



California Institute  
of Medical Science

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# 2022 STUDENT CATALOG

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Effective 01/01/2022 - 12/31/2022

Main Campus  
California Institute of Medical Science  
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## 1. ABOUT THE SCHOOL

### **Mission Statement**

The California Institute of Medical Science is committed to providing impeccable medical training to individuals from all backgrounds through academic and hands on training. The ultimate goal is to enable students to seek a career in the medical field.

### **English as a Second Language (ESL)**

California Institute of Medical Science does not offer English as a second language instruction.

### **English Proficiency**

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or other recognized high school proficiency, such as, the California High School Proficiency Exam (CHSPE).

### **Language of Instruction**

Instruction will not occur in a language other than English.

### **Experiential Credit**

The California Institute of Medical Science does not award credit for experiential learning.

### **Transfer of Students Between Programs Within CIMS and Transfer of Students from Other Institutions**

Transferring between programs is not permitted; students must complete or withdraw from the program that they are currently enrolled in then reapply for another program.

Students from other institutions wishing to attend CIMS must apply for upcoming program start dates.

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

The transferability of credits you earn at California Institute of Medical Science at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Lab Assistant, Medical Assistant or Phlebotomy is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Institute of Medical Science to determine if your (credits or degree, diploma, or certificate) will transfer.

### **Notice Concerning Transferability of Credits and Credentials Earned at Other Institutions**

The California Institute of Medical Science does not accept credits earned at other institutions or through challenge examinations and achievement tests.

### **Program Approvals and Accreditation**

To view accreditation approvals and/or request a copy, schedule an appointment with the campus director during regular business hours.

### **National Accreditation**

The California Institute of Medical Science holds accreditation through the Council on Occupational Education (COE).  
[www.council.org](http://www.council.org)

The Accrediting Commission of the COE is listed by the United States Department of Education as a nationally recognized accrediting agency. The Secretary of Education is required by law to publish a list of nationally recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education provided by the institutions of higher education.

### **Institutional Approval**

California Institute of Medical Science is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards.



## **Programmatic Approval**

### **Lab Assistant**

The Medical Lab Assistant program meets the requirements set by the American Medical Technologist (AMT) for certification.

CIMS is in the process of national Clinical Assistant program approval through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is a programmatic accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA).

### **Medical Assistant**

The Medical Assistant program meets the requirements set by the American Medical Technologist (AMT) for certification upon passing their national exam.

### **Phlebotomy Technician**

The Phlebotomy Technician program is approved by the California Department of Public Health (CDPH) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is a programmatic accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA). In California, NAACLS grants program approval to CIMS' phlebotomy technician program. [www.naacls.org](http://www.naacls.org)

### **Certified Nurse Assistant and Home Health Aide**

Both programs are approved by the California Department of Public Health.

## **Course Cancellation Policy**

CALIFORNIA INSTITUTE OF MEDICAL SCIENCE may cancel any course, class, or program due to insufficient enrollment or instructor unavailability. There may or may not be the adequate opportunity to notify students in advance. We will make every reasonable effort to prevent this from happening. Inconvenienced students will be provided automatic admission to the next equivalent course. Refund of all course costs will be granted unconditionally. Students must pay all applicable registration fees for upcoming classes.

### **Cancellation of a Program by the School**

The school may cancel the enrollment of any student for any of the following reasons:

- The student does not meet the Eligibility Requirements as set by the school.
- In case of emergency or low enrollment

CIMS reserves the right to postpone or reschedule any class or instructor at any time. Cancellation notice will be given in writing, stating the reasons for the action.

### **Changes by the School**

To maintain an innovative approach to continuing education, CIMS reviews its policies and curriculum periodically and makes necessary revisions. CIMS reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school.

Changes made after publication of this catalog will be added as addenda to the back of this catalog. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

### **School Closing**

Extreme weather may cause the possible delay or closing of the school. When school closures are excessive, make-up classes may be required.

### **Student Tuition Recovery Fund Disclosures (STRFD) Nonrefundable**

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

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

### **Class Size**

Classrooms are furnished with student chairs, tables and white boards. Traditional class size ranges from 10 to 30 students.

### **Description of Equipment Used in the School's Programs**

A description of the tools and equipment used in each of the School's programs of study is listed in the instructional equipment and supplies section of each program.

### **Questions**

If you have any questions, contact California Institute of Medical Science at 559-490-3911 for a representative specifically trained to answer your questions. If after hours, please leave a message and a representative will return your call the next business day. Students or persons who have a problem or complaint are encouraged to first contact the person or persons involved. Enrolled students may request further action by contacting a program manager. If the issue remains unresolved, requests for further action may be submitted to the Campus Director.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West

Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

### **Bankruptcy**

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **Facility and Location**

The facility is a single-story building, total approximately 3,200 sq. ft. with one teaching clinic room, three medium classrooms with a white board and smart board. Teaching Equipment is provided in every classroom, fully equipped with tables and chair and white boards. Classrooms used for clinical training are supplied with needles, syringes, specimen tubes, EKG machine and personal protective equipment.

There is an onsite learning resource center for students to read updated material on relevant subject matters and to temporarily check out educational materials.

All Program are Conducted on the Clovis Campus.

Clovis Campus

1175 Shaw, Suite 103. Clovis, CA 93612

559-490-3911

[www.cims.edu](http://www.cims.edu)

## **2. ADMISSIONS INFORMATION**

### **Equal Educational Opportunity**

California Institute of Medical Science provides programs to participants regardless of race, creed, color, religion, national origin, sex, age, veteran status, marital status, and sexual orientation as long as the student can meet the academic and technical standards to safely participate in the program. The Institution complies with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to both students and employees with disabilities.

### **General Admissions Requirements**

- Be at least 18 years old.
- Complete an interview with a school representative.
- Provide documentation of high school graduation or the equivalent as described in the Admissions Requirements.
- Show a valid Social Security Card.
- Show a valid government issued photo identification card or driver's license.
- Complete an enrollment agreement, and other required enrollment paperwork.  
Meet with a school official and secure a student financial plan for tuition payment.
- Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 15 for all diploma/certificate programs. If a minimum score is not achieved, two re-tests may be given using an alternate test form.

**To be considered for admission, the applicant must provide one of the following documents as evidence that they are a high school graduate or the equivalent:**

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State in which the student took the examination recognizes as the equivalent of a high school diploma. This includes tests similar to the GED such as HiSET, TASC, as well as a State established examination, for example, the California High School Proficiency Exam (CHSPE).
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document, accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. high school diploma. (The School does not self-evaluate foreign secondary school credentials or other similar documents.)
- An academic transcript that indicates the student successfully completed at least a two-year program at an accredited

institution that is acceptable for full credit toward a bachelor's degree.

- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

\*The school must be state approved and accredited by a regional accrediting association or by CITA (Commission on International and Trans-Regional Accreditation).

