expected to follow all College policies, including the Student Code of Conduct, as well as all rules, policies, and professional standards established by the externship or clinical site.

Attendance Requirements
Attendance during externship and clinical education is mandatory and will be monitored by the Career Services Coordinator and/or Clinical Coordinator.

Students are expected to:

- Attend all scheduled externship or clinical hours.
- Complete all required program hours before graduation.
- Submit all required externship or clinical documentation by established deadlines.

Failure to maintain satisfactory attendance or complete all required hours may delay graduation or result in dismissal from the program.

Allied Health Programs
Students enrolled in Allied Health programs are required to make up any missed externship or clinical hours to successfully complete their program. All required hours must be completed before graduation.

Students should begin their externship immediately after successfully completing all classroom requirements. Unless otherwise approved by the College, students must begin their assigned externship within ten (10) business days of placement. Failure to begin within this timeframe or being absent from the assigned site for ten (10) consecutive days without approval, may result in dismissal from the program.

Students participating in externships are encouraged to complete their training on a full-time schedule of approximately 30 hours per week.

Nursing Programs
Students enrolled in the Vocational Nursing, Nursing - Associate of Applied Science (AAS), and Physical Therapist Assistant (AAS) programs must follow the clinical attendance, absence, make-up, and progression requirements outlined in their respective Student Handbook.

The Allied Health make-up hour policy does not apply to Nursing programs. Nursing students should refer to their program's Student Handbook for specific clinical attendance requirements, consequences of missed clinical experiences, and eligibility for make-up clinical hours, if applicable.

Placement Availability
RGV College will make every reasonable effort to secure quality externship and clinical placements in a timely manner. However, placement availability may be affected by circumstances beyond the College's control, including site availability, changes in affiliation agreements, or a student's attendance, professionalism, conduct, or performance that results in removal from a clinical or externship site.

Additional Program Information
Students should refer to their specific program handbook for any additional externship or clinical requirements.

- Allied Health Programs

- Vocational Nursing Student Handbook
- Nursing-Associate of Applied Science (AAS) Student Handbook
- Physical Therapist Assistant (AAS) Student Handbook

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 the 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 or unethical practices during their externship/clinical assignments.

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

Professional Liability Insurance

Rio Grande Valley College provides and maintains professional liability coverage for students who are participating in clinical practicum or externship while enrolled in their respective programs. Students are encouraged to carry their own health insurance coverage throughout the duration of enrollment in their program. The student is responsible for any illness, accident or injury incurred, while assigned to clinical experience at the facility or site.

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.

Rio Grande Valley College requires its students to maintain Satisfactory Academic Progress (SAP) to be enrolled and be eligible to participate in the Federal Student Aid Programs. These standards apply to all students, regardless of the source of funding, and their enrollment status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative grade point average of "C" or better for each course.
   a. Allied-Health Programs must earn 70% or better.
   b. The Nurse Aide Program must earn 78% or better.
   c. Vocational Nursing Program must earn a 78% or better; and
   d. Nursing– Associate of Applied Science must earn 78% or better.

2. Students enrolled in the Vocational Nursing program may not be absent more than 40 clock hours of the program length. Allied Health students must be present 90% of the program length. For example, a student scheduled to complete a 900-hour program must be present for a total of 810 hours of the entire program. (900 x 90% = 810)

3. Students must complete the program within 1.5 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. Example: If the program is 6 months in length, the student must complete all program requirements within 9 months (6 x 1.5=9).

In addition to attendance standards related to Satisfactory Academic Progress (SAP), students are required to adhere to the following general institutional policy. Students will be dismissed or terminated from the program (unofficial withdrawal) if:

- They are absent more than 10 consecutive days (Allied-Health Programs)
- They are absent three (3) consecutive days (Vocational Nursing)
- For Degree programs, student must not exceed two absences per course per semester and one absence for laboratory or clinical per course per semester.

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.

Qualitative Requirement

The qualitative element used by the institution to evaluate that each student is meeting SAP requirements is determined at the end of each payment period. Students must maintain a cumulative grade point average (GPA) of 2.0 on all coursework in their respective program.

Additional guidelines on qualitative requirements for the Vocational Nursing, Nursing – AAS and Physical Therapists - AAS programs can be found in the Program Student Handbook.

Quantitative Requirements

The second factor used by the institution to determine if students are meeting SAP requirements is that 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.

Example SAP Evaluation:

Program	Evaluation Period	Cumulative GPA (Qualitative)	Attendance (Quantitative)
900 clock hours	Payment Period 1 (451 clock hours)	2.0	Must be present 406 hours (451 x 90%)
780 clock hours	Payment Period 1 (391 clock hours)	2.0	Must be present 352 hours (391x 90%)

Grading System

RGV College uses letter grades and grade-point values to evaluate student academic performance. Because grading requirements may vary by program, students should review the grading scale and academic requirements that apply to their specific program.

Allied Health Programs		
Letter Grade	**Percentage**	**GPA**
A	90–100%	4.00
B	80–89%	3.00
C	70–79%	2.00
D	60–69%	1.00
F	Below 60%	0.00

Vocational Nursing and Nurse Aide Programs		
Letter Grade	**Percentage**	**GPA**
A	92–100%	4.00
B	84–91%	3.00
C	78–83%	2.00
F	Below 78%	0.00

Rounding: A grade may be rounded up only when doing so moves the final grade from a **C to a B** or from a **B to an A**. A grade below **78% may not be rounded up**.

Nursing – Associate of Applied Science
In order to progress through the Nursing Program, a student must achieve a theory grade of "C" or better in every required course; satisfactorily complete all labs and clinical hours; and maintain a grade of "C" or better with satisfactory clinical performance.

Students are expected to maintain professional behaviors identified for the Nursing - Associate of Applied Science Program. Individual course syllabi/guides will identify grading parameters. The following grading scale will be used throughout the nursing program for all RNSG courses:

Nursing -Associate of Applied Science Grading Scale		
Letter Grade	**Percentage**	**GPA**
A	92–100%	4.00
B	84–91%	3.00
C	78–83%	2.00
F	Below 78%	0.00

Rounding: A grade may be rounded up only when doing so moves the final grade from a **C to a B** or from a **B to an A**. A grade below **78% may not be rounded up**.

A final theory and/or clinical grade below **78%** will result in a **D or F** for the course, as applicable. Individual course syllabi and course guides may identify additional grading parameters.

Physical Therapist Assistant – Associate of Applied Science

PTA-AAS Grading Scale		
Letter Grade	**Percentage**	**GPA**
A	92–100%	4.00
B	82–91%	3.00
C	75–81%	2.00
F	Below 75%	0.00

Program Requirement: A grade of **C or better** is required to successfully complete PTA ourses.

Additional Grade Designations

The following designations may appear on a student's academic record. Unless otherwise stated, these designations do not represent traditional letter grades.

Designation	Meaning	Description
W	Withdrawal	Assigned to a student who officially withdraws from a course. A W is not counted toward the qualitative SAP requirement but is counted toward the quantitative SAP requirement.

Designation	Meaning	Description
I	Incomplete	Assigned at the instructor's discretion when circumstances beyond the student's control prevent completion of course requirements. Students have **one week after the end of the course** to complete the required work. If the work is not completed within the designated period, the I converts to an **F**, which is included in GPA calculations and SAP requirements.
WM	Withdrawn Military	Available to eligible students who are members of the U.S. armed forces and are required to withdraw because they are called to active duty, specialized training, or qualifying relief/disaster efforts with little notice. Students must provide appropriate military orders and a written request for withdrawal. A WM is not counted toward qualitative or quantitative SAP requirements.
R	Repeat Course	Used when a student repeats a course in accordance with College policy. The original and repeated grades remain on the academic record; the higher grade is used in accordance with the College's grading and SAP policies.
TR	Transfer Credit	Credit earned at another institution that is nationally accredited and recognized by the U.S. Department of Education and accepted for transfer by RGV College.

Repeat Courses
Students who receive a **W or I** in a course may be required to repeat the course before progressing to externship or other program requirements, as applicable. Both the original and repeated grades will remain on the student's academic record. Repeating a course more than once requires approval from the College President. Students are responsible for applicable tuition and fees associated with repeating a course.

Academic Progress and Financial Aid

Students who fail to meet the College's **Qualitative Standards of Academic Progress** may be placed on **Financial Aid Warning**. If satisfactory academic progress is not demonstrated during the subsequent payment period, the student may be placed on **Academic Suspension**, which may result in the loss of eligibility for Title IV, HEA funds.

Students may have the right to appeal a suspension in accordance with the College's Financial Aid Satisfactory Academic Progress policy.

The **Director of Financial Aid**, in coordination with the **Registrar's Office**, monitors students' qualitative and quantitative academic progress.

Note: Students should consult the applicable program handbook, course syllabus, and College policies for additional program-specific grading, progression, clinical, attendance, and academic requirements.

Academic Year Definition

The Rio Grande Valley College academic year is defined as 900 clock hours and 26 weeks for Title IV purposes. The academic year in credit hours is defined as 24 semester credits and 30 weeks in length. For Title IV payments the student must meet both clock/credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive federal student aid payments. For programs less than 600 hours, the academic year will be defined by the duration of the program from the start to end date.

Evaluation Periods

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum SAP requirements. Evaluations are based on the **cumulative scheduled attendance** (present and absent hours) percentage of 90% 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 from 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 1350 clock hour **Vocational Nursing** course, a student will be evaluated at the increments in which the student is scheduled to reach 450, 900, and 1350 clock hours.

For the 780-clock-hour **Pharmacy Technician** course a student will be evaluated at the increments at which the student is scheduled to reach 390 clock hours.

For the 730-clock-hou **Medical Assistant** course a student will be evaluated at the increments at which the student is scheduled to reach 365 clock hours.

Our degree programs (**Nursing – AAS and PTA – AAS**) are measured in credit hours. Students are evaluated at 12 semesters credits and 15 weeks.

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 the minimum attendance requirements 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 compliant with the Satisfactory Academic Progress policy.

Minimum Attendance and Academic Requirements:

Allied-Health Programs	Be in attendance 90% of the program length	70% cumulative 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
Nurse Aide Program	No more than one day	78% cumulative grade average
Nursing – A.A.S.	• No more than two absences per course per semester • No more than one absence for laboratory or clinical course per semester	78% cumulative grade average or 2.0 GPA
Physical Therapist Assistant – A.A.S.	Must be in attendance 90% for each course	75% cumulative grade 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 program's payment period to be eligible for the next payment.
- Weeks of instruction, the student must meet half the weeks of instruction for that program's 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, it 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 p**eriod, 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 make 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 eligible for Title IV, HEA funds for ONE payment period only.

Students who regain 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 makes 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 the Nursing-Associate of Applied Science 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 previously lacking).
- Attend theory class regularly (students must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required tests and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the College President and Director of Nursing.
  - The school will notify the students each month on their academic improvement status during the monthly progress report/advising session. The status of the student's 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 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 College President 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 deserves 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 circumstances that the student believes deserve special consideration. The students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the College President or Director of Nursing receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The College President 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 College President 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 College President 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 for paying 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 free 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 College President 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 Financial Aid Probation for the payment period should he/she prevail 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 students 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.

Changes that may Affect your SAP

Audited Courses
Rio Grande Valley College does not offer audit courses; therefore, no Audit (AU) grades are granted.

Course Repetitions
Each repeated course attempted will be included in the completion rate and maximum time-frame determinations. If you are an undergraduate student and must repeat a course, you must meet with the business office to discuss payment options. Repeating courses are not eligible for federal student aid.

Incomplete Courses
Incomplete courses ("I") are not considered as units completed and can affect your SAP status. For Financial Aid purposes, passing grades are considered to a grade of A-D. The following letter grades are not considered passing grades: "D", "F", or "W". Incomplete (I) grades are not included in the GPA calculation and are considered a no completion of attempted coursework until the grade is replaced with a permanent grade and academic progress can be re-evaluated.

Non-Completion of Courses (0 units)
Non-completion of courses may result in a Unit Deficiency/Suspension and/or result in a billing for funds that were received or disbursed into your account.

Remedial Courses
Rio Grande Valley College does not offer remedial courses.

Withdrawals
Course withdrawal may affect your financial aid eligibility and may drop you below your satisfactory academic progress requirement. Courses that you have withdrawn from still count towards your Attempted Units and are not included in the GPA calculation but are considered a non-completion of attempted coursework and are used in the completion rate calculation.

Students who have received financial aid and withdraw from the institution during the academic term or payment period, may need to return or repay some or all of the funds received, which may result in a debt owed to the institution. Financial aid recipients will be billed for any unearned financial aid and resulting in unpaid institutional charges.

Contact the financial aid office to discuss any changes to your enrollment and especially for any questions regarding withdrawals.

A student who withdraws completely from the institution or a student who drops to a lower tier category (from full-time to part-time enrollment), may be eligible for a refund or a reduction in institutional charges, e.g., registration fees and tuition. In all cases, act quickly in applying for a refund. The Institution applies a fair and equitable refund policy for the return of unearned tuition and fees or other refundable portions of institutional charges, and you may direct questions to the Financial Aid Department.

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 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 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 people 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 college 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

TECHNOLOGY REQUIREMENTS

All students are required to own an Intel-based desktop/laptop computer with the capacity to connect to the internet via a wireless connection. Software required on each desktop/laptop includes Microsoft Office Suites (XP or higher). The Microsoft Office Suite, which includes Word, Excel, PowerPoint and Outlook, is available to students via their RGV College email.

PC	Mac
• Processor i5 Minimum	• Processor i5 Minimum
• Memory 8GB Minimum	• Memory 8GB Minimum
• Hard Drive 250 GB Minimum	• Hard Drive 250 GB Minimum
• Wireless N Capable	• Wireless N Capable
• Operating System Windows 7	• Operating System OSX 10.7 Minimum
• Other • Microsoft Office 2010 Professional Plus • Microsoft Security Essentials or other antivirus	• Other • Microsoft Office 2011 with Outlook • Parallels/Windows 7 Minimum • Clam XAV or other antivirus
Supported Browsers • Internet Explorer 9, 10 and 11. • Chrome 30 and 31 • Safari 9, 10 11 and 12 • Firefox 81.0.1 • Flash Version 32.0.0.433 • Respondus Lockdown Browser Version: 2.0.6.08	Supported Browsers • Internet Explorer 9, 10 and 11. • Chrome 30 and 31 • Safari 9, 10 11 and 12 • Firefox 81.0.1 • Flash Version 32.0.0.433 • Respondus Lockdown Browser Version: 2.0.6.08

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 College President. 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 in class.
- Disseminating 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.
- Unauthorized use of cell phones at clinical/externship sites,
- Academic Dishonesty
- Hazing of students or initiation that is dangerous, harmful, or degrading;
- Forceful or illegal entry into any area within 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 College President
- Sexual Harassment (See Policy on Sexual Harassment)
- Bullying and Stalking Behavior (See Bullying and Stalking Policy)

NOTE: Students terminated for Conduct Violations will not be readmitted to the College.

Zero Tolerance Policy for Gun Violence and Hand–Gun Gestures

This policy is implemented by Rio Grande Valley College to ensure the safety and well-being of all individuals on the educational campus and to create an environment that is free from the threat of gun violence and related behaviors.