**A student who is unable to obtain the documentation listed above** must contact the Registrar office. When documentation of high school completion is unavailable (e.g., the school has closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) CIMS will accept alternative documentation, such as a military *DD Form 214 Certificate of Release or Discharge from Active Duty* on which Block 18 indicates that the student is a high school graduate or equivalent.

**An applicant who is 19 or older and who does not possess a high school diploma or recognized equivalency** may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of an approved score on the Wonderlic Scholastic Level Exam (SLE). Note that an applicant admitted to the School without a high school diploma or GED equivalent documentation will not meet federal eligibility requirements for Title IV financial aid.

**Students that are still in high school at the time of application** must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment at CIMS.

**\*Additional Requirements for programs that require Clinical or Externship Experience.**

Provide a current CPR Card by the American Heart Association.

\*Note: CPR training is part of the Lab Assistant program and will be provided at no additional fee.

Candidates must sign an acknowledgment that they possess a background check clear of felonies and/ or other convictions involving bodily harm.

Clinical facilities have the right to refuse students based on the outcome of these reviews which may make the student ineligible to complete the program.

No facility granting clinical or externship experience shall permit students to practice their clinical skills training or have contact with patients unless they have been screened and there is no indication they have been convicted of any violent crimes.

**\*Additional Requirements for the standalone Phlebotomy Technician program.**

- Within the past year has worked in one of the approved allied health professions (Medical Assistant, EMT, LVN or RN)
- Currently attending or graduate from a Post-Secondary Institution (SJVC, UEI, etc.) with a medical discipline focus. Graduated with or currently has at least a 2.50 GPA.
- College units within in last 12 months in health education (Nursing, Anatomy and Physiology, Biology.)

**Immunization Requirements**

All applicants must show proof of the following immunizations before they begin any program:

- Hepatitis B (Titer/vaccine) (Or 3 vaccinations)
- Measles/Mumps/Rubella (Titer/vaccine) (Or 2 vaccinations)
- Varicella (Titer/vaccine) (Or 2 vaccinations)
- Tuberculosis (PPD –skin/Chest x-ray) (within the last 12 months)
- Tetanus/Diphtheria (within the last 10 years)

**Student Professional Liability Insurance**

Students are strongly encouraged to obtain and proof of Student Professional Liability Insurance. Coverage must run continuously through enrollment until the final day of clinical or externship.

**Entrance Interview Requirement**

Depending on the program, a student may be required to interview with a faculty member. Interviews take place on campus after the Admissions Office has received a student's application.

**Application Confirmation**

Prospective students will receive a confirmation notice when all required supporting application materials have been completed. Applicants will be contacted by email, regular mail, or telephone. If a student's application is incomplete, the Admissions Office will contact the student to arrange the submission of missing items.

**Admission Decisions**

Admissions decisions are made throughout the application period allowing applicants to be notified as soon as possible. Applicants should allow two weeks for their application and supporting documents to be processed. Please note: Applicants have the ultimate responsibility to ensure receipt and accuracy of all documents.

If you have questions about the receipt of documents, please contact the Admissions Office.

**Ability to Benefit**

Any student that does not have a high school diploma, or transcript showing graduation from an accredited high school, or a valid GED certificate may not enroll until they have taken the Ability-to-Benefit test and received a passing grade. This school accepts the Wonderlic Basic Skills Tests (WBST) Verbal forms VS-1 & vs-2, Quantitative Forms QS & QS-2 with a passing score of Verbal -200 minimum and Quantitative -210 minimum)

**Drug Screening Requirements**

Drug-Screening test may be required before the start of externships. Positive results will affect the student's ability to attend the clinical education portion, which may be a program requirement to obtain certification after completion of the program. The student will pay the cost of examinations, screenings and drug tests.

**Background Check**

All students must complete their background check one week after the start of any program. The student will pay the cost of the background check. CIMS will facilitate background-checking procedures. Background check results may affect the student's ability to attend the clinical education center, to complete the program's graduation requirements or to obtain certification after completion of the program. The student will pay the cost of the check.

**Livescan Fingerprinting**

If a Livescan fingerprinting is required by CDPH or CIMS. The results are sent directly to CDPH and records are from your entire lifetime. CDPH determines whether you will receive certification. Contact CDPH for a list of disqualifying penal code sections.

**Physical Examination**

If applicable, students must provide documentation of a completed physical exam with in the prior 12 months indicating compliance with program physical requirements.

**CPR Policy**

The following programs require a valid CPR card from the American Heart Association, Healthcare Provider, Basic Life Support course two (2) year certification is required.

- Lab Assistant
- Medical Assistant
- Certified Nurse Assistant
- Home Health Aide

**Assessment Exam**

All applicants are required to take and achieve a passing score on the Wonderlic Scholastic Level Exam before submitting a completed Application Packet.

Exam is administered at CIMS' campus during the application period and must be completed by the specified deadline.

It is the applicant's responsibility to meet the testing requirement. The program will not contact applicants regarding this exam. Applicants must pass the entrance exam within two attempts. Depending on the circumstances, a score less than the minimum may be accepted if approved by the Campus Director or designated official.

**Minimum Score:**

- All Programs -15

**Orientation**

Accepted applicants are scheduled to attend an orientation and to begin classes on the date assigned. The required orientation for new students provides an opportunity for students to both familiarize themselves with the facilities, guidelines, and policies of the school as well as meet with faculty, staff, and other students.

**Visa**

Potential students must be a US citizen or eligible non-citizen to be admitted into any program offered at CIMS. CIMS does not admit any I-20 students who are sponsored by a US citizen but are here on a student VISA only.

### 3. FINANCIAL INFORMATION

For more information regarding practices on financial aid and consumer information review the posted consumer information ([Click Here](#)) and financial aid handbooks ([Click Here](#)).

**Facts for Veterans**

Programs at CIMS are approved for the training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-888- GIBILL-1. Applications can be completed on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Please print out a copy of your application and bring it to the certifying official at CIMS as far in advance of enrollment as possible.

**Payment Plans**

Tuition, fees, and book and supplies charges are due and payable in full at registration. Accepted methods of payment include cashier's check, personal check and credit card. All payment arrangements must be discussed with the Registrar's Office prior to registration. Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis. Late payment fees will apply. Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet a portion of their financial obligation to the school even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use government loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the school and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the school. Working students who are eligible for company-sponsored tuition reimbursement should advise the Financial Aid's Office.

**Past Due Accounts**

Any student who is delinquent in payments due to the school is subject to exclusion from school privileges including, but not limited to, continuing enrollment, attending class, attending externship, receiving grade reports, awarding of course credit, issuing of transcripts, being graduated, issuance of certificate, and using career placement services. Student's accounts that are over ninety (90) days old may be referred to collection agencies at the discretion of the school. Collection costs and attorneys' fees will be added by the school to any outstanding balance.

**Books and Supplies**

The words "Books and Supplies" used in this catalog and in any enrollment agreement with a student include textbooks, supplies, materials, tools, electrical devices, or other goods issued to a student for student's participation in her/his course of study. A student must return to school any unopened/unused Books and Supplies within 10 days following the date of a student's notice of cancellation to school in order to receive credit on student's account for the returned items. If a student fails to return the Books and Supplies within this 10-day period, the school may charge a student for the Books and Supplies and, if applicable, deduct it from any refund due to a student. CIMS shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which a student is required to return the Books and Supplies. Any used or opened Books and Supplies may not be returned for credit under any circumstances.

**Financial Assistance**

All students are encouraged to meet with a Financial Aid Officer in order to determine their financial aid qualifications. The Financial Aid Office administers federal financial aid and assists students receiving benefits such as those offered through Vocational Rehabilitation, the Workforce Investment Act, and other agencies. The office assists those students with calculated financial need, as determined by the U.S. Department of Education. The operation of the office is based upon the Department of Education's concept of "needs analysis," which expects a student and his/her family to meet educational expenses as completely as possible. Students applying for financial aid may be required to submit copies of appropriate federal income tax returns to

help ensure the accuracy of the information provided. Students classified by the Department of Education as “dependent” may also be required to submit copies of their parents’ federal income tax returns. For more information on CIMS Student Financial Aid Policies please review the SFA Policies handbook at ([Click Here](#)).

### **Other Charges and Fees**

#### **Delinquent Tuition**

schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

#### **Additional Fees**

Expedited Transcript Fee	\$30
Student ID Replacement	\$10
Returned Check Charge	\$35
Additional Uniform Fee	\$45 Per set
Technology Replacement Fee	\$200

Note: All fees subject to change by provider.

\* If an electronic device has been provided to the student for their program it must be returned to the Institution at the time of cancelation.

#### **Loans**

The borrower is responsible for repaying any student obligation plus any interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or loan guarantee agency may act against the borrower, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The borrower may not be eligible for any other federal student financial assistance at another institution or other government assistance until the loan is debt is satisfied. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

#### **Deadlines and Forfeit of Fees**

If your tuition covers any type of testing or state processing fee, please note the following statements:

You must take for your State or National exam within 30 days of completion of the program attended. If you wait longer than 30 days, your test and state processing fee will be your responsibility. NO EXCEPTIONS

Within two months of passing your national exam, you must set an appointment with the assigned individual to apply to the State of California to obtain your license or your State-processing fee will be your responsibility. NO EXCEPTION

#### **Student’s Right to Cancel and Refund Policy**

1. A student has the right to stop school at any time; and has the right to receive a pro rate refund if 60% or less of the scheduled days in the current period in the program through the last day of attendance have been completed. Refunds will be disbursed within 45 days following written notification of withdrawal and application for refund. If a student has attended 60% or less of a program, then their refund will be prorated by the percentage attended. If a student has attended more than 60% of a program, then the student is not eligible for a refund. If eligible for a refund, refundable portion does not include registration fee, application fee, uniform, and any equipment. STUDENTS MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or by not coming to class.
2. Cancellation may occur when the student provides a written notice of to the campus of enrollment. This must be done by hand delivery. The written notice of cancellation needs to be on a Notice of Cancellation Form, available upon request.

3. Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Any tuition paid by a third-party payee other than federal student aid is non-refundable. Student tuition paid by a third party have the option of starting at a later time or applying the funds to another program, if passing the program that they are currently enrolled in with 75% or higher. Tuition paid by a third party may only be allocated to the student that funds were used to enroll in the designated program.
4. If an electronic device has been provided to the student for their program it must be returned to the Institution at the time of cancellation.

#### HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 720-hour course, pays \$9,695.00 for tuition, \$0.00 for STRF, \$250.00 for registration and \$550.00 for Books and Supplies and withdraws after completing 100 hours without returning the equipment they have obtained. The pro rata refund to the student would be \$8,348.47 based on the calculation stated below.

\$10,495 total paid - \$250 registration fee = \$10,245 (Amount the school may retain)
\$10,245 - \$550 (documented cost of unreturned equipment) = \$9,695 total refundable amount
\$9,695.00 ÷ 720 Total Hours × 620 Remaining Hours = \$8,348.47 Refund Amount

#### Return of Title IV Funding (R2T4)

##### Example of R2T4 Calculation

Financial Aid Office will determine the percentage of Title IV, HEA Aid that the student earned by using calendar days completed in the payment period and dividing by the total calendar days in the payment period.

Example:

Student completes 45 days out of a total of 87 days=52% Title IV earned by student

In the above example the Financial Aid Office determined the student earned a percentage by attending in days. Now, the Financial Aid Office will determine the dollar amount, of earned tuition and what is unearned and must be returned in Title IV, HEA.

Example:

$52\% \times (9,500 \text{ disbursed}) = \$4,940 \text{ Aid Earned}$

If this percentage is 60% or above the student earns 100% of the disbursed Title IV, HEA funds.

In the above example shown the remaining amount over the \$4,940 must be returned to the correct funding source, or order of return to DOE.

$\$9,500 \text{ disbursed} - \$4,940 \text{ earned} = \$4,560 \text{ Aid Unearned}$

Example of Post-Withdrawal:

A post-withdrawal will occur when a student has withdrawn but no financial aid or a small amount has been applied to their student account but were eligible for grant and student loans. However, the institution did not require the funds, so instead of the amount being disbursed. It's called could have been disbursed. Let's go with the above example. We are in the second payment period and no Title IV funds have been disbursed.

$\$10 \text{ disbursed} - \$4,940 \text{ earned} = \$4,940$

$\$9,500 \text{ (could have been disbursed)} - \$4,940 = \$4,560 \text{ Post Withdrawal of } \$9,500$

Student would have to accept in writing within 14 business days. Otherwise, student would owe the entire amount to the school. At times it may leave a credit balance to the student that should be issued out within 14 business days to student.

Unearned Title IV, HEA must be returned according to the Order of Return, shown below:



#### Title IV, HEA Aid Programs Available

Unsubsidized Stafford Direct Loan Program (Unsub)  
Subsidized Stafford Direct Loan Program (Sub)  
Federal Direct Parent Loan Program (Plus)  
Federal Pell Grants

All Title IV funds must be completed no later than 45 calendar days after the date the Financial Aid Office determines the student withdrew from the institution.

## 4. STUDENT SERVICES AND REGULATIONS

### Placement Services

CIMS provides placement services by networking with Human Resource Departments and supervisors from local hospitals, clinics, and laboratories. Upon request of mentioned parties, CIMS faxes or e-mails resume to potential employers. CIMS does not guarantee employment.

Job search assistance will be provided in the form of either some or all the following for students and graduates in a qualifying program:

- Resume preparation
- Referrals to potential employers

In some allied health occupations, many jobs begin as part-time, averaging 20 to 25 hours per week, with an opportunity to progress to or change to full time employment in the future.