Zero Tolerance for Gun Violence:

1. Possession of Firearms: The possession, carrying, or use of firearms, including but not limited to handguns, on the Rio Grande Valley College campus is strictly prohibited and will result in immediate expulsion.
2. Threats or Intimidation: Any verbal or written threats of gun violence, whether direct or implied, will not be tolerated. Such actions will result in severe disciplinary consequences, including expulsion.
3. Reporting: All students, faculty, and staff at Rio Grande Valley College are encouraged to promptly report any information related to potential gun violence to the designated authorities. Reports can be made anonymously if desired.

Zero Tolerance for Hand-Gun Gestures:

1. Definition: Hand-gun gestures are defined as any physical gestures or actions that mimic the handling or use of a firearm, even if no actual weapon is present.
2. Prohibition: Engaging in hand-gun gestures that may cause fear, intimidation, or disrupt the educational environment at Rio Grande Valley College is strictly prohibited and will result in immediate expulsion.
3. Disciplinary Consequences: Violations of the hand-gun gesture policy will result in expulsion, with no exceptions. Disciplinary actions may also include counseling, parental notification, and other measures as deemed necessary.
4. Education and Awareness: Rio Grande Valley College will conduct awareness campaigns to educate students, faculty, and staff about the impact and consequences of gun violence and hand-gun gestures.

Enforcement:

1. Investigations: All reports of potential gun violence or hand-gun gestures at Rio Grande Valley College will be thoroughly investigated by campus authorities.
2. Collaboration: Rio Grande Valley College will collaborate with local law enforcement agencies to ensure a comprehensive and effective response to any reported incidents.
3. Disciplinary Committee: A disciplinary committee will be established at Rio Grande Valley College to review cases of alleged violations and determine appropriate disciplinary actions.

This policy of Rio Grande Valley College will be periodically reviewed to ensure its effectiveness and may be revised as needed to address emerging issues or changes in the educational environment.

Adherence to this policy is essential for fostering a safe and secure educational environment for all individuals at Rio Grande Valley College. Any deviations from this policy will be addressed promptly and with the utmost seriousness."

Dress Code

Students at Rio Grande Valley College are expected to always dress in a professional manner. The Nursing Programs as well as the degree programs may require additional dress code guidelines and are outlined in the program specific student handbook. Failure to follow the guidelines outlined below may result in disciplinary action up to and including suspension or dismissal from the College.

1) Hair

a) No "bling" hair accessories or hair extensions may be used.
b) Hair shall be kept out of face; Male students shall keep beards away from the neckline and mustaches clean and neatly trimmed or clean shaven. Beards and mustaches shall not be longer than 1 inch. If a clinical site deems the student unable to pass N95 mask test, then the student will be sent home, hours deducted and shall not return to school/clinical until the beard meets their criteria.
c) Hair must be clean, well groomed, above the collar and away from the face to be in compliance with Infection Control standards. Hair barrettes, bands should be of color compatible to the hair color or same color of the assigned uniform. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.
d) When hair is worn up, it must be in a braid, bun, ponytail or French twist. All lose hair must be restrained, including pony tails (men/women), and bangs will be worn above the eyebrows, hair must not touch the collar. Male students must keep beards away from the neckline and mustaches clean and neatly trimmed or be clean-shaven.
e) Hair color – No unnatural distracting dye colors: Example: bright reds, blues, pinks, greens, purples, orange, white and/or stripes etc.

2) Jewelry

a) Only a minimum amount of jewelry should be worn. This provides safe, comfortable, and sanitary conditions for the patient and the care provider. The student may wear:
b) Pierced earrings, one earing per ear lobe of small studs. No other body jewelry allowed.
c) Rings, one plain band only – **NO STONES,** no grooves or carvings and/or no other designs.
d) One wristwatch with a second hand. **NO SMART WATCHES ALLOWED.**
e) No necklaces or bracelets allowed.

3) Tattoos

a) If tattoos are visible, they must be covered while in the classroom and/or clinical setting.

4) Fingernails

a) Nails may be freshly polished, if desired, **WITH pale or neutral POLISH**, and are not to exceed the tips of the fingers in length. Artificial fingernails are not allowed.

5) Hygiene

a) Good oral hygiene and clean bodies, free of odor are essential. Cosmetics should be applied discretely, No false eyelashes or hair extensions.

6) General Classroom Attire

a) Uniforms must be worn to class daily as well as clinicals/externship at all times.
b) Name badge must be worn at all times visible at eye level (class & clinical).
c) While in uniform the student must comply with all areas of the guidelines for professional appearance such as hair, jewelry, etc.

7) Spirit Shirt Days

a) Fridays are designated as a spirit shirt day for Days students and Mondays for evening-weekend students.
b) Students may dress ONLY in jeans (not torn and in good repair), and a spirit shirt of their choosing (shall have school logo or name). Shoes may be of the students' choosing but no greater than 2 inches in height. Students may wear their hair down. All other attire policies apply. Spirits shirts may be purchased from school. Due to temperature changes, Navy lab coat may be worn. The administration will notify the students when the school is participating in awareness days or months and if other T-shirts may be worn. If the student opts not to participate in Spirit Shirt Friday, they shall wear their school uniform. All attire policies apply. If the student is scheduled for clinical or in school clinical, white uniform and all attire policies apply.

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 earpieces is not allowed and must be removed while on campus. The use of cell phones should 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 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 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, especially their FAQ's at www.copyright.gov/help/faq.

DRUG-FREE WORKPLACE 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 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/or federal criminal charges.

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

- Suspension, revocation, or denial of a driver's license
- 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. Once 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 one's 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 completely 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.

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 College President's Office. If it is determined by the College President 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 College President's Office. Confidentiality will be maintained. In additional, 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 College President, in writing, within five days of being convicted of a criminal drug statute at the school.

CAMPUS CRIME AND ANNUAL SECURITY REPORT

The Jeanne Clery Act requires that all institutions of higher education 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 retailers, 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 https://www.rgvcollege.edu for a printed copy of this report visit with the Director of Compliance. The annual report is published by October 1st 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.rgvcollege.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 regular business hours. School facilities are secure 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 January 1 thru December 31 of the current year. (THREE MOST COMPLETED CALENDAR YEARS).

The following criminal offenses, published each year and must be reported 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 09/18/2026 Report Distribution Date: 09/18/2026

PRIMARY CRIMES	TOTAL OCCURRENCES					
	On Campus Property			On Public Property		
	2023	2024	2025	2023	2024	2025
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Arson	0	0	0	0	0	0

PRIMARY CRIMES	TOTAL OCCURRENCES					
ARREST	**TOTAL OCCURRENCES**					
	On Campus Property			On Public Property		
Arrest Related to:	2023	2024	2025	2023	2024	2025
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Weapons: Carrying, possession, etc.	0	0	0	0	0	0
DISCIPLINARYACTION	**TOTAL OCCURRENCES**					
	On Campus Property			On Public Property		
Non-Arrest/Disciplinary	2023	2024	2025	2023	2024	2025
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Weapons: Carrying, possession, etc.	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN OFFENSES (VAWA)	**TOTAL OCCURRENCES**					
	On Campus Property			On Public Property		
TYPE OF VIOLENCE	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

***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.**

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.

Hate Crime Occurrences	Total by Year			Category of Bias for Crimes Reported in 2025							
	2023	2024	2025	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
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

Office Responsible to provide a copy of the Campus Security information	Belinda Ibarra, Director of Compliance
Campus Safety Officer	Henry Lee, Director of Security
Campus Security Supervisor/Title IX Coordinator	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).

Rene Mendoza	5419 N. Cage Boulevard, Pharr Tx 78577	956-781-6800
Institutional Official	**Address**	**Phone number**

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
- 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 workplace. 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 based on 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 supervisor or Program Director about the problem. If the offender is your instructor or supervisor, 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. People 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. If 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 your supervisor or Program Director.
2. Complaints may be made either in writing or orally.
3. Every effort will be made to investigate 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 Program Director 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 investigate 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 apprises the alleged harasser(s) of the investigators, the Director will decide 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.

If either the complainant or the respondent disagrees with the Director's decision, they may submit a written appeal to the President of Rio Grande Valley College. Upon review, the College President may:

1. Review the written findings and recommendations of the investigators and uphold the Director's decision.
2. Modify or change the Director's decision based on the findings and recommendations.
3. Request additional investigation and issue a final decision based on the new findings. The Director may appoint the original investigators or designate new investigators to conduct an additional review.

This policy supersedes all previous policies related to sexual harassment. In the event of a conflict between this policy and any other college policy or procedure, the provisions of this policy shall prevail.

All staff and faculty must acknowledge that they have read and agree to comply with this policy. Students will also be provided with a copy of this policy and must acknowledge receipt and understanding while enrolled at Rio Grande Valley College.

Rio Grande Valley College encourages resolution of disputes through mediation or binding arbitration when matters cannot otherwise be resolved. By continuing their employment or enrollment, employees, faculty, and students agree to participate in this process.

BULLYING AND STALKING POLICY

Purpose
Rio Grande Valley College has the responsibility to provide a campus atmosphere free of violence for all students, faculty and staff. For this reason, the College does not tolerate stalking or bullying and will fully pursue the perpetrators of such acts possible. RGV College is also committed to supporting victims of bullying through the appropriate provision of safety and support services.

Policy
RGV College is committed to providing a safe and comfortable learning environment; a friendly and relaxing campus atmosphere that allows individuals to fully maximize their educational potential. Therefore, the College prohibits the use of intimidating, abusive and disrespectful behavior that is directed at stalking and/or bullying other students, faculty and staff or administrators with the intent of victimizing that individual.

Individuals who feel they have been the victim of such activities are encouraged to report the incident to the Director of Nursing or Program Director.
Individuals who report such activities need not fear reprisal. Individuals who fail to report such activities may be held accountable.

Definitions
Bullying is defined as: the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment or destruction of property. Bullying may be intentional or unintentional, however, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when appropriate disciplinary action is needed.

Examples of bullying:

- → Verbal Bullying: slandering, ridiculing or maligning a personal or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a persona' job performance or description or on matters that cannot be documented.
- → Physical Bullying: pushing; shoving; kicking; poking, tripping; assault, or threat of physical assault; damage to a person's work area or property.
- → Gesture Bullying: non-verbal threatening gestures, such as, but not limited to, the following: approaching another person with fists clinched or with one or more other fighting gestures which could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably by interpreted as amorous or sexual in nature.
- → Social Bullying is also known as Cyber bullying: engaging in verbal bullying via mail, email, test message, phone, voicemail, or social media; deliberately interfering with mail, email, text messages, phone, voicemail or other communication; spreading malicious rumors or gossip about another person.
- → Prejudicial Bullying: Prejudicial bullying is based on prejudices toward people of different races, religions or sexual orientation.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A "course of conduct" can be defined as a pattern of behavior composed of two or more acts over a period of time, however short, that evidence a continuity of purpose. A "reasonable person" standard asks if a reasonable person is similar circumstances would be made afraid by the perpetrator's behavior.

Stalking Behaviors:

- → Non-consensual communication including in-person communication, telephone calls, voice message, text messages, email messages, social networking site posting, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear.
- → Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim.
- → Surveillance and other types of observation, whether by physical proximity or electronic means
- → Trespassing
- → Vandalism
- → Non-consensual touching
- → Direct physical and/or verbal threats against a victim or a victim's loved ones
- → Gathering information about a victim from family, friends, co-workers, and/or classmates
- → Manipulative and controlling behaviors such as threat to harm oneself, or threat to harm someone close to the victim
- → Defamation or slander against the victim

Procedure

RGV College administration encourages the reporting of all incidents of stalking or bullying behavior to law enforcements authorities and respects whether or not to report to the police is a decision that the victim needs to make. School administrators and campus security are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking or bullying choosing to pursue the reporting process have the right to assistance or consultation of an advocate *in accordance with state law*.

In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the campus by non-students or non-employees in certain circumstances.

Students who believe they may have experienced bullying or stalking in any form but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint, may discuss their concerns confidentially and informally with the Director of Nursing, Program Director or Campus Director in person or via email.

Students who have filed a formal written complaint will be notified within seven (7) business days of the status of the complaint by the Director of Nursing, Program Director or Campus Director via email.

Individuals found not in compliance with this policy may be subject to disciplinary action which may include but is not limited to expulsion from the institution or termination of employment.

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 resumes, develop job leads, and review interviewing techniques. Rio Grande Valley College does not guarantee employment. The school maintains a 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.

The school will award a Nursing – Associate of Applied Science degree when a student has completed all academic program requirements and fulfilled all financial obligations.

Student Parking

Students are expected to obtain a parking permit to park their vehicle on campus in their respective zones. The parking permit will allow you to park in the designated parking zones located in front of the school building. The Parking permit cost is $25.00 and is good from the time or purchase until the end of the school year. Parking permits are purchased during the enrollment process.

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.

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

Name Change

Name change requests must be submitted in writing to the Registrar's Office. Valid documentation for name changes 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 impending 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 types 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 3rd day of class for most programs or during orientation for students who have met all admission and financial aid requirements with the exception of the Physical Therapist Assistant Program. 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 closing for the entire day. Information on school closings and delayed openings will be available by turning into Channel 5 Eyewitness News or by accessing www.rgvcollege.edu. Class time lost due to school closing may be made up on the next available non-school day. Weather days determined by RGV College are set for April and November of each year.

Immunization Requirements

The following immunizations are required for all students enrolled at Rio Grande Valley College which have direct patient contact in the health care setting.

- Measles, Mumps and Rubella (MMR): Proof of Immunizations – 2 doses or serology report providing immunity.
- Tetanus/Diphtheria/Pertussis (Tdap): Proof of "booster" dose administered within the last 10 years
- Hepatitis B Virus: Proof of immunizations (complete series) – 3 vaccine series, or serology report proving immunity
- Varicella (Chickenpox): Proof of immunizations – 2 doses or serology report proving immunity
- Influenza Vaccine (Flu Shot): Annually during the months of October and April to provide protection during the flu season
- Mantoux Tuberculin Skin Test (TB): Proof of Immunization –TB Skin Test Results, if **Negative**, it should be done annually. If **Positive,** a negative chest x-ray is required within 2 years.
-

Students will assume full cost for any immunizations pending. Questions concerning any exemptions to these requirements should be directed to the Nursing Education Department at the College. Immunizations from international medical sources will not be accepted; required vaccines must be administered and validated from a US medical source.

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; therefor incarcerated students are not eligible for admissions.

English As–A–Second Language

RGV College does not provide English-as-a-Second Language instruction. Students are required to read, write and speak English since classes are taught in English.

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. The grievance should be submitted in writing.

Step 1. Students that have a grievance should discuss it informally with their instructor. We hope that most 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 must put the grievance in writing to the Program Director or Director of Nursing.

Step 3. The Program 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. During this meeting, the student will be given an opportunity to present information relevant to grievance. The Program Director or Director of Nursing will conduct an investigation and will render the decision of the investigation within ten (10) business days after concluding their investigation.