### School Graduate Employment Gift

Upon the completion of their program of instruction every graduate of the school becomes eligible to receive the School's Graduate Employment Gift. The Gift is a \$100 check. A graduate of CIMS eligible to receive one Gift only. In order to receive their Gift, the graduate needs to provide to the Career Services Department a copy of their paystubs along with salary information showing they have been employed at least 30 hours or more per week for 5 weeks/35 days. The graduate's employment position must be career related to the graduate's completed program of instruction at the school. The check will be issued to the graduate two weeks after the date of their employment verification by the Career Services Department. It is the responsibility of the graduate to provide the above-mentioned information within four weeks of meeting the qualifications.

### Orientation

The school provides orientation for all new students. The orientation acquaints new students with the faculty, administrators, and academic life at CIMS. An agenda is prepared that provides the opportunity for counseling on academic matters, registering for classes, purchasing textbooks and materials, receiving student identification cards, and having any questions addressed. All new students are required to participate in the orientation.

### ID Cards

All students, staff, and faculty are issued an ID badge. This badge must be visibly worn when inside the School. The badge is issued at no charge for the first time. The cost for issuing additional ID badges is \$10.00 each.

### Children on Campus

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the school policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Campus Director or other administrator shall be notified. The parent will then be located and requested to comply with the policy. The school assumes no liability for injuries incurred by minors while on campus.

### Visitor Policy

No one may visit a classroom during class hours without permission from the administration office.

### Campus Health Services and Vaccination Policy

CIMS does not have onsite health services available at its campus. However, there are local hospitals, clinics and physicians in the vicinity of the school. Applicants or students with communicable diseases may be prohibited from registering for classes in cases where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their instructors before they start a program at the school and to keep their Instructor(s) informed if their status changes. California Institute of Medical Science seeks to assist students who have special health problems or limitations in

the attainment of their educational goals.

In the event of accident or illness on campus, campus staff should notify the Campus Director immediately. The school maintains a first aid kit in the lab. Students who become ill, are injured, or develop health problems requiring professional attention are referred to an urgent care facility or the emergency room of the hospital closest to the School and/or the student's home. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

#### **Emergency Information**

In the event of a fire or other disaster that requires evacuation of the school, students should vacate the building in an orderly fashion and gather at the designated locations so that instructors may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given.

#### **Address/Phone Number Changes**

Students should report any change in home address, phone number or email address promptly to the Registrar Office.

#### **Loss of Personal Property**

CIMS does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the receptionist any articles found so that the owner may claim them.

#### **Electronic Device Policy**

Because of proprietary and regulatory compliance issues, electronic recording devices may be used only with permission from the instructor

#### **Internet Policy**

Because the Internet contains an unregulated collection of resources, the school cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, if available, usage of the school's on-line resources constitutes an agreement between the user and the School that a student agrees to not hold the School responsible for materials acquired by the student on the system, for violations of copyright by a student, users' mistakes, or negligence, or any costs incurred by users.

#### **Administrative Prerogatives**

CIMS reserves the right at any time to make changes as it seems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable and consistent with appropriate approvals or notification of its accrediting and approving agencies, and to withdraw or re- sequence subjects, courses, and programs based on enrollment.

#### **Advising**

Students are encouraged to speak to their instructor if they are concerned about their academic success. The instructor is the best resource to advise in preparing for success in the classroom.

Advising services are available to assist students in resolving educational, career, and vocational issues.

The designated school representative may assist students plan their educational program, assist with vocational and career issues. The Campus Director and/or designated school representative maintains a list of referral agencies for use in the event that a student requires other types of advising/counseling.

#### **Tutoring**

CIMS aids with students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking out of class help and to discuss their difficulties with their instructors]

#### **Housing**

CIMS does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area is approximately \$200,000 and rent for a 1-bedroom apartment is approximately \$850.00. CIMS has no responsibility to find or assist a student in finding housing.

#### **Request for Accommodations**

CIMS provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with **documented** disabilities who request and demonstrate the need for accommodation. ADA regulations define a person with a disability as someone with a physical (e.g., hearing impairment) or mental impairment that substantially limits one or more major life activities. CIMS requires documentation to validate that the individual is covered under ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation. Participants with an identified disability per ADA guidelines must send a written request for an accommodation, including all appropriate supporting

documentation, at least four weeks before the anticipated start date of the program.

### **CIMS' Technology Policy**

If technology devices and electronic textbooks are required to be used daily in the classroom, lab and clinical it is covered by the student's tuition charges for programs using electronic textbooks.

Not all programs utilize electronic textbooks and devices.

### **Rules for Technology Use**

- Students must attend an orientation for the computer.
- If allowed to be taken off campus, computers must be brought to every class with charged batteries so that they may be used for the entire class time. No extension cords will be allowed.
- Computers may not be shared among classmates.
- Students are responsible for having all required books, assignments, etc. on their computer for class.
- Students may not access sites that are inappropriate or not used for schoolwork. Example: Twitter, Facebook, adult websites, etc. During class time, the instructor may require all devices have their WiFi access turned off. Whenever this is required, all students must comply.
- Students may not be on other sites during class or lab but must be on the material for that class or lab.
- If the computer is broken, it is the student's responsibility to purchase a new computer of equal or greater value for CIMS and the student will be responsible for all the assignments, etc. during the time the computer is not available. The computer and all the associated eBooks are required daily.
- The computer can be easily broken, and the screen shattered, so the student is responsible for protecting the computer from damage.
- It is recommended the student purchase a cover to help protect the computer.
- Failure to comply with the above rules will result in disciplinary action up to, and including, dismissal.
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## **5. ACADEMIC RESOURCES, POLICIES AND PROCEDURES**

This catalog is an official publication of CIMS and is subject to revision at any time. CIMS reserves the right to change, withdraw, or supplement this catalog as it seems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the school catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

### **Grading and Evaluation**

At the conclusion of each course the student will be issued one of these grades:

A = Outstanding performance	90% - 100%
B = Above average performance	75% - 89%
F = Unsatisfactory	Below 75%
W = Withdrawal	Request filed before the end of program

**Class (Didactic Module):**

- Students must pass each course with a grade of 75% or higher.
- Any student falling below 75% cumulative grade during the course will be counseled and offered remediation.
- Students must maintain an 75% cumulative grade to take the final exam or continue.
- Students must obtain an 75% grade on the class final exam to progress to the next class in sequence (for courses with multiple classes)
- Students must also obtain an 75% grade on the course comprehensive final to qualify for the certification exam.

One opportunity to retake a course comprehensive final will be offered for students scoring less than 75%.

Many career preparation courses have a Comprehensive Competency Assessment. There is a Didactic and a Practical Component to this examination. Students must pass both parts with at least 75% to qualify for the Certificate Exam(s).