Step 4. If the student feels that the matter has not been resolved with the Program Director or Director of Nursing, student may appeal the decision to the College President. The College President will review the grievance, any information relevant to the grievance. The College President will communicate the decision of the investigation within ten (10) business days. The College President's decision will be final. The student's written complaint along with the College President's decision will become part of the student's permanent file.

Step 5. If the matter is not resolved to the student's satisfaction, the student may write to or upload their grievance to:

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

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

Complaint may be uploaded via the ABHES complaint system at https://complaintsabhes.com. The complaint should include a narrative section filled out for each complaint type and have attached any supporting documentation.

Accrediting Bureau of Health Education Schools
6116Executive Blvd., Suite 730
North Bethesda MD 20852
(703) 917-9503
www.abhes.org

Complaints regarding accreditation issues for the Physical Therapist Assistant Program should be addressed to:

Commission on Accreditation in Physical Therapy Education
3030 Potomac Ave., Suite 100,
Alexandria, Virginia 22305-3085
Contact Number: (703)-706-3245 Email: accreditation@apta.org

Please refer to the PTA Student Handbook for complaint outside of due process refer to the PTA Student Handbook or the Clinical Education Handbook.

PROGRAM OUTLINE

Detailed information about each of our programs, including curriculum, course sequence, and requirements.

MEDICAL ASSISTANT

(Offered in Pharr and San Antonio Campuses)

Program Description:

This 26 week (Day) and 52 Week (Evening) – 730 clock hour 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 receive a certificate of completion for Medical Assistant from Rio Grande Valley College. Graduates of this program may pursue certification by passing a nationally measured and proficiency examination.

Job opportunities may exist with physicians, job opportunities exist in medical offices, outpatient, health maintenance organizations, and public health agencies. This program is meant 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

PROGRAM OUTLINE

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
MA-PDMT100	Professional Development with Medical Technology	15	15	00	30
MA-AP100	Anatomy and Physiology	60	00	00	60
MOS100	Medical Office Administrative Procedures	30	00	00	30
INS100	Medical Insurance	30	00	00	30
EHR100	Electronic Health Records	10	20	00	30
CB100	Career Basics	10	20	00	30
CLIN100	Fundamentals of Clinical Medical Assistant	20	40	00	60
CLIN101	Clinical Procedures 1: Assisting with Medications and Procedures in the Ambulatory Setting	10	20	00	30
CLIN102	Clinical Procedures 2: Assisting with Medical Specialties	30	60	00	90
CLIN103	Clinical Procedures 3: Diagnostic Procedures	30	60	00	90
CLIN104	Clinical Procedures 4: Assisting with Surgery and Medical Emergencies	10	20	00	30
CLIN105	MA Credentialing and Exam Review	60	00	00	60
MA110	Medical Assistant Externship	00	00	160	160
	Total Clock Hours	**315**	**255**	**160**	**730**

PHARMACY TECHNICIAN

(Offered in Pharr Campus Only)

Program Description:

This 27 week – 780 clock hour course trains prospective students in competencies that enable the graduate to 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 physiological systems as they relate to medication interactions.

Employment opportunities may exist in retail pharmacies as well as other settings such as hospitals, nursing homes, assisted-living facilities, pharmaceutical warehouses, mail order pharmacies, research labs, as well as federal agencies. To succeed in this role, pharmacy technicians must be highly detail oriented, be good with numbers, exercise sound judgment, able to multitask and possess excellent customer service skills.

Graduates of this program will receive a certificate of completion from Rio Grande Valley College and will proceed to take a National Exam recognized by the Texas State Board of Pharmacy to become a Certified Pharmacy Technician (ExCPT).

Method of Delivery: Residential

PROGRAM OUTLINE

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
PDMT100	Professional Development with Medical Technology	30	60	00	90
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
CB100	Career Basics	10	20	00	30
PHT101	Orientation to Pharmacy Services	60	00	00	60
PHT102	Pharmaceutical Computer Systems and Applications	30	30	00	60
PHT103	Pharmacology for the Pharmacy Technician	30	60	00	90
PHT104	Aseptic Technique, Sterile and Non-Sterile Compounding and Emergency Preparedness Syllabus	30	30	00	60
PHT105	Pharmacy Billing and Quality Assurance	60	00	00	60
PHT106	Pharmacy Technician Certification Exam Review	30	00	00	30
PHT107	Pharmacy Technician Clinical Experience	00	00	210	210
	Total Clock Hours	**370**	**200**	**210**	**780**

NURSE AIDE PROGRAM

(Offered in Pharr Campus and San Antonio Campuses)

Program Description:

This program is a five (5) week – 100 clock hour 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.

The student will receive a Certificate of Completion and allow the student to take the examination required by the Texas Health and Human Services Commission (HHS) to become a part of the Nurse Aide Registry through Prometric. Graduates of this program may find employment as a Certified Nurse Aide in Hospitals, Nursing Homes, Adult Day Care Centers and Home Health Agencies. This

Method of Delivery: Residential

PROGRAM OUTLINE

		Contact Hours			
Subject #	Subject Title	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
	Total Clock Hours	**47**	**13**	**40**	**100**

CERTIFICATION EXAMINATION TEST

The Texas Health and Human Services Commission (HHSC) has contracted with Prometric to administer the Texas Nurse Aide Examination and report examination results. The Nurse Aide Training and Competency Evaluation Program (NATCEP) is approved by HHSC to provide training and evaluate an individual's ability to work as a nurse aide in a Texas healthcare facility. NATCEP will work with Prometric to schedule and administer the Nurse Aide Examination required for certification and placement on the Texas Nurse Aide Registry (NAR). Once certified, the Nurse Aide Registry certificate is valid for two years from the date it is issued.

There are two (2) parts of the Certified Nurse Aide Examination process:

- The Clinical Examination. Candidates MUST pass five (5) skills which include Hand washing and Indirect Care and;
- The Written (or Oral) Examination which consists of sixty (60) multiple-choice questions that evaluate your nurse aide knowledge, and you will have 90 minutes to take the test. This exam is administered via computer using In-Facility Testing at RGV College.

EXAM RESULTS

The Written Examination is administered on a computer, and your score report will be emailed to you on the same day. After you complete your Clinical Examination, you will also receive your score report that same day. Candidates who successfully pass both the Clinical and Written (Oral) Examinations will have their information submitted to HHSC for entry into the Texas Nurse Aide Registry.

EMERGENCY MEDICAL TECHNOLOGY – BASIC

(Program not approved or regulated by TWC/CSC)
(Offered in Pharr Campus Only)

Program Description:
This 15-week (Evening/Weekend) – 352 clock hours course which trains prospective students in competencies that enables the graduate to successfully pass the National Registry of Emergency Medical Technology. The Emergency Medical Technology (Basic) will perform skills that include: (a) a brief overview of the human body, (b) techniques as defined in airway and pulmonary resuscitation for adults and special populations, (c) communication using various methods and proper documentation, (d) use of terminology and medical abbreviations as they relate to the EMT-Basic, (e) evaluating the scene for potential hazards, (f) recognizing the signs and symptoms of allergic reactions, (g) summarize signs of medical/behavioral emergencies. (h) Traumatic injuries to the spine and head (i) learning the pre-hospital environment and transferring patients with life threatening illness.

Upon successful completion of these courses as required by state regulations, graduates receive a certificate of completion for Emergency Medical Technology Program-Basic from Rio Grande Valley College. All students must pass the National Registry of Emergency Medical Technology Examination prior to registration as an Emergency Medical Technology-Basic.

Method of Delivery: Residential

PROGRAM OUTLINE

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
EMT100	Preparatory	28	12	00	40
EMT101	Team Approach, Patient Assessment &Airway	08	06	00	14
EMT102	Pharmacology, Shock and Medical Overview	08	12	00	20
EMT103	Medical/Behavioral Emergencies	100	18	00	118
EMT104	Trauma	40	24	00	64
EMT105	Infants, Children, Obstetrics & Gynecology Emergencies	08	00	00	08
EMT106	Operations	16	00	00	16
EMT107	National Registry of Emergency Medical Technician Review	32	00	00	32
EMT 110	Emergency Medical Technology Externship	00	00	18	18
CB100	Career Basics	10	12	00	22
	Total Clock Hours	**250**	**84**	**18**	**352**

PHLEBOTOMY TECHNICIAN

(Offered in Pharr Campus Only)

Program Description:

This 17 week– 400 clock hour course prepares students for employment possibilities in hospitals, doctors' offices and other health-care facilities. Students will learn all tasks related to phlebotomy. Upon completion of this program students will be able to perform laboratory and phlebotomy skills that include phlebotomy procedures, identify the human body systems and functions, demonstrate knowledge of applicable safety regulations and work within the code of ethics and handle equipment properly.

Rio Grande Valley College will issue a certificate of completion upon successful completion of all course requirements. Graduates of this program may pursue certification by passing a nationally measured and proficiency examination. Graduates of this program will find job opportunities in hospitals, health clinics, doctor's office and laboratories.

Method of Delivery: Residential

PROGRAM OUTLINE

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
PLB 100	Intro to Phlebotomy	30	30	00	60
PLB 101	The Human Body & Specimen Collections	40	20	00	60
PLB 102	Blood & Non-Blood Collection	30	60	00	90
PLB 103	Phlebotomy Examination Review	60	00	00	60
PLB 104	Phlebotomy Clinical Experience	00	00	100	100
CB100	Careers Basics	30	00	00	30
	Total Clock Hours	**190**	**110**	**100**	**400**

VOCATIONAL NURSING

(Offered in Pharr and San Antonio Campuses)

Program Description:

This 39 weeks (Day) and 71 Weeks (Evening/Weekend) – 1350 clock hour Vocational Nursing program will prepare the students with the entry-level competencies 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.

Graduates receive a certificate of completion for Vocational Nursing from Rio Grande Valley College. The graduate will be able to sit for the National Council Licensure Examination for Practical Nurse (NCLEX-PN) and become a Licensed Vocational Nurse. ***Please see Vocational Nursing Handbook for details pertaining to this program.***

Method of Delivery: Residential

PROGRAM OUTLINE

Course #	Subject Title	Lec	Lab	Clinical	Total
VNSG1120	Anatomy & Physiology I	75	0	0	75
VNSG1115	Anatomy & Physiology II	90	0	0	90
VNSG1123	Healthcare Concepts	150	95	60	305
VNSG1130	Maternal Nursing	75	10	50	135
VNSG1134	Pediatric Nursing	75	10	50	135
VNSG1129	Medical Surgical Nursing I	100	0	90	190
VNSG1132	Medical Surgical Nursing II	120	0	90	210
VNSG1131	Pharmacology	140	0	0	140
VNSG1166	Preceptorship	0	0	70	70
Total Clock Hours	**825**	**115**	**410**		**1350**

NURSING – ASSOCIATE OF APPLIED SCIENCE

(Offered in Pharr and San Antonio Campuses)

Program Description:

This 45 Week – 60 Semester Credit Hour Nursing - Associate of Applied Science program will be preparing the student to provide patient-centered care, to be a patient safety advocate, to be member of the profession and the health care team for a limited number of patients in various healthcare settings. The student will be able to use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care; demonstrate skills in using patient care technologies and information systems that support safe nursing practice; promote safety and quality improvement as an advocate and manager of nursing care; coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life; adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse; demonstrate knowledge of delegation, management, and leadership skills and demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

Upon successful completion of the Nursing - Associate of Applied Science degree program, the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). After successful completion of this exam the graduate will become a Registered Nurse.

Employment opportunities for our graduates are hospitals, physician's offices, home healthcare services, and nursing care facilities. Other employment opportunities include outpatient clinics and schools or serving in the military.

Method of Delivery: Residential

DEGREE PLAN

PRE-REQUISITE – GENERAL EDUCATION COURSES

COURSE #	COURSE TITLE	CONTACT HOURS LECTURE	LAB	CLIN	TOTAL	SEMESTER CR. HRS.
ENGL 1301	English Composition	45	0	0	45	3.0
BIOL 2401	Anatomy & Physiology I	45	30	0	75	4.0
BIOL 2402	Anatomy & Physiology II	45	30	0	75	4.0
PSYC 2301	General Psychology	45	0	0	45	3.0
PSYC 2314	Human Growth and Development	45	0	0	45	3.0
BIOL 2421	Microbiology **	45	30	0	75	4.0
Elective*	Language, Culture, Philosophy or Creative Arts	45	0	0	45	3.0
	TOTAL	**315**	**90**	**0**	**405**	**24.0**

** The following courses will also be acceptable: BIOL2120, BIOL2320, BIOL2420 & CLSC2429

* Choose from one of the following courses: ENGL 2311, 2323, 2327, 2328, 2332, 2333; HUMA 1301; PHIL 2306; Span 2311,2312; ARTS 1301, 1303, 1304; DRAM 1310, 2366; MUSI 1306, 1307, 1310.

1st Semester-Level One

COURSE #	COURSE TITLE	CONTACT HOURS LECTURE	LAB	CLIN	TOTAL	SEMESTER CR. HRS.
RNSG 2325	Professional Nursing I	30	0	0	30	2.0
RNSG 2430	Nursing Care Concepts I	75	0	0	75	5.0
RNSG 2202	Professional Nursing Skills I	0	60	0	60	2.0
RNSG 2360	Nursing Clinical I	0	0	135	135	3.0
	TOTAL	**105**	**60**	**135**	**300**	**12.0**

2nd Semester-Level Two

COURSE #	COURSE TITLE	CONTACT HOURS LECTURE	LAB	CLIN	TOTAL	SEMESTER CR. HRS.
RNSG 2201	Nursing Pharmacology	30	0	0	30	2.0
RNSG 2533	Nursing Care Concepts II	75	0	0	75	5.0
RNSG 2215	Nursing Comprehensive Assessment	30	0	0	30	2.0
RNSG 2461	Nursing Clinical II	0	0	135	135	3.0
	TOTAL	**135**	**0**	**135**	**270**	**12.0**

3RD Semester-Level Three

COURSE #	COURSE TITLE	CONTACT HOURS LECTURE	LAB	CLIN	TOTAL	SEMESTER CR. HRS.
RNSG 2237	Professional Nursing II	30	0	0	30	2.0
RNSG 2538	Nursing Care Concepts III	75	0	0	75	5.0
RNSG 2362	Nursing Clinical III	0	0	135	135	3.0
RNSG 2267	NCLEX Prep Course	30	0	0	30	2.0
	TOTAL	**135**	**0**	**135**	**270**	**12.0**
	GRAND TOTAL	**690**	**150**	**405**	**1245**	**60.0**

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science

(Offered in Pharr Campus Only)

Program Description:
This 60 Week – 66 Semester Credit Hour Physical Therapist Assistant (PTA) associate degree Program is to prepare the student to provide physical therapy treatments under the direction and supervision of a Licensed Physical Therapist. As a Physical Therapist Assistant, you may work with athletes who are recovering from a sports-related injury, an infant who is struggling to reach developmental milestones, or help a patient who is learning to walk again after back surgery.

This is a profession where you will have direct patient care and will record their responses to treatment and report the outcome of each treatment to the physical therapist. You will perform a variety of tasks, including conducting exercises with patients; performing massages, electrical stimulation, and paraffin baths for patients; applying hot and cold packs; and assisting in traction and ultrasound treatment.