**Lab Module (On campus):**

- Students must have completed all performance check offs by the conclusion of the course.
- Current skills must be checked off before performance in the clinical setting (for courses with concurrent clinical experiences).
- Any student failing a check off will be counseled and offered remediation
- One opportunity to retake a lab comprehensive final will be offered for students performing at an unsatisfactory level.
- Students will be permitted to progress to the next class (for courses with multiple classes) only when they have passed all the skills of the previous class by the posted deadline.
- Part of the course Competency Assessment includes Graded skills and a Practical examination. Students must pass assessment with 75% or higher before being permitted to perform the related skills with actual patients in the clinical setting (externship).

**Clinical Module (Externship or Clinical):**

- Students must have completed all clinical assignments and scheduled hours by the conclusion of the course.
- Any student failing a clinical day will be counseled and offered remediation. Failing more than two clinical days will result in termination of the student from the program. This student will be given the opportunity to enroll in a subsequent program and repeat the entire process.
- If terminated from an externship site, students will not be reassigned a new site until the entire program is repeated at the student's expense.

**The externship grading policy:**

- P (Pass) - "P" grade is defined as a pass for obtaining credit for the course.
- F (Fail) - "F" grade is defined as a fail.

A failing grade during externship training is caused by but not limited to; poor attendance, inability to complete the assigned duties, unprofessional conduct or unethical behavior that contradicts with school and affiliated facilities policies.

**Grading and Evaluation System**

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course or program syllabus.

**Grade Reporting**

Grades are not given over the telephone. Students may request an unofficial transcript from the Registrar. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor.

**Grade Appeals**

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty are presumed to be accurate and final. A student who has questions about a grade received in a course should ordinarily seek to resolve the issue by first consulting with the instructor or program director. The student can also contact the director of education for assistance with contacting the instructor or discussing the appeal process. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade appeal procedure outlined below.

### **Grounds for a Final Grade Appeal**

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade,
  - Failure of the instructor to notify students clearly and promptly of the criteria for grade determination,
  - Assignment of a grade based on reasons other than the announced criteria and standards, or
  - Assignment of a grade based on factors other than student achievement, e.g., prejudice or discrimination
- Inconsistent or inequitably applied standards for evaluation of student academic performance

If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the "Student Grievance Procedure" in this catalog".

Remediation for students who are going through the grade appeal process will be deferred until after the completion of the process.

### **Condition for interruption due to unsatisfactory GPA**

When the grade point average of a student is unsatisfactory for a month, the student will be placed on probation. If during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA (if applicable) will be notified.

### **Remediation**

The faculty requires that a Plan of Remediation be developed for any student on probation within 10 working days of receiving a failing evaluation. That plan must contain specific goals and objectives to be completed. The purpose of the plan is to improve the student's chance for successful completion of the program and strengthen the areas of concern/weakness. The activities specified in the plan must be completed by the date specified in the plan in order for the student to continue in the program. It will be the responsibility of the student to provide documentation of the completed plan by the due date. For a student to continue within the program, the Plan of Remediation must reflect the goal of achieving a minimum a 75%. The student who requires remediation can do so with the instructor. The student can be expelled from the program in the case of failure to comply with remediation policy/terms.

### **Repeated Courses**

When a student repeats a course, the student's highest grade received for the course will be the grade of record. All other grades for the repeated course will not be counted toward the student's cumulative GPA.

### **Re-enrolment Policy**

Re-enrolment is offered to students who have unsuccessfully completed a course and received a failing grade ("F"). The student will be charged tuition at the currently established rate (Note: retaken courses are not eligible for Financial Aid and must be paid out-of-pocket). Students may not repeat a course in which a satisfactory grade has been earned. Students who need to repeat a particular course will be charged a fee and is required to complete academic counseling depending on the program. There are some exceptions to this policy, and you should inquire about them through the Campus Director.

### **Readmission**

Depending on the circumstance a student may reapply for admission to the program if all the following conditions are met:

1. Thirty days have passed since the student was dismissed from the training program because of less than 75% by the time of graduation or termination from clinical; depending on the circumstance.
2. Contact the Registrar to evaluate if the program may be completed within the maximum time frame.
3. Meet with the Student Accounts Representative to discuss financial obligations and address past due accounts.
4. Meet with the Program Director to discuss any academic issues and develop a plan.
5. The student demonstrates a substantial change in his/her life that can be presumed will result in a change in academic progress and/or professionalism should the student be readmitted. Such reasons for readmission may include but are not limited to completion of an ESL program, completion of remedial math or English training, and/or a significant decrease in work hours outside the program. Letter(s) of recommendation from a professional that can speak positively about your professionalism may be requested as well.
6. Meet with the Admissions Representative to complete the enrollment.
7. Pay a re-enrollment fee.
8. Attend class as scheduled.

Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

## **Graduation Requirements**

To be eligible for graduation from any of the programs, the student must meet all the following criteria:

- Students must pass all courses with 75 percent or better.
- The student must complete and pass all didactic courses, exams, successfully meet all competency evaluations and successfully complete all required clinical and externship hours with a competent performance (Pass).
- Passing of the program exit examination or competency examination within two total attempts.
- All financial obligations must be current, or the student has made arrangements to pay an open balance.

### **Lab Assistant Program**

Students in the Lab Assistant Program must complete the program with a 75 percent grade or higher in each of the program's courses to pass. If a student fails to receive a 75 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. Students are guaranteed one opportunity to complete the clinical or externship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

### **Medical Assistant Program**

Students in the Medical Assistant Program must complete the program with a 75 percent grade or higher in each of the program's courses to pass. If a student fails to receive a 75 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. Students are guaranteed one opportunity to complete the clinical or externship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

### **Phlebotomy Technician Program**

Students in the Phlebotomy Technician Program must complete the program with a 75 percent grade or higher in each of the program's courses to pass. If a student fails to receive a 75 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. Students are guaranteed one opportunity to complete the clinical or externship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

### **Nurse Assistant Program**

Students in the Nurse Assistant Program must complete the program with a 75 percent grade or higher in each of the program's courses to pass. If a student fails to receive a 75 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. Students are guaranteed one opportunity to complete the clinical or externship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

### **Home Health Aide Program**

The Home Health Aide Program is a Pass or Fail program. Students must complete the program with a Pass. Students are guaranteed one opportunity to complete the clinical or externship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

### **Documents Awarded**

CIMS awards certificates of completion to students graduating from the Lab Assistant, Phlebotomy Technician, Nurse Assistant, Home Health Aide and Medical Assistant program.

### **Certification and Licensing Disclaimer**

#### **Certification and Licensing**

Examinations and their content are controlled by outside agencies and CIMS cannot guarantee that graduates will be able to pass the examinations. Registration or license requirements for taking and passing the examination are not controlled by the school but by outside agencies and are subject to change by the agency without notice to the school. Therefore, the school cannot guarantee that graduates will be eligible to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment. Often the eligibility of program graduates is affected by the specific programmatic accreditation of the institution's programs. CIMS' programs do possess appropriate programmatic accreditations that meet certifying agency educational requirements. Please refer to the individual program listings in this catalog and to the appropriate program application package to determine the programmatic accreditation standing of a specific program.