Physical Therapist Assistants blend their endless energy and passion for activity with their ability to be patient, resourceful, empathetic and tactful in order to help patients and their families understand their treatments and adjust to rehabilitation.

As a PTA student at Rio Grande Valley College, you will take classes in specialized techniques that will help improve a patient's mobility, relieve pain and prevent or limit permanent physical disabilities.

Employment opportunities for our PTA graduates are hospitals, nursing homes, outpatient clinics, home health, schools, sports facilities, and more. Patients/clients treated in physical therapy range from newborns to the elderly and sample diagnoses include athletic injuries, back/neck problems, strokes, spinal cord injuries, cerebral palsy, arthritis, and post-surgical conditions such as total joint replacements.

Care provided by a PTA may include:

- teaching patients/clients exercises to increase movement and flexibility
- helping increase a patient's/client's balance, strength and coordination
- providing training for activities such as walking with crutches, canes, or walkers
- use of physical agents and electrotherapy such as ultrasound and electrical stimulation

Upon successful completion of PTA program, graduates will be able to sit for licensure exam given by the Federation of State Board of Physical Therapy. The licensure exam is the responsibility of the graduate.

Program Objectives:
The PTA program has established specific goals and objectives for which the program strives to fulfill its overall mission and philosophy. The following goals and objectives are congruent with the mission, values, and goals and objectives for Rio Grande Valley College.

1. Demonstrate competence as an entry-level Physical Therapist Assistant and ability to work under the direction and supervision of a Licensed Physical Therapist.
2. Demonstrate the ability to effectively communicate and display behaviors appropriate for the delivery of physical therapy services with respect to individual and cultural diversities, including verbal, nonverbal and written communication skills that ensure patient, family, and healthcare comprehension and safety.
3. Demonstrate ethical behavior, professionalism, and effective critical thinking skills that provide patient safety to corresponding health care environments and practices.
4. Demonstrate safe and evidence-based treatment interventions as well as competence in data collection commensurate with conditions and diseases in today's healthcare environment utilizing resources efficiently.
5. Promote the importance of personal and professional growth through life-long learning and membership in professional organizations.

Method of Delivery: Residential

GENERAL EDUCATION COURSES

General Education – Pre-Requisite Courses*

		Contact Hours				Semester Credit			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**	**Lec**	**Lab**	**Ext**	**Total**
BIOL 2401	Anatomy & Physiology I w/ Lab*	45	30	0	75	3	1	0	4.0
ENGL 1301	English Composition I*	45	0	0	45	3	0	0	3.0
PSYC 2314	Lifespan Growth and Development*	45	0	0	45	3	0	0	3.0
SPCH 1305	Public Speaking*	45	0	0	45	3	0	0	3.0
	TOTAL	**180**	**30**	**0**	**210**	**12**	**1**	**0**	**13.0**

* Anatomy and Physiology I & II with Labs must have a GPA minimum of 2.9; Completion of A&P 1 and 2 with lab must be within the past 5 years.
**Acceptable PR Courses: PSYC 2301 General Psychology, COMM 1301 Intro to Communications

DEGREE PLAN

1ST Semester (15 Weeks)

		Contact Hours					Semester Credit			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Outside**	**Total**	**Lec**	**Lab**	**Ext**	**Total**
PTHA 1100	Introduction to Physical Therapy	45	0	0	0	45	3	0	0	3.0
PTHA 1105	Basic Patient Care Skills	30	60	0	0	90	2	2	0	4.0
PTHA 1110	Pathophysiology for the PT Assistant	30	0	0	0	30	2	0	0	2.0
PTHA 1115	Functional Anatomy & Kinesiology	30	30	0	0	60	2	1	0	3.0
BIOL 2402	Anatomy & Physiology II w/ Lab*	45	30	0	0	75	3	1	0	4.0
	TOTAL	**180**	**120**	**0**	**0**	**300**	**12**	**4**	**0**	**16.0**

2nd Semester (15 Weeks)

		Contact Hours					Semester Credit			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Outside**	**Total**	**Lec**	**Lab**	**Ext**	**Total**
PTHA 1200	Physical Agents	30	60	0	0	90	2	2	0	4.0
PTHA 1205	Therapeutic Exercise	30	30	0	0	60	2	1	0	3.0
PTHA 1210	Practicum I	0	0	240	0	240	0	0	5	5.0
	SEMESTER TOTAL	**60**	**90**	**240**	**0**	**390**	**4**	**3**	**5**	**12.0**

3rd Semester (15 Weeks)

		Contact Hours					Semester Credit			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Outside**	**Total**	**Lec**	**Lab**	**Ext**	**Total**
PTHA 2100	Management of Neurological Disorders	30	60	0	0	90	2	2	0	4.0
PTHA 2105	Rehabilitation Techniques	30	60	0	0	90	2	2	0	4.0
PTHA 2110	Orthopedics	30	0	0	0	30	2	0	0	2.0
PTHA 2115	Professional Issues	30	0	0	0	30	2	0	0	2.0
	SEMESTER TOTAL	**120**	**120**	**0**	**0**	**240**	**8**	**4**	**0**	**12.0**

4th Semester (15 Weeks)

		Contact Hours					Semester Credit			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Outside**	**Total**	**Lec**	**Lab**	**Ext**	**Total**
PTHA 2200	Practicum II	0	0	240	0	240	0	0	5	5.0
PTHA 2205	Practicum III	0	0	240	0	240	0	0	5	5.0
PTHA 2210	Seminar	45	0	0	0	45	3	0	0	3.0
	SEMESTER TOTAL	**45**	**0**	**480**	**0**	**525**	**3**	**0**	**10**	**13.0**
	GRAND TOTAL	**585**	**360**	**720**	**0**	**1,665**	**39**	**12**	**15**	**66.0**

The Physical Therapist Assistant program at Rio Grande Valley College is accredited by the Commission on Accreditation in Physical Therapy Education, 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 956-781-6800 Ext. 515 or email mgatling@rgvcollege.edu.

NURSING ESSENTIALS SEMINAR

(Offered in Pharr Campus Only)

Seminar Description:

This seminar provides the essential elements needed for a beginning student to be successful in pursuit of a program for licensing. The very basic aspects of nursing theory will be covered. The student will understand the nature of nursing as well as personal and environmental factors in nursing. Understanding of human development throughout the life cycle will be introduced. A very brief introduction to nutrition and diet therapy a nurse applies to everyday life. A very basic introduction to the structure and function of the human body will be investigated. Medical Terminology and Human Anatomy will be disbursed throughout the course to assist the student in understanding common medical terms.

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)

Method of Delivery: Residential/On-Campus

SEMINAR OUTLINE

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
NURS100	Nursing Essentials Seminar	100	00	00	100
	Total Clock Hours	**100**	**00**	**00**	**100**

PROGRAM SUCCESS SEMINAR

(Offered in Pharr Campus Only)

Seminar Description:

This seminar is a foundational course designed to prepare students for advanced study in human anatomy and physiology, with a targeted focus on body systems. Emphasis is placed on understanding the structure and function of the skeletal, muscular, and nervous systems, as well as the endocrine system and their interactions in maintaining homeostasis and supporting human movement.

Admission Requirements:

To be eligible for enrollment in the Program Success Seminar, students must meet the following criteria:

- 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
- **High School Diploma or GED**
  Present proof of secondary education (High School Diploma or General Equivalency Diploma)
- **General Education Course Completion**
  Must have successfully completed at least one General Education course with a grade of **"C" or higher**.
- **Entrance Test Requirement (TEAS)**
  Must take the **Test of Essential Academic Skills (TEAS)** and achieve a **target score of 60% or higher**.
- **Volunteer Hours (Recommended, Not Mandatory)**
  It is **recommended**, but not required, that applicants complete **40 volunteer hours** under the supervision of a **licensed Physical Therapist (PT) or Physical Therapist Assistant (PTA)**.

Seminar Outline:

		Contact Hours			
Subject #	**Subject Title**	**Lec**	**Lab**	**Ext**	**Total**
SUCC100	Program Success Seminar	30	00	00	30
	Total Clock Hours	**30**	**00**	**00**	**30**

Method of Delivery: Residential/On-Campus

COURSE DESCRIPTIONS

Detailed information about each course, including content, objectives, credits, and prerequisites.

CERTIFICATE PROGRAMS

AP100 ANATOMY AND PHYSIOLOGY LEC 30/LAB 00/EXT 00/TL 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: None]

AP101 PATHOPHYSIOLOGY LEC 30/LAB 00/EXT 00/TL 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: None]

CB100 CAREER BASICS LEC 10/LAB 20/EXT 00/TL 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)]

CLIN100 FUNDAMENTALS OF CLINICAL MEDICAL ASSISTING LEC 20/LAB 40/EXT 00/TL 60
Upon completion of this subject, students will be able to apply for 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: PDMT100, AP100, MOS100, INS100 and EHR100]

CLIN101 CLINICAL PROCEDURES 1: ASSISTING WITH MEDICATIONS AND PROCEDURES IN THE AMBULATORY SETTING LEC 10/LAB 20/EXT 00/TL 30
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 learn to calculate using basic mat to get the correct dosages as prescribed by a physician and administer medications either through injection, by mouth, or topically. [Prerequisite: PDMT100, AP100, MOS100, INS100, EHR100 and CLIN100]

CLIN102 CLINICAL PROCEDURES 2: ASSISTING WITH MEDICAL SPECIALTIES LEC 30/LAB 60/EXT 00/TL 90
During this course, the student will learn to perform diagnostic procedures for each specialty. Diagnostic procedures include vision acuity, ear lavage and instilling medications into the eye and ear. Compare various skin lesions and recognize burns and cold injuries. Describe skin malignancies and assist with dermatologic examinations and procedures. Identify common signs and symptoms and etiology of diseases and disorders for each specialty. As well as identifying CLIA waived test associated with all specialties. [Prerequisite: PDMT100, AP100, MOS100, INS100, EHR100, CLIN100 and CLIN101]

CLIN103 CLINICAL PROCEDURES 3: DIAGNOSTIC PROCEDURES LEC 30/LAB 60/EXT 00/TL 90
During this portion of the program, students will learn to perform an EKG and understand the basic concepts of using the electrocardiograph. Students will also learn how to assist with the collection of bodily fluids such as stool, urine and sputum. Students will learn how to perform phlebotomy using different methods and perform dermal punctures. Students will learn the different types of blood cells, normal values per age group, their function as well as the proper specimen tubes used in phlebotomy. [Prerequisite: PDMT100, AP100, MOS100, INS100, EHR100, CLIN100, CLIN101 and CLIN102]

CLIN104 CLINICAL PROCEDURES 4: ASSISTING WITH SURGERY AND MEDICAL EMERGENCIES
LEC 10/LAB 20/EXT 00/TL 30
Upon completion of this program, students will learn to prepare the patients and the sterile field to assist the physician for surgeries. Students will also learn the surgical supplies and instruments for different types of situations the physician may require. Students will be able to perform EKG's, patient assessment, recognize and respond to life-threatening emergencies and perform CPR. [Prerequisite: PDMT100, AP100, MOS100, INS100, EHR100, CLIN100, CLIN101 CLIN102, and CLIN10]

CLIN105 MA CREDENTIALING AND EXAM REVIEW LEC 60/LAB 00/EXT 00/TL 60
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: PDMT100, MT100, AP100, AP101, MOS100, INS100, EHR100, CLIN100 and CLIN101]

EHR100 ELECTRONIC HEALTH RECORDS LEC 10/LAB 20/EXT 00/TL 30

Upon completion of this course, students will learn to use practice management software which incorporates meaningful use in today's electronic health records. Through its use, the students will enhance their working knowledge to fully understand how electronic health records are used in today's physician's offices in the reception area. The student will learn the components of an office visit note, create, and add an addendum, how to edit a face sheet, modify immunizations record, view patient's lab graphs, create excuse notes, change charts and create a routine slip. The student will learn how to enter, edit and delete charges, payments and other financial information on the patient's ledger. They will also learn how to electronically submit clean, corrected and appealing claims. [Prerequisites: MA-PDMT100, MA-AP100 and AP101]

EMT100 PREPARATORY LEC 28/LAB 12/EXT 00/TL 40

This course introduces EMT-Basic candidates to emergency medical care, including emotional aspects, stress management, Critical Incident Stress Debriefing (CISD), and scene safety. It covers body substance isolation (BSI), personal protective equipment (PPE), and safety precautions. Additionally, the course addresses medical/legal and ethical issues, body systems, body mechanics, and an overview of equipment used in EMT-Basic practice. [Prerequisite: BLS]

EMT101 TEAM APPROACH, PATIENT ASSESSMENT & AIRWAY LEC 08/LAB 06/EXT 00/TL 14

This course will cover the importance of a team approach to healthcare and its impact on patient outcomes. Students will learn the steps EMTs follow to assist with ALS skills, including advanced airway placement and vascular access. Students will understand patient assessment for both medical and trauma patients, the need for proper airway management, and demonstrate competency in using airway adjuncts, suction, oxygen equipment, pulse oximetry, CPAP, and resuscitation devices.
[Prerequisite: EMT100, Preparatory]

EMT102 PHARMACOLOGY, SHOCK AND MEDICAL OVERVIEW LEC 08/LAB 12/EXT 00/TL 20

This course will cover the basics of general pharmacology, including identifying, describing, and demonstrating steps for assisting with or administering EMT-carried medications. Students will learn about shock types, causes, and symptoms, the process of perfusion, and how to assess and provide emergency care to shock patients. They will also understand the importance of proper assessment techniques for medical complaints. [Prerequisite: EMT 101 Airway]

EMT103 MEDICAL/BEHAVIORIAL EMERGENCIES LEC 100/LAB 18/EXT 00/TL 118

Upon completion of this course, the student will learn to recognize and manage respiratory emergencies across all age groups. They will gain understanding of the respiratory, cardiovascular, neurological, gastrointestinal, genitourinary, and renal systems, including assessment and basic care in pre-hospital settings. Students will also develop skills to manage hypersensitivity disorders and anaphylactic reactions. Additionally, they will learn about substance abuse, poisoning types, and treatment for poisoning emergencies. Finally, students will be trained to identify behaviors posing risks to EMTs and others and effectively assess and manage behavioral health emergencies within legal practice boundaries. [Prerequisite: EMT102 Patient Assessment]

EMT104 TRAUMA LEC 40/LAB 24/EXT 00/TL 64

Upon completion of this course, EMT-Basics will review the cardiovascular system, care for patients with internal and external bleeding, and understand the signs, symptoms, and emergency care of shock. The course covers soft tissue injuries, burns, wound dressing and bandaging, and the musculoskeletal system, including the recognition and splinting of extremity injuries. Students will also study the anatomy of the nervous and skeletal systems, spine and head injuries, and proper assessment and care techniques such as cervical immobilization, backboards, and helmet removal. Infant and child considerations are also addressed, with practice in managing traumatic injuries. [Prerequisite: EMT103 Medical/Behavioral Emergencies]

EMT105 INFANTS, CHILDREN OBSTETRICS & GYNEOLOGICAL EMERGENCIES
LEC 08/LAB 00/EXT 00/TL 08

This course will cover the developmental changes in the female reproductive system during puberty and menopause, as well as assessment and treatment for gynecological emergencies. Students will learn about the anatomy and physiology of the female reproductive system related to pregnancy, including childbirth assessment, labor stages, complications, and neonatal care. Special considerations for sexual assault cases are also discussed. Additionally, students will learn how to assess and treat injuries and illnesses in children of all ages, identify abuse and neglect indicators, and understand the medical and legal responsibilities of an EMT. [Prerequisite: EMT104, Trauma]

EMT106 OPERATIONS LEC 16/LAB 00/EXT 00/TL 16

Students on this course will be presented with an overview of the knowledge needed to function in the prehospital environment. Topics covered include responding to a call, emergency vehicle operations, transferring patients, and the phases of an ambulance call. The EMT-Basic student will be provided with an overview of rescue operations. The topics covered include roles and responsibilities at a crash scene, equipment, gaining access, and removing the patient. This course will provide the EMT-Basic

student with information on hazardous materials, incident management systems, mass casualty situations, and basic triage. [Prerequisite: EMT105, Infants and Children]

EMT107 NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS REVIEW
LEC 32/LAB 00/EXT 00/TL 32

Upon completion of this course, the student will apply all material learned through the duration of the program and demonstrate mastery of the subjects covered by sitting in a review and mastering a competency test to pass the National Registry Emergency Medical Technician (NREMT) Examination.

EMT 110 EMERGENCY MEDICAL TECHNOLOGY EXTERNSHIP LEC 00/LAB 00/EXT 18/TL 18

During this portion of the program students will have successfully completed theory and laboratory. The students will be assigned to an ambulance and pre-hospital setting to work 18 hours under the supervision of a licensed paramedic. The student's duties will be to act in uncommon circumstances; comprehend stress levels and ensure his/her well-being; understand common medical and legal conventions; adhere to all regulatory agencies and also comply with the protection of the emergent sick and injured.

CB100 CAREER BASICS (EMT-B) LEC 10/LAB 12/EXT 00/TL 22

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.

INS100 MEDICAL INSURANCE LEC 30/LAB 00/EXT 00/TL 30

Upon completion of this course, students will learn about the medical insurance industry, legal issues surrounding insurance claims, processing and 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. Students will also learn the importance of reimbursement policies and health care plans for government/state, BC/BS, TRICARE, CHAMPVA, Medicare and Medicaid. [Prerequisites: PDMT100, MT100, AP100 and AP101]

MA-AP100 ANATOMY AND PHYSIOLOGY LEC 60/LAB 00/EXT 00/TL 60

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. The basic working knowledge of the human body systems and identify the basic functions using audio and visual presentations. They will also 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: None]

MA-PDMT100 PROFESSIONAL DEVELOPMENT WITH MEDICAL TECHNOLOGY LEC 15/LAB 15/EXT 00/TL30

Upon completion of this course, students will be introduced to the legal system and learn to differentiate between law and ethics. Students will also learn oral and written communication. Students will understand basic writing skills that will give them practice in writing e-mails, messages, memos, and professional letters. Students will also be able to 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. Students will learn the basic use of keys, numbers, and symbols of keyboarding. The student will also learn basic computer concepts and features of Word, Excel, PowerPoint, Outlook applications and integrate data between the applications by completing lab assignments. [Prerequisite: None]

MA110 MEDICAL ASSISTANT EXTERNSHIP LEC 00/LAB 00/EXT 160/TL 160

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]

MOS100 MEDICAL OFFICE ADMINISTRATIVE PROCEDURES LEC 30/LAB 00/EXT 00/TL 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: PDMT100, MT100, AP100 and AP101]

MT100 MEDICAL TERMINOLOGY LEC 30/LAB 00/EXT 00/TL 30

Upon successful completion of this course, 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]

NA 101 INTRODUCTION TO LONG TERM CARE LEC 16 /LAB 00/EXT 00/TL 16
Students 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 LEC 13/LAB 09/EXT 00/TL 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 patientcare 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 LEC 04/LAB 04/EXT 00/TL 08
Students will demonstrate skills in 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 LEC 04/LAB 00/EXT 00/TL 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 LEC 06/LAB 00/EXT 00/TL 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 LEC 04/LAB 00/EXT 00/TL 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 follows: identify the problem, realizing 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 suing technology in nursing homes, 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 in inappropriate use of social media. [Prerequisite: NA 105 Mental Health and Social Needs]

NA 107 NURSE AIDE CLINICAL EXPERIENCE LEC 00/LAB 00/EXT 40/TL 40
Students will demonstrate how to provide basic nursing care in a variety of settings, while maintaining the comfort and safety of patients and self. They will apply their instructional experience in the development of clinical skills. [Prerequisite: NA 101-106]

PDMT100 PROFESSIONAL DEVELOPMENT WITH MEDICAL TECHNOLOGY LEC 30/LAB 60/EXT 00/TL90
Upon completion of this course, students will be introduced to the legal system and learn to differentiate between law and ethics. Students will also learn oral and written communication. Students will understand basic writing skills that will give them the practice in writing e-mails, messages, memos, and professional letters. Students will also be able to 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. Students will learn the basic use of keys, numbers, and symbols of keyboarding. The student will also learn basic computer concepts and features of Word, Excel, PowerPoint, Outlook applications and integrate data between the applications by completing lab assignments. [Prerequisite: None]

PHT 101 ORIENTATION TO PHARMACY SERVICES LEC 60/LAB 00/EXT 00/TL 60
This subject is devoted to preparing students to differentiate between the responsibilities of the pharmacy technician and the registered pharmacist. Students will apply financial and regulatory standards, policy, procedures, and legal aspects found in the pharmacy workplace. Students will identify federal and state pharmaceutical laws that relate to pharmacy technicians. The student will also be introduced to drugs and will distinguish between legend drugs and over-the-counter drugs, routes of administration and dosage formulations. Students will demonstrate the use and understanding of basic mathematical concepts as they relate to pharmacy which includes the use of the metric system. [Prerequisite: PDMT100, MT100, AP100, and AP101]

PHT 102 PHARMACEUTICAL COMPUTER SYSTEMS AND APPLICATIONS LEC 30/LAB 30/EXT 00/TL 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 PHARMACOLOGY FOR THE PHARMACY TECHNICIAN LEC 30/LAB 60/EXT 00/TL 90

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 physiological 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. Course content prepares the student to understand pro and cons of homeopathic drugs. [Prerequisite: PHT 102, Pharmaceutical Computer Systems and Applications]

PHT 104 ASEPTIC TECHNIQUES, STERILE AND NON-STERILE COMPOUNDING AND EMERGENCY PREPAREDNESS LEC 30/LAB 30/EXT 00/TL 60

During this course, the student will learn how to compound sterile products. Sterility procedures are emphasized, as are incompatibility 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. Students will learn the appropriate procedures on preparedness and handling of emergency situations. [Prerequisite: PHT 103, Pharmaceutical Pharmacology for the Pharmacy Technician]

PHT 105 PHARMACY BILLING AND QUALITY ASSURANCE LEC 60/LAB 00/EXT 00/TL 60

This subject will allow the student to gather patient information to assist the pharmacist in pharmacy billing and quality assurance. The student will differentiate between the various forms of prescription coverage for government, state, commercial, military, and worker's compensation. The student will learn how to use and recognize mathematical calculations regarding markup, discounts, and AWP (average wholesale prices). Students will also learn patient rights, understand, and evaluate medication errors, apply root cause analysis and learn steps to prevent such errors. [Prerequisite: PHT 104, Aseptic Technique, Sterile and Non-Sterile Compounding and Emergency Preparedness]

PHT106 PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW LEC 30/LAB 00/EXT 00/TL 30

Upon completion of this course, the student will apply all material learned thru the duration of the program and demonstrate mastery of the subjects covered by sitting in a review and mastering a competency test to pass a national exam recognized by the Texas State Board of Pharmacy. [Prerequisites: PHT 101 through PHT 105]

PHT 107 PHARMACY TECHNICIAN CLINICAL EXPERIENCE LEC 00/LAB 00/EXT 210/TL 210

Upon completion of this course, the student will be assigned 210 clock hours in a hospital / retail pharmacy setting under the supervision of a registered pharmacist. The students' duties will include by are not limited to counting medication, pouring of soluble medications, entering prescription drug orders into computer system, 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 OSHA and HIPAA rules and regulations will be demonstrated by the student. [Prerequisites: PHT 101 through PHT 106]

PLB 100 INTRODUCTION TO PHLEBOTOMY 30 LEC/30 LAB/00 EXT/60 TL

The purpose of these chapters is to provide an overview of the job of the phlebotomy technician. These chapters introduce the different healthcare settings where phlebotomy technicians work, the importance of professional behavior, and the skills and personal qualities necessary for success in the job. The students should be made aware of their responsibilities regarding legal and ethical issues. Students will learn to communicate with a wide range of healthcare workers and with many patients during each day. Communication with other healthcare workers must be accurate, factual, and pertinent. The course should begin with an overview of what infection prevention means and the role of the PBT in meeting the precautions established by OSHA, the CDC, and the

individual facility. The objective of this course is also to create awareness of the hazards present in the workplace and teach the students how to prevent injuries and accidents. [Prerequisite: None]

PLB 101 THE HUMAN BODY & SPECIMEN COLLECTIONS 40 LEC/60 LAB/00 EXT/90 TL
During this portion of the program students will learn the basic working knowledge of the human body systems. This course provides students with foundational information regarding the circulatory system, which is the body system most relevant to the work of phlebotomy technicians. The course also introduces students to the equipment and preparations key to performing successful blood draws. After mastering the material in this chapter, students will be well positioned to understand the steps needed to actually collect high-quality specimens. [Prerequisite: PLB 100 Introduction to Phlebotomy]

PLB 102 BLOOD & NON-BLOOD COLLECTION 30 LEC/60 LAB/00 EXT/90 TL
Upon completion of this course students will have the knowledge needed to collect specimens on the job. This course covers venipuncture procedures, which likely will make up the bulk of the students' work as a phlebotomist. This course covers capillary puncture and procedures involving this form of blood collection. It outlines situations in which capillary puncture is required or preferred and then provides details about how to prepare for and perform capillary puncture procedures. Students will learn the responsible way for performing throat culture swabs or directing patients in the collection of urine specimens. Students may be required to assist in processing urine specimens for drug testing, or to perform dipstick tests on urine specimens. [Prerequisite: PLB 101, The Human Body & Specimen Collections]

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PLB 103 PHLEBOTOMY EXAMINATION REVIEW 60 LEC/00 LAB/00 EXT/60 TL
Upon completion of this course, the student will put all of the knowledge they have acquired throughout the program to use and demonstrate their understanding of the content by participating in a review and passing a competency test to become a National Certified Phlebotomy Technician (NCPT). [Prerequisite: PLB 102 Blood & Non-Blood Collection]

PLB 104 PHLEBOTOMY CLINICAL EXPERIENCE 00 LEC/00LAB/100 EXT/100 TL
During this portion of this program, students will put into practice the skills they have gained in the previous subjects. Students will be placed in a clinical setting such as a doctor's office, laboratory and/or hospital to perform venipuncture and other non-blood collection and demonstrate interaction with patients. [Prerequisite: PLB 100– PLB 103]

VOCATIONAL NURSING

VNSG1120 ANATOMY AND PHYSIOLOGY I LEC 75/LAB 00/CLIN 00/TL 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 compared to concepts and systems. Prerequisite: None

VNSG1115 ANATOMY AND PHYSIOLOGY II LEC 90/LAB 00/CLIN 00/TL 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 compared to concepts and systems. Prerequisite: Anatomy and Physiology I

VNSG1123 HEALTHCARE CONCEPTS LEC 150/LAB 95/CLIN 60/TL 305
This course is designed to introduce beginning vocational nursing students to foundational concepts essential for the practice of nursing. Students will explore strategies to improve study skills, gain a deeper understanding of themselves, the nursing profession, and their roles as members of the health care team. In addition, the course provides both theoretical knowledge and practical experience, emphasizing skills necessary for patient care. These skills are taught in progression from simple to complex, with opportunities for practice and return demonstrations in the skills lab. Broader concepts of patient care will also be introduced to help students build a comprehensive foundation for their nursing education. Prerequisite: None

VNSG 1131 PHARMACOLOGY LEC 140/LAB 00/CLIN 00/TL 140
A general course which introduces 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: VNSG1120, VNSG1115, VNSG1104 VNSG1123, VNSG1116, VNSG1130, VNSG1134, VNSG1129, and VNSG1132

VNSG1130 MATERNAL NURSING LEC 75/LAB 10/CLIN 50/TL 135

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 discussed. The holistic needs of the obstetrical client, including cultural consideration, will be emphasized related goals and nursing interventions with the indicated rationale of each. J 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, Nutrition and Anatomy and Physiology I-II

VNSG1134 PEDIATRIC NURSING LEC 75/LAB 10/CLIN 50/TL 135
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, Nutrition and Maternal Nursing

VNSG1129 MEDICAL SURGICAL NURSING I LEC 100/LAB 00/CLIN 90/TL 190
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: VNSG1120, VNSG1115, VNSG1104, VNSG1123, VNSG1116, VNSG1130 and VNSG1134

VNSG1132 MEDICAL SURGICAL NURSING II LEC 100/LAB 00/CLIN 90/TL 210
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.

VNSG1166 PRECEPTORSHIP LEC 00/LAB 00/EXT 70/TL 70
This course is designed to give the student 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

DEGREE PROGRAMS

NURSING - ASSOCIATE OF APPLIED SCIENCE

BIOL2401 ANATOMY & PHYSIOLOGY I CONTACT HRS. 75/ SEM. HRS. 4.0
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides hands-on learning experience for exploration of human system components and basic physiology. [Pre-requisites: None, Co-requisites: BIOL 2401 Lab]

BIOL2402 ANATOMY & PHYSIOLOGY II CONTACT HRS. 75/ SEM. HRS.4.0
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides

hands-on learning experience for exploration of human system components and basic physiology. [Pre-requisites: BIOL2401 & Lab, Co-requisites: None]

ENGL1301 ENGLISH COMPOSITION I CONTACT HRS. 45/ SEM. HRS. 3.0
Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing academic essays as a vehicle for learning, communicating and critical analysis. [Pre-requisites: None, Co-requisites: None]

PSYC2314 HUMAN GROWTH AND DEVELOPMENT CONTACT HRS. 45/ SEM. HRS. 3.0
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. [Pre-requisites: None, Co-requisites: None]

PSYC 2301 GENERAL PSYCHOLOGY CONTACT HRS. 45/ SEM. HRS. 3.0
This course is the survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. To acquaint students with the diverse field of psychology, methods of research used and how it contributes to the body of knowledge in psychology, promotion of critical thinking, generation of new ideas, and consideration of alternate explanations when evaluating information.