### **Medical Laboratory Assistant**

Although not required, employers prefer applicants who are certified by a recognized professional association. Lab Assistants can learn their skills on the job, however; others do go through a formal training program. With the growing need for laboratory professionals and employers looking to make economical choices, formal training in Lab Assisting is desirable. Completion of this course does not automatically guarantee national certification; students must pass a national exam.

### **Medical Assistant**

Completion of this course does not automatically enable a graduate to work as a MA. Successful completion of the program will enable graduates to sit for the national exam.

### **Phlebotomy Technician**

Completion of this course does not automatically enable a graduate to work as a Phlebotomist in the state of California. Successful completion of the program will enable students to sit for the national exam and after passing it they may apply for their California Phlebotomist Technician (CPT) license. To work as a Phlebotomist in California, you must complete a State approved phlebotomy training program, pass a State approved phlebotomy national exam, apply for certification and pay application fee to the State.

### **Certified Nurse Assistant**

Completion of this course does not automatically enable a graduate to work as a CNA. Successful completion of the program will enable graduates to sit for the competency exam.

### **Home Health Aide**

In order to participate in CIMS' HHA program individuals must currently be a CNA or have successfully completed the CNA program at CIMS.

### **Satisfactory Academic Progress Clock Hour Policy (SAP) – Lab Assistant Program**

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at 336 clock hours and 672 clock hours. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At 336 scheduled clock hours if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At 672 scheduled clock hours, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Program Director for evaluation. If the Program Director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative -a student must maintain a cumulative grade of 75% or better in order to remain in school and be considered in good academic standing at each evaluation point of 336 and 672 scheduled hours. The Program Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records.

If the student's cumulative grade is below 75% at the evaluation point of 336 scheduled clock hours, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative grade to 75% or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Program Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 90% attendance at the 336-clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. Students are eligible for aid during warning and probation periods, as long as they have not exceeded the maximum timeframe calculation.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Normal time frame for full time students is 7 months and maximum timeframe is 10.5 months.

If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 90% attendance and a cumulative grade of 75% or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Campus Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Campus Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation.

Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Campus Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Program Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

The point in time that a student returns to school will depend on the previous class training that the school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Failure to re-establish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

#### **Satisfactory Academic Progress Clock Hour Policy (SAP) – Medical Assistant Program**

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at 360 clock hours and 720 clock hours. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At 360 scheduled clock hours if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At 720 scheduled clock hours, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Program Director for evaluation. If the Program Director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative -a student must maintain a cumulative grade of 75% or better in order to remain in school and be considered in good academic standing at each evaluation point of 360 and 720 scheduled hours. The Program Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records.

If the student's cumulative grade is below 75% at the evaluation point of 360 scheduled clock hours, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative grade to 75% or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Program Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 90% attendance at the 360-clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. Students are eligible for aid during warning and probation periods, as long as they have not exceeded the maximum timeframe calculation.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Normal time frame for full time students is 8 months and maximum timeframe is 12.5 months.



If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 90% attendance and a cumulative grade of 75% or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Campus Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Campus Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation.

Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Campus Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Program Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

The point in time that a student returns to school will depend on the previous class training that the school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Failure to re-establish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

### **Employer Guaranteed Graduate Program**

#### **Lab Assistant Program Only**

The student must graduate with 94% or higher with no more than a **total** of three excused or unexcused absences and/or a total three or less excused or unexcused tardies. Note: Two tardies equal one absence.

- After the Guaranteed Graduate is hired and, on the job, we ask that the employers complete a 2-week progress update and return it to CIMS' program director.
- If the employer experiences issues or concerns with a Guaranteed Graduate's performance at any time during the first 30-calendar days of employment, the employer can contact CIMS to give us the opportunity to coach the graduate and provide additional support.
- If the employer decides to terminate a Guaranteed Graduate within the first 30-calendar days of employment, CIMS will refund the first 30 days documented earnings paid to the Guaranteed Graduate.

#### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veterans' status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Campus Director who is assigned the responsibility for assuring that this policy is followed.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Staff and students are responsible for conducting themselves in a professional and respectful manner.

### **Class Schedule**

The class schedule is based on the student's selected program scheduled. Depending on availability, CIMS offers its programs through both day and evening classes. Program lengths may vary for students enrolled in some programs and in evening classes. Students must complete all courses as required in their programs of study. Students who fail courses or interrupt their studies will need to complete required courses as they become available. Day and evening class schedules may vary by program. Individual schedules may vary by program.

### **Clinical or Externship**

Students may be required to take practical training courses in the form of clinical or externships depending on the academic discipline and specialty in which they are enrolled. This training may be at off-campus locations. Students are responsible for transportation to and from any clinical/externship site.

All students must maintain satisfactory academic progress to be eligible to proceed into clinical or externship coursework. A student on warning or probation status at the time of completion of on campus academics will be required to obtain approval from the program director prior to proceeding to the clinical or externship course. The request for approval must be made in writing and include a detailed explanation of the circumstances that resulted in the satisfactory academic progress violation. The request must also contain the steps the student has taken to resolve the conflicts that were interfering with the pursuit of his/her educational goals.

Agencies and institutions that accept CIMS students for clinical or externship placements, as well as potential employers, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy may not be accepted by these agencies for externship or employment. If a facility refuses to accept a student in a clinical rotation it may be grounds for dismissal if an alternative facility offering the required experience is unavailable.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions.

The student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of student to secure transportation. Students understands that they are never an employee or independent contractor of the externship site or of the school at any time. The student further understands that both an externship or clinical are provided solely for the benefit of student as a part of their course of study in order to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship or clinical as a hands-on classroom setting, to attend all required externship or clinical hours, and to abide by the rules and regulations of their site. Hours at the sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences may result in failure of the course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations

Hours for clinical or externships vary according to the schedule of the preceptor, if necessary. Students are not guaranteed a location or shift. All placements are subject to availability of facilities and preceptors. Students must accept the first offer of placement to them by the CIMS. Student's refusal of clinical or externship placement shall understand that CIMS has met their obligation. Student refusal will ultimately lead to dismissal from the enrolled program.

### **Standard of Student Clinical or Externship Appearance**

- **Uniform:** Must be worn during clinical or externship. Uniforms must be the program color and must be kept clean and neat. No uniforms/scrubs will be worn on campus or to any skills lab after wearing the uniform in the hospital as this is a violation of infection control policies.
- **Lab Coat:** May be worn with uniform.
- **Shirts:** May not be made of thermal material, contain any logos, and may not be discolored. Faculty will ask for the shirt or lab coat to be removed for any of the above conditions or if the garment interferes with professional appearance.
- **Shoes:** Shoes worn in clinical must be all white, sturdy and safe. Shoes and laces must be kept clean. Open toed/open backed shoes are not allowed in clinical facilities.