BIOL 2421 MICROBIOLOGY CONTACT HRS. 45/ SEM. HRS 3.0
Microbiology is a one-semester course that emphasizes the interaction of microorganisms with humans and the diseases they cause. This will enable students to understand disease-causing representatives of different groups of microorganisms and who these are transmitted and controlled. Topics of emphasis include microscopy, survey of various microbes, the immune system, food microbiology, microbial pathogens and mechanisms of disease transmission. The course is complemented by laboratory exercises in which students acquire hands-on experience in studying various aspects of microbiological applications. The following courses will also be acceptable: BIOL2120, BIOL2320, BIOL2420 & CLSC2429

RNSG 2325 PROFESSIONAL NURSING I CONTACT HRS. 30/ SEM. HRS. 2.0
This course will cover selected concepts related to the role of the professional nurse as a nurse leader, member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Trends and issues will be reviewed that impact nursing health care today and healthcare in the future. Topics include knowledge, judgment, skills, and professional values within a legal and ethical framework. This course will also examine legal and ethical concepts as they apply to professional nursing practice. Standards of care in the context of the Nurse Practice Act will serve as the framework for discussion. Analysis of case issues will be utilized as the forum for legal and ethical decision-making process. This course will also discuss management and leadership principles that apply to the role of the professional nurse.

RNSG 2430 NURSING CARE CONCEPTS I CONTACT HRS. 75 / SEM. HRS. 5.0
This course introduces major theories and concepts necessary to provide holistic nursing care over the lifespan from diverse cultures with selected physiological disorders. These theories and concepts are introduced using a wellness-illness continuum and serve as a basis for critical thinking and use of the nursing process in the care of pregnant patients and their family, care of the newborn, and care pediatric patient. Concepts such as health, culture, environment, aging, nutrition, and the professional nurse role in direct patient care and in collaboration with other health care providers are addressed. Students are provided with the opportunity to master nursing technologies in a variety of laboratory and clinical situations.

RNSG 2202 PROFESSIONAL NURSING SKILLS I CONTACT HRS. 60 / SEM HRS. 3.0
Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasis will be placed on psychomotor skills and clinical reasoning. Performance of nursing procedures related to clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. This course includes health assessment and medication administration that will be evaluated.

RNSG 2360 NURSING CLINICAL I CONTACT HRS. 135 / SEM HRS. 3.0
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by a clinical professional. Students will identify the knowledge and skills required to transition from the role of vocational nurse to the role of professional registered nursing in several of the acute care hospital units. A comprehensive assessment of the Pediatric patient in the community will be completed. All co-requisites' courses must be passed concurrently in order for the student to progress to the next level of nursing course.

RNSG 2201 NURSING PHARMACOLOGY CONTACT HRS. 30 / SEM. HRS: 2.0

This course is an introduction to the science of Pharmacology with an emphasis on actions, interactions, adverse effects, and nursing implications of drug classifications. Nursing roles and responsibilities in the safe administration of medications within the scope of practice will be discussed, correlate medication classifications to various health conditions and diagnoses affecting patients across the lifespan. This course includes dosage and calculations.

RNSG 2533 NURSING CARE CONCEPTS II CONTACT HRS. 75 / SEM. HRS: 5.0
This course will focus on an in-depth coverage of health care concepts found within selected health conditions. The student will utilize a systematic process to analyze the patients across the lifespan; prioritize nursing management of care for selected health care concepts. Apply the previously learned material. Examine the interrelatedness among nursing care concepts to make clinical judgments for optimum patient care outcomes.

RNSG 2215 NURSING COMPREHENSIVE ASSESSMENT CONTACT HRS. 30 / SEM. HRS. 2.0
Concepts and principles underlying assessment of the health status of individuals are presented. Emphasis is placed on interviewing skills, health histories, and the physical and psychosocial findings in the well person. Development of communication in the nurse-client relationship and assessment skills are included. Students implement the nursing process by obtaining health histories, performing physical and psychosocial assessments, establishing a database, and formulating initial nursing plans.

RNSG 2461 PROFESSIONAL NURSING CINICAL II CONTACT HRS. 135 / SEM HRS. 3.0
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by a clinical professional. Students will identify the knowledge and skills required to practice professional registered nursing in several of the acute care hospital units. A focused area of this clinical rotation will consist of adult medical surgical and geriatric nursing. All co-requisites' courses must be passed concurrently in order for the student to progress to the next level of nursing course.

RNSG 2237 PROFESSIONAL NURSING II CONTACT HRS. 30 / SEM. HRS. 2.0
This course delves deeper into the application of professional nursing concepts within professional nursing roles. Utilization of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, teamwork, and collaboration. Topics such as quality improvement, health information technology and health care organizations are only a portion of the topics to be discovered. Emphasizes concept of quality improvement and introduces health policy. This course incorporates role development of professional nurses.

RNSG 2538 NURSING CARE CONCEPTS III CONTACT HRS: 75 / SEM. HRS. 5.0
This course will focus on in-depth coverage of health care concepts found within selected health conditions. The student will utilize a systematic process to analyze the patients across the lifespan; prioritize nursing management of care for selected health care concepts. Apply the previously learned material. Examine the interrelatedness among nursing care concepts to make clinical judgments for optimum patient care outcomes. A major focus will be on Psychiatric-Mental Health Nursing.

RNSG 2362 NURSING CLINICAL III CONTACT HRS. 135 / SEM. HRS. 3.0
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Specific learning objectives guide the student's integrated clinical experiences, focusing on application of concepts and skills learned in previously completed RNSG courses. Clinical rotations through ICU and a variety of community-based health agencies, including a psychiatric facility, give the student an opportunity to apply integrated patient care management.

RNSG 2267 NCLEX PREP COURSE CONTACT HRS. 30 / SEM. HRS. 2.0
The focus of this course is to engage the students in NCLEX-RN preparatory work after program requisite courses are completed. This course will allow students to focus on comprehensive, as well as individualized practice exams, case studies, and other material related to nursing concepts. The course will also entail methods in test-taking strategies and clinical judgement.

Please see the Nursing - Associate of Applied Science Student Handbook for details pertaining to additional policies and procedures

PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF APPLIED SCIENCE

BIOL2401 ANATOMY & PHYSIOLOGY I W/LAB CONTACT HRS. 75/ SEMESTER HRS.4.0
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides hands-on learning experience for exploration of human system components and basic physiology. [Pre-requisites: None, Co-requisites: BIOL 2401 Lab]

BIOL2402 ANATOMY & PHYSIOLOGY II W/LAB CONTACT HRS. 75/ SEMESTER HRS.4.0
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides hands-on learning experience for exploration of human system components and basic physiology. [Pre-requisites: BIOL2401 & Lab, Co-requisites: None]

ENGL1301 ENGLISH COMPOSITION I CONTACT HRS. 45/ SEMESTER HRS. 3.0
Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing academic essays as a vehicle for learning, communicating and critical analysis. [Pre-requisites: None, Co-requisites: None]

PSYC2314 LIFESPAN GROWTH AND DEVELOPMENT CONTACT HRS. 45/ SEMESTER HRS. 3.0
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. [Pre-requisites: None, Co-requisites: None]

SPCH1305 PUBLIC SPEAKING CONTACT HRS. 45/SEMESTER HRS: 3.0
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. [Pre-requisites: None, Co-requisites: None]

PTHA 1100 INTRODUCTION TO PHYSICAL THERAPY CONTACT HRS: 45 / SEMESTER HRS : 3.0
This course introduces the student to the physical therapy profession. History of the physical therapy profession; roles and responsibilities of physical therapists and physical therapist assistants related legal and ethical issues; communication strategies documentation, and the psychosocial aspects of disability are included.

PTHA 1105 BASIC PATIENT CARE SKILLS CONTACT HRS.: 90 / SEMESTER HRS.: 4.0
This course provides a foundation in physical therapy assessment and treatment techniques including body mechanics, transfers, and passive range of motion, gait training, and vital signs.

PTHA 1110 PATHOPHYSIOLOGY FOR THE PTA CONTACT HRS: 30 / SEMESTER HRS.: 2.0
This course focuses on the etiology, signs, symptoms, treatment, and physical therapy implications of common diseases and conditions impacting the systems of the body.

PTHA 1115 FUNCTIONAL ANATOMY AND KINESIOLOGY CONTACT HRS: 60 / SEMESTER HRS: 3.0
This course covers the relationship of the musculoskeletal and neuromuscular systems in regard to normal and abnormal movement. This course provides a basic understanding of normal human body movement as related to skeletal, articular, neurological, and muscular systems as well as integration of skills related to the kinesiological assessment of the human body. Biomechanical principles related to human movement, manual muscle testing, and goniometry are also addressed.

PTHA 1200 PHYSICAL AGENTS CONTACT HRS: 90/ SEMESTER HRS: 4.0
This course covers biophysical principles and application of therapeutic physical agents and therapeutic massage with specific emphasis on indications, contraindications, precautions, and parameters for the following: superficial heat, cryotherapy, external compression, ultrasound, biofeedback, massage, spinal traction, hydrotherapy, and electrical stimulation.

PTHA 1205 THERAPEUTIC EXERCISE CONTACT HRS: 60 / SEMESTER HRS: 3.0
This course is a study of theories, indications, contraindications, and application of common therapeutic exercise. Emphasis is given to the principles of therapeutic exercise and its appropriate utilization as part of the physical therapist's plan of care.

PTHA 1210 PRACTICUM I CONTACT HRS: 240/SEMESTER HRS: 5.0
Skills, knowledge and attitudes learned in all first year PTA courses will be applied to patient care in selected clinical settings over a full-time six-week period. Students will perform physical therapy assessment techniques and treatment interventions with moderate supervision and guidance from the supervising physical therapist.

PTHA 2100 MANAGEMENT OF NEUROLOGICAL DISORDERS CONTACT HRS: 90 / SEMESTER HRS: 4.0
This advanced course focuses on assessment techniques and treatment interventions of common neurological and pediatric disorders. Motor development and motor learning, including the implications for physical therapy treatment, is also included.

PTHA 2105 REHABILITATION TECHNIQUES CONTACT HRS: 90 / SEMESTER HRS: 4.0
This course magnifies previously learned knowledge for the assessment and treatment of more advanced patient populations. This course includes content on prosthetic and orthotic devices, rehabilitation of patients with an amputation, cardiopulmonary rehabilitation, women's health, and chronic pain.

PTHA 2110 ORTHOPEDICS CONTACT HRS: 30 / SEMESTER HRS: 2.0
This course focuses on common orthopedic injuries, disorders, and surgeries, including related physical therapy assessment techniques and treatment interventions. Musculoskeletal tissue healing, therapeutic exercise progression and patient education is also included.

PTHA 2115 PROFESSIONAL ISSUES CONTACT HRS: 30 / SEMESTER HRS: 2.0
This course includes ethical decision making, common administrative components of physical therapy settings, quality assurance, professional opportunities for physical therapist assistants, and professional advocacy. Students also complete a service-learning project within the community.

PTHA 2200 PRACTICUM II CONTACT HRS: 240/SEMESTER HRS: 5.0
Skills, knowledge and attitudes learned in all PTA courses will be applied to patient care over a full six-week period. Emphasis will be placed on the clinical application and integration of knowledge and skills learned during the PTA program with the objective of providing care for routine patients with minimal supervision and guidance from the supervising physical therapist.

PTHA 2205 PRACTICUM III CONTACT HRS: 240/SEMESTER HRS: 5.0
Skills and knowledge learned in all PTA courses will be applied to patient care over a full six-week period. Emphasis will be placed on the clinical application and integration of knowledge and skills learned during the PTA program with the objective of providing care for routine patients and complex patients at the level of an entry-level PTA with minimal supervision and guidance from the supervising physical therapist.

PTHA 2210 SEMINAR CONTACT HRS: 45/SEMESTER HRS: 3.0
This course occurs concurrently with the final two clinical education experiences and helps prepare students to transition into the physical therapy profession through content on professionalism, resume design, job interviewing, leadership, and professional issues. Within this course students also take a simulated licensure exam and design a case study on a patient treated during their final clinical experiences as it relates to interprofessional collaboration. Students will also engage in an integrated NPTE review course concurrent with Practicum I and Practicum II.

Please see refer the PTA Program Student Handbook for details pertaining to additional policies and procedures

SEMINAR

Nursing Essential Seminar LEC 100/LAB 00/EXT 00/TL 100
This seminar provides the essential elements needed for a beginning student to be successful in pursuit of a program for licensing. The very basic aspects of nursing theory will be covered. The student will understand the nature of nursing as well as personal and environmental factors in nursing. Understanding of human development throughout the life cycle will be introduced. A very brief introduction to nutrition and diet therapy a nurse applies to everyday life. A very basic introduction to the structure and function of the human body will be investigated. Medical Terminology and Human Anatomy will be disbursed throughout the course to assist the student in understanding common medical terms. 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 be able to apply new diagnoses coding requirements. [Prerequisite: None]

Program Success Seminar LEC 30/LAB 00/EXT 00/TL 30

This seminar is a foundational course designed to prepare students for advanced study in human anatomy and physiology, with a targeted focus on body systems. Emphasis is placed on understanding the structure and function of the skeletal, muscular, and nervous systems, as well as the endocrine system and their interactions in maintaining homeostasis and supporting human movement. [Prerequisite: None]

TRUE AND CORRECT STATEMENT

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: _____
Dr. Annabelle P. Rodriguez, School Director

INSERTS

Important forms, disclosures, agreements, policies, and additional information for your reference.

HOLIDAY CALENDAR

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

Spring Break …….……..…**All Students**……..……...…….. 3/16/2026 thru 3/21/2026

Good Friday…….……...…… 04/03 & 4/4/2026

Memorial Day……. 05/23 & 5/25/2026

Independence Day…….……... 07/04/2026

Labor Day……..…... 09/05 & 9/07/2026

Thanksgiving Day……..……..…….…..11/26 & 11/28/2026

Christmas Holiday …….**All Students**…….……..……... 12/21/2026 thru 1/2/2027

Spring Break …….……**All Students**……..……...……..……...3/15/2027 thru 3/20/2027

Good Friday…….……...…… 03/26 & 3/29/2027

Memorial Day……. 05/29 & 5/31/2027

Labor Day……..…... 09/04 & 9/6/2027

Thanksgiving Day……..……..……..11/25 & 11/26/2026

Christmas Holiday …….**All Students**…….……..…….. 12/20/27 thru 1/1/2028

Spring Break …….……..…**All Students**……..……...……..……...3/13/2028 thru 3/18/202

Good Friday…….……...…… 04/14 & 4/15/2028

Memorial Day……. 05/27 & 5/29/2028

Independence Day……..……..07/04/2028

Labor Day……..…... 09/02 & 9/4/2028

Thanksgiving Day……..……..……..11/23 & 11/25/2028

Christmas Holiday …….**All Students**…….……..…….. 12/18/28 thru 12/30//2028

TUITION AND FEES

MEDICAL ASSISTANT
(730 Clock Hours/6 Months)

Tuition	$ 12,400.00
Registration Fee	100.00
TOTAL COST	**$ 12,500.00***

*Tuition includes the cost of textbooks and supplies

PHARMACY TECHNICIAN
(780 Clock Hours/7 Months)

Tuition	$ 13,278.00
Registration Fee	100.00
TOTAL COST	**$ 13,378.00***

*Tuition includes the cost of textbooks and supplies

NURSE AIDE PROGRAM
(100 Clock Hours/5 Weeks)

Tuition	$ 800.00
Registration Fee	100.00
TOTAL COST	**$ 900.00***

*Tuition includes the cost of textbooks and supplies

NURSING ESSENTIALS SEMINAR
(100 Clock Hours/5 Weeks)

Tuition	$ 800.00
Registration Fee	100.00
TOTAL COST	**$ 900.00***

*Tuition includes the cost of textbooks and supplies

PHLEBOTOMY TECHNICIAN
(400 Clock Hours/4 Months)

Tuition	$ 1,400.00
Registration Fee	100.00
TOTAL COST	**$ 1,500.00***

*Tuition includes the cost of textbooks and supplies

EMERGENCY MEDICAL TECHNOLOGY PROGRAM - BASIC
352 Clock Hours/15 Weeks
(Program not approved or regulated by TWC -CSC)

Tuition	$ 1,899.00
Registration Fee	100.00
TOTAL COST	**$ 1,999.00**

*Tuition includes the cost of textbooks and supplies

Please note that additional fees may apply for each program and are not included in the program cost. For a detailed list of these fees, we encourage you to consult our admissions team. These fees are the responsibility of the student.