- **CIMS Photo ID:** ID is worn on the front of the uniform above the waist. While in a clinical facility in the role as a student, dress code per course is required including wearing the CIMS photo ID.
- **Hair:** Shoulder length or longer must be pulled back and off the collar. Hair accessories are not permitted.
- **Nails:** Nails must be kept short to prevent injury to the patient. Artificial nails must be removed. No nail polish may be worn. Violation of this policy will result in removal from the clinical area.
- **Make-Up:** Make-up should be carefully applied so that it enhances the wearer. Extremes should be avoided.
- **Facial Hair:** Men's facial hair must be short and neatly trimmed to allow for proper fit of isolation masks.
- **Chest Hair:** If chest hair is visible, student must wear white, short sleeve, crew neck shirt under the uniform to cover the chest hair.
- **Tattoos:** All tattoos must be covered.
- **Jewelry:** No jewelry other than wedding rings and a watch with a second hand should be worn while in uniform. One ear accessory per ear (a stud-type earring) that does not hang below the ear lobe may be worn. No tongue accessories are acceptable. No other body piercing accessories are allowed.
- **Gum:** Gum is not allowed while in uniform.
- **Smoking:** Smoking is not allowed in CIMS classrooms or clinical facilities. Those who wish to smoke should do so only in designated areas. Be aware that smoking immediately before patient care or client contact may be hazardous to the patient/client. The student may be asked to change his/her uniform if smoke can be detected on the uniform.
- **Perfume/Aftershave/Deodorant:** Perfume and aftershave should not be used when caring for patients or interacting closely with clients. These odors may be nauseating for a person or cause allergic reactions. Good oral hygiene is also necessary.
- **Belongings:** Clinical sites usually do not provide lockers for students and there is limited space for items brought to clinical.

#### **Clinical Site Travel**

Depending on the program students may be required to travel several hours to clinical sites. All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. Their respective Clinical Coordinator and/or Program Director will present rotation requirements to the student. Students may be required to rotate between clinical sites during their clinical education to ensure all students receive equitable high-quality clinical education during their training.

#### **Clinical Requirements**

CIMS has a clinical education component that must be completed to meet graduation requirements. Some clinical education sites require students to submit to both a criminal background checks and drug screening. Students are responsible for all fees associated with these procedures. Students must comply with the minimum health requirements from each individual clinical education center where performing externships.

#### **Clinical Rotation**

Clinical rotations are typically Monday-Friday; 8:00 a.m. - 5:00 p.m. You must schedule work and other responsibilities in the evening and/or weekends. It is not the responsibility of CIMS to work around an individual's schedule. If you are not able to attend your scheduled rotation and a CIMS official decides not to terminate your enrollment, it may take up to 24 months to reschedule. Depending on the program, externship or clinical days and times may vary.

Students are sent in groups of four to six until all eligible students have completed their rotation.

1st Round - Approximately one to eight weeks after class ends.

Rotations may take up to 183 days for assignment. Rounds are chosen by a lottery system.

#### **Clinical Refusal**

Refusing an assigned externship may result in termination from the program or up to 24-month delay for reassignment.

#### **Clinical Termination**

Under no exceptions will CIMS reassign a student that is terminated from their externship either by the site or CIMS. It will be the responsibility of the terminated party to find their own site to complete the requirements to graduate.

**NOTE: California Institute of Medical Science is only responsible for obtaining one externship of clinical site location for a student.**

### **Failure to Begin Externship**

Students who are not able to begin their externship due to missing requirements, student unavailability or lack of communication will forfeit the externship included in their tuition and may be required to repeat the classroom practical sessions of the course at an additional fee. An additional fee to re-apply for a clinical externship may also apply.

### **Patient Information**

Clinical Preparation: No patient records may be duplicated or electronically transmitted.

During Clinical Hours: Patient information may be accessed and utilized per hospital policy with clinical instructor guidance. All documents containing patient information must be disposed of appropriately before the student leaves the clinical area.

Patient confidentiality must be protected at all times. Any evidence of a breach in Health Insurance Portability and Accountability Act will follow the Performance Improvement Procedure. The following are some examples of acts that would constitute a breach in HIPAA laws:

- Accessing patient information not required for care.
- Photographs of patients or patient records obtained via cell phone or any other means.
- Posting photographs and/or any patient information on the web or social networking sites.

Remember you cannot remove charts from these areas, and you are not allowed to have any patient contact outside of scheduled clinical time. Under no circumstances may you photocopy, photograph, or take hard copies of patient information from the hospital area.

### **Transcripts**

Each student's file will contain their academic progress record and evidence of diplomas issued by this institution. One unofficial transcript will only be released to the student upon receipt of a written and signed request within 14 days of completing their program. Subsequent copies are available upon payment of a fee. Official transcripts provided to any institution or agency designated by the student will incur a charge of \$10.00 each. Students who have not satisfied their financial obligations to the School are not eligible to receive or request transcripts.

### **Foreign Transcripts/ Diploma Evaluations**

All foreign transcripts and degrees must be evaluated and translated into equivalent college hours by a "foreign education transcript evaluation organization" if you wish to receive prerequisite credit.

Note: All foreign diplomas and transcripts must include a notarized translation before submission.

### **Student Records**

A secured master file will begin when the student is accepted and will contain the application, transcripts, and other documents required for training purposes. At completion of the program all official information (copy of transcripts, record of clinical performance, and record of program completion) will remain on file for five years. The California Institute of Medical Science will maintain transcripts for all students permanently. Students are encouraged to make and archive copies of all-important documentation throughout their training. If a student withdraws before graduation, a summary statement of the student's progress and refund calculation as well as copy of refund (if applicable) will be placed in the folder. This folder will be treated as described above.

Students may inspect their master file at any time under the direct supervision of the program director or an authorized staff member. Should a student find upon the review, that there are records that are inaccurate or misleading the student may request that errors be corrected. If there is a difference of opinion regarding the existence of errors, the student may ask that a meeting be held to resolve the matter.

All student records are confidential and information from them will only be given to authorized persons. Data such as grades, registry and state certification examination scores, health records, and performance evaluations may not be revealed without the student's consent. Only authorized personnel will have access to in-progress student evaluations and files.

### **Maintenance of records in the event of closure**

If the institution closes, the school and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained as specified below. The keeper of the records shall make these records immediately available for inspection and copying, without charge, during normal business hours by any entity authorized by law to inspect and copy records.