VOCATIONAL NURSING
(1350 Clock Hours/39 Weeks) Day
(1350 Clock Hours/71 Weeks) Evening Weekend

Tuition	$ 27,400.00
Registration Fee	100.00
TOTAL COST	**$ 27,500.00***

*Tuition includes the cost of textbooks and supplies

NURSING – ASSOCIATE OF APPLIED SCIENCE
45 Weeks/12 Months/60 Semester Credit Hours

Tuition	$ 34,900.00
Registration Fee	100.00
TOTAL COST	**$ 35,000.00***

*Tuition includes the cost of textbooks and supplies

PHYSICAL THERAPIST ASSISTANT - AAS
60 Weeks/66 Semester Credit Hours

Tuition	$ 37,900.00
Registration Fee	100.00
TOTAL COST	**$ 38,000.00****

****Tuition DOES NOT include the cost of the PTA Kit**

Additional fees NOT included in the cost of the PTA-AAS program include:

1st Year

Application Fee	$ 35.00
Complio	$ 35.00
Drug Screen	$ 42.00
Background Check	$ 35.00
Parking Permit	$ 25.00
TEAS Test	$ 80.00
PTA Kit	$139.00

2nd Year

FSBPT Registration Fee	$485.00
Prometric Seating Fee	$ 92.00
Graduation Packet	$139.00
Jacket (pinning ceremony)	$ 57.16
Permanent Texas PA License	$125.00
Fingerprinting	$ 49.00
Parking Violations	$ 25.00
Handicap Parking Ticket	$ 50.00
Fire lane Parking Ticket	$ 50.00

These amounts may be subject to change

DAILY CLASS SCHEDULE

Medical Assistant / Day Schedule
730 Clock Hours/26 Weeks /5 Months (Approximate)

Pharmacy Technician Program / Day Schedule
780 Clock Hours / 27 Weeks/7 Months (Approximate)

Phlebotomy Technician Program / Day Schedule
400 Clock Hours / 17 Weeks/6 Months (Approximate)

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

Nurse Aide Program / Day
100 Clock Hours/5 Weeks (Approximate)

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

Emergency Medical Technology Program – Basic
(Program not approved or regulated by TWC -CSC)
352 Clock Hours/15 Weeks (Evening/Weekend)

Monday – Thursday and Saturday	
5:30 pm – 9:30 pm	Evening Session
8:30 am - 2:30 pm	Saturday *
***Hospital / ambulance rotations are completed on Saturdays**	

Vocational Nursing Program / Day Schedule
1350 Clock Hours/39 Weeks/9 Months (Approximate)

Monday thru Friday	
8:30 pm – 12:30 pm	Morning Session
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 4:30 pm	Afternoon Session
Schedule to clinical days are subject to change based on the clinical site availability. Clinical days are 8 – 12 hours per day.	

Vocational Nursing Program/ Evening-Weekend Schedule
1350 Clock Hours/71 Weeks/17 Months (Approximate)

Monday, Tuesday & Thursday	
5:30 pm – 9:30 pm	Evening Session
Saturday	
8:00 am – 12:00 pm	Morning Session
12:00 pm – 1:00 pm	Lunch Break
1:00 pm – 5:00 pm	Afternoon Session
Schedule to clinical days are subject to change based on the clinical site availability. Clinical days are 8 – 12 hours per day.	

Nursing - Associate of Applied Science
60 Semester Credit Hours / 45 Weeks /12 Months

DAY SCHEDULE Monday - Tuesday	
8:30 am – 11:30 pm	Morning Session
11:30 pm – 12:30 pm	Lunch Break
12:30 pm – 4:30 pm	Afternoon Session
Clinical Schedule varies between Wednesday, Thursday and Friday 6:30 am – 4:30pm	
EVENING SCHEDULE	
5:00 pm – 10:00 pm	Monday
5:30 pm – 9:30 pm	Tuesday & Wednesday
Clinical Schedule	
2:00 pm – 10:30 pm	Thursday & Friday
Clinical schedule varies based on clinical sites availability to Saturday 6:30 am – 4:30 pm	

Physical Therapist Assistant - AAS
66 Semester Credit Hours/ 60 Weeks

Monday thru Friday	
8:30 am – 12:00 pm	Morning Session
12:00 pm – 1:00 pm	Lunch Break
1:00 pm – 5:30 pm	Afternoon Session
Clinical Schedules may vary depending on the Affiliate Sites	

Rio Grande Valley College

2027-2028 START DATE SCHEDULE

Medical Assistant
730 Clock Hours / 26 weeks/ 6 Months
National Certification

START DATE	EXTERN START DATE	ANTICIPATED COMPLETION DATE
5/1/2026	9/29/2026	**11/6/2026**
7/27/2026	1/7/2027	**2/12/2027**
9/29/2026	3/17/2027	**4/23/2027**
1/11/2027	6/17/2027	**7/23/2027**
3/22/2027	8/19/2027	**9/24/2027**
6/21/2027	11/16/2027	**1/07/2028**
8/23/2027	2/3/2028	**3/10/2028**
11/22/2027	5/12/2028	**6/16/2028**

Pharmacy Technician
780 Clock Hours / 27 weeks / 6 months
National Certification

START DATE	EXTERN START DATE	ANTICIPATED COMPLETION DATE
2/21/2025	7/31/2025	**9/19/2025**
7/31/2025	1/13/2026	**2/27/2026**
1/13/2026	6/19/2026	**8/7/2026**
~~7/6/2026~~	~~12/3/2026~~	~~2/5/2027~~
~~12/3/2026~~	~~5/24/2027~~	~~7/9/2027~~
~~5/10/2027~~	~~10/6/2027~~	~~11/24/2027~~
~~10/7/2027~~	~~3/20/2028~~	~~5/5/2028~~

Nurse Aide Program
100 Clock Hours / 5 Weeks (DAY) Monday - Friday
Texas Nurse Aide Registry

START DATE	ANTICIPATED COMPLETION DATE
8/31/2026	**10/5/2026**
10/12/2026	**11/13/2026**
11/23/2026	**01/12/2027**
1/25/2027	**02/26/2027**
3/6/2027	**4/20/2027**
5/10/2027	**6/14/2027**
7/5/2027	**8/6/2027**
9/7/2027	**10/11/2027**
11/1/2027	**12/7/2027**

Nurse Aide Program 100 Clock Hours
Evening Schedule:
Monday, Tuesday & Thursday / 8 Weeks / 5:30pm – 9:30 pm
Texas Nurse Aide Registry

START DATE	ANTICIPATED COMPLETION DATE
9/8/2026	11/3/2026
1/4/2027	3/1/2028
3/22/2027	5/18/2027

Emergency Medical Technology Program – Basic
352 Clock Hours / 15 weeks/ 3 Months
Schedule: Mon – Thurs 5:30 p – 9:30 p/Saturday 8:30 a – 2:30 p
National Certification

#	START DATE	ANTICIPATED COMPLETION DATE
1	August 25, 2025	December 12, 2025
2	January 12, 2026	May 16, 2026
3	June 8, 2026	October 3, 2026
4	October 19, 2026	February 20, 2027
5	March 8, 2027	July 1, 2027
6	July 26, 2027	November 18, 2027

OBSERVED HOLIDAYS

HOLIDAYS	DATES
2026	
Spring Break	3/16/26 – 3/21/26
Good Friday	4/3/26 & 4/4/26 † ◙
Memorial Day	5/23/26 & 5/25/26
Independence Day	7/4/26
Labor Day	9/5/26 & 9/7/26
Thanksgiving Holiday	11/26 – 11/28/26 † ◙
Christmas Holiday	12/21/26 – 1/2/2027 ◙
† Weather Days – April 6, 2026, and November 27, 2026 **◙ Staff Development Day**	
2027	
Spring Break	3/15/27 – 3/20/27
Good Friday	3/26/27 & 3/27/27 † ◙
Memorial Day	5/29/27 & 5/31/27
Labor Day	9/4/27 & 9/6/27
Thanksgiving Holiday	11/25/27 & 11/27/27 † ◙
Christmas Holiday	12/20/27 – 1/1/2028 ◙
† Weather Days – March 29, 2027, and November 26, 2027 **◙ Staff Development Day◙**	
2028	
Spring Break	3/13/28 – 3/18/28
Good Friday	4/14/28 & 3/15/27 † ◙
Memorial Day	5/27/28 & 5/29/28
Independence Day	7/4/2028
Labor Day	9/2/28 & 9/4/28
Thanksgiving Holiday	11/23/28 & 11/28/28 † ◙
Christmas Holiday	12/18/28 – 1/1/2029 ◙
† Weather Days – April 17,2028 and November 24, 2028 **◙ Staff Development Day**	

9/18/2026

Rio Grande Valley College

2027-2028 START DATE SCHEDULE

Vocational Nursing

Day Schedule: Mon. – Fri. - 8:30 am – 4:30 pm/ 39 weeks / 9 mos.
EVE-WKD Schedule: M T Th 5:30 PM – 9:30 PM and Saturday 8:00 am – 5:00 PM 61 weeks / 14 mos.
License Type: Licensed Vocational Nurse (TBON)

#	START DATE	ANTICIPATED COMPLETION DATE
91 EW	01/13/2025	10/16/2026
95EW	5/5/2025	2/5/2027
96	6/2/2025	7/3/2026
97	7/14/2025	8/14/2026
98	8/25/2025	9/23/2026
99EW	9/8/2025	8/18/2027
100	10/6/2025	11/6/2026
101	11/17/2025	12/18/2026
102	1/12/2026	2/12/27
103EW	1/12/2026	11/26/2027
104	2/23/2026	3/26/2027
105	4/13/2026	2/19/2027
106EW	5/04/2026	9/3/2027
107	5/26/2026	4/9/2027
108	7/06/2026	5/14/2027
109EW	7/13/2026	11/12/2027
110	8/17/2026	7/2/2027
111EW	9/14/2026	02/25/2028
112	9/28/2026	8/6/2027
113	11/9/2026	9/24/2027
114EW	11/16/2026	05/12/2028
115	1/4/2027	10/22/2027
116EW	1/4/2027	6/30/2028
117	2/15/2027	12/17/2027
118EW	3/08/2027	9/01/2028
119	3/31/2027	2/04/2028
120	5/12/2027	3/24/2028
121EW	5/24/2027	11/10/2028
122	6/17/2027	5/05/2028
123EW	7/26/2027	1/26/2029
124	7/29/2027	6/16/2028
125	9/02/2027	7/07/2028
126EW	9/27/2027	4/12/2029
127	10/18/2027	9/01/2028
128	11/22/2027	10/06/2028
129EW	11/29/2027	6/08/2029
130EW	1/10/2028	7/06/2029
131	1/19/2028	11/22/2028

9/18/2026

Physical Therapist Assistant -Associate of Applied Science

60 Week – 66 Semester Credit Hour

#	START DATE	ANTICIPATED COMPLETION DATE
2	January 8, 2024	April 25, 2025
3	January 6, 2025	April 24, 2026
4	January 5, 2026	April 23, 2027
5	January 4, 2027	April 21, 2028
6	January 3, 2028	April 27, 2029

The Physical Therapist Assistant program at Rio Grande Valley College is accredited by the Commission on Accreditation in Physical Therapy Education, 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 956-781-6800 Ext. 515 or email mgatling@rgvcollege.edu.

Nursing – Associate of Applied Science

60 Semester Credit Hours / 45 Weeks / Completed in 12 months.
Degree Received: Registered Nurse License (TBON)

#	START DATE	ANTICIPATED COMPLETION DATE
11	May 7, 2024	April 25, 2025
12	September 4, 2024	August 15, 2025
13	January 6, 2025	December 19, 2025
14	May 13, 2025	April 24, 2026
15	September 8, 2025	August 21, 2026
16	September 8, 2025 (EVE)	August 21, 2026
17	January 5, 2026	December 18, 2026
18	May 11, 2026	April 23, 2027
19	May 11, 2026 (EVE)	April 23, 2027
20	September 8, 2026	August 20, 2027
21	September 8, 2026 (EVE)	August 20, 2027
22	January 4, 2027	December 17, 2027
23	January 4, 2027 (EVE)	December 17, 2027
24	May 10, 2027	April 21, 2028
25	May 10, 2027 (EVE)	April 21, 2028
26	September 7, 2027	August 18, 2028
27	September 7, 2027 (EVE)	August 18, 2028

EXCUSED ABSENCE POLICY

Rio Grande Valley College

EXCUSED ABSENCE POLICY

I. POLICY STATEMENT

Rio Grande Valley College expects students to attend and participate in all classes, all introductory and advanced practice experiences, and complete all exams and assessments as scheduled (together defined as "coursework"). Missed coursework has the potential to disrupt individual and team learning, invalidate assessment of learning outcomes, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable. This policy sets out the circumstances when an absence will be considered excused along with the expectations for timely communication and makeup of missed coursework with the Program Director (VN Director of Nurses and/or Asst. Director of Nurses; Assistant Allied-Health Director and/or School Director).

II. PURPOSE

- To minimize student absence from classes, practical experiences, exams, and major assessments
- To define clearly what types of absences will be excused and the number of hours allowed.
- To create student expectations for timely communication, presentation of evidence, and follow-up on missed coursework
- To empower the student, team, and faculty to collaborate efficiently to address missed coursework in a timely manner
- To avoid placing students at a disadvantage when unavoidable excused absences occur
- To encourage consistency in how faculty allow makeup of missed coursework, rotations, or assessments
- To meet required lecture and clinical hours as noted on the course outlined and required for graduation

III. SCOPE/COVERAGE

The policy applies to all students enrolled at Rio Grande Valley College.

IV. PROCEDURE

a. Approval of Absence

Students should seek approval for an absence from the Program Director well in advance of the absence if possible, by completing the Excused Absence Request Form that will be reviewed by the Program Director and determined if excused or unexcused on a case by cases basis. In the case of emergency absence students should complete and submit the Excused Absence Request Form within **1 business day** of returning to campus after the absence. Timely and professional communication with the course instructor, and others affected by the absence, will help limit the adverse impact of the absence on their own learning and that of their peers. Regardless of whether an absence is excused or unexcused, students are expected to demonstrate professionalism and to follow procedure when requesting an absence.

b. Duration of Absence

A student may request no more than **one academic day of excused absences per course level for Vocational Nursing and per course for Allied-Health Programs;** all absences shall not exceed ***(21 clock hours for the Vocational Nursing Program and no more than 10% for the enrollment period in the Allied-Health Programs).*** Absences exceeding the allowable excused absence hours may require a student to request a Leave of Absence or Withdrawal. Students must contact the Registrar's Office if any one absence period exceeds the allowable number of hours to discuss these options. Students will be invited to meet with the Program Director in cases where a number of separate absences have reached the cumulative maximum.

c. Type of Excused Absence

A student may request an excused absence, from the Program Director, only for reasons listed below:

- Emergency medical (self or immediate family), ER visits or hospitalization (requiring immediate care- life or death situations). A full medical/surgical release must follow the medical excuse. The medical/surgical release must include <u>no limitations</u> to fulfill the coursework requirements of the program (classroom, skills and clinical).
- Military duty (Provide copy of military orders)
- Immigration & Naturalization
- Jury Duty-Federal Only (Provide a copy of Jury Duty notice)
- Legal (by subpoena; personal legal issues may <u>not</u> be excused)

- Bereavement (first degree relative)
- Involvement in traffic accident documented by law enforcement report
- Professional Leave (meet with program director)
- Other circumstances of an extreme, unanticipated and compelling nature (as determined by Program Director).

d. Makeup Allowances

Students are responsible for contacting the course instructor to arrange makeup of coursework; otherwise they will receive a score of zero. A student seeking an excused absence should complete the Excused Absence Request Form and seek the Program Director's signature for each course the student was absent **within 1 business day** upon return to courses or campus. The form must then be given to the Program Director, who will approve or deny the absence request. The Program Director will notify the student and course instructor of the outcome of the absence request.

If an absence is excused, students will be allowed to make up missed coursework or missed assessments. The nature and type of makeup, makeup time, date, format, duration, and grading is at the sole discretion of the Program Director and will make following distinction between 'high' and 'low' stakes assessments/coursework, and professional leave:

- A student who is absent for a 'high stakes' exam or other such activity considered high stakes, provided the absence has been excused, will be required and allowed to make up.

- If a student is absent for a 'low stakes' assessment the Course Instructor may choose to drop the missed coursework from the grade book or provide a makeup opportunity

- A student requesting an absence to attend a professional meeting must demonstrate they are in good academic standing. Requests for professional leave must be submitted at least **10 business days in advance of the professional conference attendance**. If attendance coincides with a high stakes exam it is highly likely that the absence will be denied.

e. High Stakes Absences

A High Stakes Absence is defined when a student misses ANY of the following: a clinical rotation or part thereof, an exam, delivering a presentation, project, poster, participation in any course activity listed on the course Calendar that is part of the course syllabus, any course activity specifically designated High Stakes in the course syllabus, or any missed coursework worth 5% or more of the overall course grade.

This category of absence will be held to the highest standard for documentation and communication. A student requesting to receive an excused High Stakes Absence must satisfy the following criteria:

- Nature: The nature of the absence is listed under the 'May Request' list above. Note: the Program Director can choose to exclude excusing Professional Leave for High Stakes Absences, please contact the Program Director in advance.

- Urgent and Necessary: The nature of the absence must demand immediate attention by the student to avoid significant harm or loss. Note: Staying home or scheduling a medical visit for a routine cold, flu, nausea, migraine, dental visit, physical, annual exam or other nonemergency illness generally does not satisfy this criterion.

- Unavoidable: Students must demonstrate that the absence could not be anticipated and cannot be avoided by way of rescheduling to avoid the High Stakes Absence. Students must also demonstrate they returned to courses as early as possible and safe.

- Timely Communication: The student reaches out in writing (typically by email) directly to the Course Instructor/Program Director as soon as it is possible and safe to do so, providing preliminary details of the nature and urgency of the absence. Where possible, this is done in advance of the absence. (See VN Student Handbook policy-*Attendance Standards*)

- Well-Documented: A fully completed Excused Absence Request Form must be submitted to the Program Director. The student must provide sufficient written documentation demonstrating in detail the above criteria, prior to the student returning to any course or to campus. The student must respond to requests by the Program Director for additional documentation in a timely manner and no later than 24 hours following each request made by the Program Director.

Makeup coursework for a High Stakes Absence: As any missed assessments or exams may be compromised by the delay in assessment, it is recommended (but not required) that the Course Instructor add to or replace the original assessment with a one-on-one oral and/or written exam. The student should notify the Course Instructor immediately upon their return to campus, even if full documentation of the High Stakes Absence is pending, and be prepared to complete the makeup coursework at any time as designated by the Course Instructor/Program Director.

f. Low Stakes Absences

A Low Stakes Absence is defined when a student misses assignments not designated within the High Stakes Absence, typically these will include quizzes or in-house coursework without a significant assessment due. The Low Stakes Absence category does not apply to courses that include a clinical rotation.

Makeup coursework for Low Stakes Absence: The Course Instructor may choose to drop the missed coursework from the grade book or allow for makeup at the Course Instructor's discretion, without penalty to the student within 72 hours of absence. It is the responsibility of the student to reach out to their team for copies of missed materials.

g. Professional Leave

Rio Grande Valley College supports the learning and professional development opportunities professional conferences can provide students; thus the college has a policy to allow student participation and attendance. Only students in good academic standing may submit an excused absence request to attend a professional conference. A range of criteria will be used to determine whether a student is in good academic standing, for example: GPA should be 3.0 or higher; there must be no academic alerts in the current course.

Course Instructor/Program Director and students have the option to request review of the absence by the Registrar's Office.

Associated Forms:

Excused Absence Request Form Leave of
Absence Form Withdrawal Form

DISCLOSURE FOR STATE LICENSURE/CREDENTIALING REQUIREMENTS

Programs at Rio Grande Valley College requiring Licensure/Credentialing in Texas (physically located):

Program Name	Method(s) of Delivery* (Residential; Blended; and/or Full Distance Education, as applicable)	Credential Awarded (Diploma, Certificate, or Type of Degree)	Name of License or Credential Required for Employment in field**	Name of License or Credential Advertised ***
Emergency Medical Technology Program – Basic	Residential	Certificate	NREMT	Texas Department of State Health Services (DSHS)
Nurse Aide Program	Residential	Certificate	Nurse Aide Registry	Texas Health and Human Services, NATCEP
Nursing	Residential	Associate of Applied Science	NCLEX-RN	Texas Board of Nursing
Pharmacy Technician	Residential	Certificate	PTCB or ExCPT	Texas State Board of Pharmacy (TSBP)
Physical Therapist Assistant	Residential	Associate of Applied Science	National PT Examination (NPTE)	Executive Council of Physical Therapy and Occupational Therapy Examiners
Vocational Nursing Program	Residential	Certificate	NCLEX-PN	Texas Board of Nursing

State Licensure/Credentialing requirements at Rio Grande Valley College where the student is "physically located" located:

Program Name and Credential Awarded	Indicate *state(s)** where enrolled students are physically located.	List the *state(s)** where the institution determined that program curriculum **meets** the state educational requirements for a license or credential **COLUMN A - V.H.4.(i)a**	List the *state(s)** where the Institution determined that program curriculum **does not** meet the state educational requirements for a license or credential **COLUMN B - V.H.4.(i)b**	List the *state(s)** where the institution **has not determined** whether its curriculum meets the state educational requirements for a license or credential **COLUMN C - V.H.4.(i)c**
Emergency Medical Technology Program – Basic - Certificate	**TX**	**TX**	**N/A**	**AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY**
Nurse Aide Program - Certificate	**TX**	**TX**	**N/A**	**AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY**
Nursing – Associate of Applied Science	**TX**	**TX**	**N/A**	**AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY**
Pharmacy Technician - Certificate	**TX**	**TX**	**N/A**	**AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY**
Physical Therapist Assistant – Associate of Applied Science	**TX**	**TX**	**N/A**	**AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY**
Vocational Nursing - Certificate	**TX**			

CORPORATE OFFICERS/STAFF/FACULTY LISTING

Dr. Annabelle P. Rodriguez, CEO/College President

MAIN CAMPUS

ALLIED-HEALTH PROGRAMS

Vanessa Jeffreys, BS, CMA, Medical Assistant Instructor – Liberty University

Crystal Garcia, CCMA – Medical Assistant Instructor - Southern Careers Institute

Armando Mata, LVN – Nurse Aide Instructor, South Texas College

Lilia Mata, LVN – Nurse Aide Instructor, South Texas College (PT)

Lionel (Leo) Cruz Jr., PM – EMT Instructor/Program Coordinator -South Texas College

NURSING – ASSOCIATE IN APPLIED SCIENCE

Ana Lisa Quintero, APRN-CNP – University of Texas Rio Grande Valley College

Bailey Smith, APRN, PMHNP-BC, MSN-Ed – National University (Clinicals)

Beverly Molano, APRN, PMHNP-BC, MSN – University of Texas Rio Grande Valley College (Clinicals)

Cinthia Moreno, MSN, RN – Grand Canyon University (Clinicals)

Dr. Melinda Rodriguez, DNP, MSN, RN – University of Texas Health Sciences Center at Houston

Elizet Collins, BNS, RN – Instructor – South Texas College

*Florence Shogbola, DNP, MSN-Ed, RN – Chamberlain University – **Director of Nursing***

Gabriel Cedeño, BSN, RN – University of Puerto Rico

Joel Ramos, DNP, MSN-Ed, RN – Chamberlain University (Clinical)

Jorge "Geo" Anderson, MSN, RN – Arlington School of Nursing

Jose Saul Enriquez, BSN, RN – Texas A & M University

Manju Joseph, DNP, RN – Texas State University (Clinical)

Mary Daliya Jose, MSN, APRN, F-C, RN – Texas A & M University

Nori Zapta, MSN-Ed, RN – American Sentinel University

Talina Hernandez, MSN, RN – Western Governor's University (Clinicals)

PHYSICAL THERAPIST ASSISTANT – A.A.S.

Kimberly Nieto, PTA, BS – ACCE/Instructor, St. Phillips College

Henry Falcon, PTA, BS, MBA – Program Director, Our Lady of the Lake University

Maribel Cordova, Administrative Assistant

VOCATIONAL NURSING PROGRAM

Armando Mata, LVN – Skills Lab Coordinator - South Texas College

Brittany Ruiz, BS, RN – Instructor, Southwestern Oklahoma State University

Brittny Hill, LVN - AAS- Asst. DON/Instructor - Rio Grande Valley College

Camilo Gonzalez, BSN, RN – Instructor, Grand Canyon University

Carlos Ramirez, RN – Instructor - Coastal Bend College

Cassandra James, RN – SimLab Instructor - Southern Adventist University

Cristian A. Garcia, BSN, RN – Instructor - South Texas College

Damaris Cabrera, LVN – Clinical Coordinator/Instructor – Rio Grande Valley College

Elizet Collins, BNS, RN – Instructor – South Texas College

Erica Ramon, RN – Instructor – South Texas College

Adriana Briseño, Director of Operations

Jaccob Hernandez, RN – Instructor - South Texas College

Janie Espino, RN -Instructor - University of Texas Pan American

Javier Mendez, LVN – Instructor - Rio Grande Valley College

Jesus Iniguez, RN – Instructor - South Texas College

Kent Yang, RN – Instructor - Rio Grande Valley College

Lionel (Leo) Cruz Jr., PM – Instructor -South Texas College

Maria G. Valladares, MSN-Ed, RN – Grand Canyon University, Director of Nursing

Martha Bravo, RN – Clinical Instructor - South Texas College

Monica Salinas, BSN, RN – Instructor – Grand Canyon University

Monical Benavides, LVN – Instructor -

Natalie Ruiz, BSN, RN – Instructor – University of Houston Victoria

Nora Vega, LVN – Instructor – Rio Grande Valley College

Rosa A. Olvera, RN – Instructor – South Texas College

Sandra Calvillo, LVN – Clinical Instructor, South Texas College

Teresa Cavazos, RN – Instructor - University of Texas Pan American

CLINICAL EDUCATION

Yaritza Lozano, RN, BSN – Director of Clinical Education

Joe Hernandez, LVN – Complio Coordinator

Damaris Cabrera, LVN – Clinical/Complio Assistant

Angelica Morin, LVN – Clinical/Complio Assistant

ADMISSIONS

Laura Cisneros, Director of Admissions

Reynalda C. Vallejo, Edwina Basurto, Priscilla Cantu

Gabriela Suarez, Victoria Reyna, Jessica Gomez

Sarah S. Cortez, Ana Gonzalez, Maricarmen Padron

FINANCIAL AID

Esmeralda Oropesa, Financial Aid Director

Walter Diaz, Rosemary Cruz, Jonathan Ramos

Eliza, Ruby Cantu, Eliza Garcia

Michael Salinas

BUSINESS OFFICE

George Garza, RN – Instructor – Rio Grande Valley

Jennifer Garcia, Viginia Ramos, Liliana Espinoza

Linda Marin, Jade Alvarez, Brandan Cantu

TITLE IX COORDINATOR

Rene Mendoza, Human Resource Director

RECEPTION

Alice Garza, Office Manager

Blanca Sanchez, Alexa Cantu, Luz Castro

STUDENT SERVICES

Alejandra Cardenas, Clarissa Ramirez

REGISTRAR'S OFFICE

Estela Martinez, Zoila Molano, Jake Ortega

SECURITY

Henry Lee

SOCIAL MEDIA

Annika Rodriguez

Victoria Pena, Alex Lozano

MAINTENANCE

Hector Losoya Jr., Director of Maintenance

Brandon Cantu, Juan Cruz, Leticia Suarez

Jose Angel Rodriguez, Patrick Silva

ADMINISTRATIVE STAFF

Michael Ortega, Revenue Officer

Belinda Ibarra, Director of Compliance

Gabriela N. de Bugarin

INFORMATION SPECALISTS

Victor Gonzalez, Director of Technology

Ivan Hernandez, IT Specialist

All Faculty and Administrative staff are Full-time unless noted Part-time (PT)

SAN ANTONIO CAMPUS – NON-MAIN CAMPUS
Maria Elena Lozano, Campus Director/Program Director
FACULTY
MEDICAL ASSISTANT
TBD
VOCATIONAL NURSING
Liana Calzada, MSN, RN – South University
Beatrice Gonzales, BSN, RN – University of Texas at Arlington
(Clinical) Tamara Ascher, BSN, RN – Metropolitan State University of Denver
NURSING – ASSOCIATE OF APPLIED SCIENCE
Stephanie A. Barber, MSN, RN – University of Texas at Arlington
Vickery Littlejohn, MSN, RN – Oklahoma City University
ADMISSIONS
Laura Cisneros
Rene Gamboa
FINANCIAL AID
Veronica Guerrero
RECEPTION
Maria Salas
SOCIAL MEDIA
Annika Rodriguez
Victoria Peña
IT SUPPORT
Victor Gonzalez