## Student Record Retention

### Permanent retention -

- Transcripts Degree/Certificate/Diploma
- Enrollment agreement/Leave of absence

### 5 Year retention-

- Financial Aid Records
- Entrance requirements/ability to benefit/placement exam
- Transfer documents from prior school
- Complaints
- Disciplinary action

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include: arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

1. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.  
A student who wishes to ask California Institute of Medical Science to amend a record should write [the Campus Director or Designated Official responsible for the record], clearly identify the part of the record the student wants changed and specify why it should be changed.  
If California Institute of Medical Science decides not to amend the record as requested, CIMS will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
2. The right to provide written consent before California Institute of Medical Science discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
California Institute of Medical Science discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by the California Institute of Medical Science in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the California Institute of Medical Science who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the California Institute of Medical Science.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the California Institute of Medical Science to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

Directory information at CIMS is limited to the following public information:

- Name of student
- Date of birth
- Place of birth
- Major field of study or degree / certificate program
- Dates of enrollment
- Degrees / Certificates and dates conferred
- Academic honors and awards received

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets

certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within California Institute of Medical Science whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))  
To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

## **Attendance Policy**

### **Absence**

A strict attendance policy is enforced for classroom and clinical site work. Participants must be able to commit to being present and on time for all classroom and clinical site work. Students are expected to attend and participate fully in all scheduled course/program classes, activities, and experiences.

Any absences within the State required hours must be made up hour for hour (often minimum hours are also mandated by State regulation). A student may not be eligible to apply for their program license if the minimum hours are not met.

Any absences within the required Satisfactory Academic Progress (SAP) hours must be made up hour for hour (minimum hours are mandatory in order to move on to the next evaluation period). PLEASE SEE SATISFACTORY ACADEMIC PROGRESS (SAP) SECTION FOR FURTHER DETAILS.

\* 90% or better attendance must be maintained, but the student must meet 100% of the required course hours by the end date of the program that they are enrolled.

Absence will be considered excused under the following circumstances: illness, death and other valid reasons substantiated in writing (doctor's note, etc.) and at the discretion of the Campus Director or designated official. All other absences will be considered unexcused and will not be recovered. Only an excused absence gives the ability to make up the missed hours and/or exams.

Attendance is important but is the responsibility of each student. There will be material discussed in class that is not in the text and can be included on the exams. The student is responsible to obtain any material missed due to an absence.

Students with up to 2 absences within a four-week period will be issued a verbal warning along with a makeup schedule for the classes missed. Students that accrue three or more absences will be excluded from the current course but may be re-instated to a subsequent class. Additional fees may apply. Students may be accredited hours completed from the previous class.

- Students are required to call and inform the school office for any foreseen absences or tardiness
- Make-up classes for absences are to be arranged with the administration office and instructor.

### **Bar from Attendance**

Students may be barred from attendance for failure to:

1. Comply with CIMS' policies
2. Respond to official notices
3. Settle financial obligations when due

### **Tardiness**

Tardiness to class, lab, or clinical lab is unacceptable. CIMS programs are designed to prepare students for the world of work where punctuality is valued by employers and employees. CIMS reserves the right to dismiss any tardy student and treat the incident as an absence. This action may prevent the student from progressing in the program. **Two "Tardies" equal an absence.**

If you arrive after your scheduled start time, you will be marked as tardy. If you are tardy, your clock hours will be rounded to the nearest quarter hour.

Tardy students may or may not be allowed into class at the discretion of the instructor or Campus Director. If you are going to be late, you need to contact the school staff immediately.

More than one unexcused absence or two tardies (late) in a four-week session is unacceptable and may lead to termination.

**Students are expected to report on time.** Three occurrences of tardiness and/or early departure will be considered an unexcused absence. Students will need to discuss with an administrator if a make-up class will need to be scheduled.

### **Clock Hour Programs**

Students are expected to attend all classes and to be in class at the appropriate times. The licensing boards that govern some of these programs as well as the government for financial aid may require that all missed class time be made up and may impose limits on the number of hours that maybe missed and subsequently made up. Make up work is scheduled by the instructor and attendance is monitored and recorded. Any make up work that is allowed must be completed prior to the end of the program. The instructor of each class will notify students of the specific attendance policy at the beginning of the course.

Students with excused absences may delay the disbursement of their aid if more than 10% of their clock-hours are missed.

### **Class Schedules**

At CIMS, education is a full-time commitment. Classes at CIMS are typically scheduled Monday through Thursday. Day and evening sessions are available. Some programs may have classes scheduled on Saturday and Sunday. Students who need additional academic support may be assigned to instructor-guided remediation and tutoring and required to attend after regularly scheduled class time as a condition of continued enrollment.

### **Auditing Courses**

Students who have been on leave for periods more than six months may be required to audit specific classes before resuming their regularly scheduled courses. Additional fees or tuition may be assessed on a case- by- case basis. Approval to audit is given on a space- available basis. Students must register for the course in the admissions department. No course credit or grade is awarded to the student.

### **Leave of Absence / Withdraw / Incomplete**

Depending on the program, should a student's circumstances be such that a leave of absence is needed, the student must submit an application for a leave of absence to the Campus Director or designated official. At the Campus Director's discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Campus Director or designated official, at his/her sole discretion, may dismiss a student from the program and issue the appropriate refund, if applicable. Students may request a LOA, for well-documented reasons, so long as combined they do not exceed a total of 90 days in a 12-month calendar period. There will be no charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.

### **I – Incomplete**

A grade of “I” may be issued to a student who is unable to complete program requirements due to uncontrollable and unforeseen circumstances at the discretion of the program director. To receive an incomplete (I), the student must petition, no later than the last week of the term, for an extension to complete the required coursework. The student must be satisfactorily passing the course at the time of petition. The student must resolve the “I” grade by completing the outstanding program requirements within two weeks of the end of the course. An “I” grade that is not removed within 30 days will be changed to an “F” grade or “NP” grade, depending on the grading system of the course.

### **W – Withdraw**

The student may withdraw from any course before the end of the term. At the end of the term, the instructor will issue a “W”. A student who withdraws or is administratively withdrawn must take the full course and is responsible for a new tuition payment for that course of study. Student who leaves the program after the cancellation period and before 60 percent of the course is complete (in terms of clock hours) will receive a “W” grade.

### **Make-Up Work**

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student’s record. All tests must be taken when scheduled. If a student is absent, make up tests or quizzes will not be allowed unless prior arrangements were made with the instructor. If a student can provide an excused absence (Doctor’s excuse, Jury Duty notice, etc.) no points will be deducted. Homework should be turned in daily or at the instructor’s discretion. Assignments turned in late will have a decrease in value or will be not accepted at all. Acceptance or point deduction is at the instructor’s discretion.

If a clinical class or lab is missed, in whole or in part, the student must make up missing days upon approval of CIMS and the clinical site.

## **6. STUDENT DISCLOSURES**

### **School Policies**

This Student Disclosures Section contains those policies and procedures that students need to know and follow in order to successfully obtain the knowledge and training that they will be receiving in their program of study.

### **School Plans**

Institutional plans are available for students and employees in the media service center and server (faculty and staff only).

### **Participation**

California Institute of Medical Science believes that students learn a great deal from one another and from classroom/lab/clinical staff. Passive behavior by a student is discouraged. The instructor reserves the right to adjust grades for any course component based on the student’s degree of participation. This action may prevent the student from progressing in the program.

### **Student Appearance**

Your dress and appearance must be in compliance with the following standards at all times:

- Program Uniform is required at all times.
- Clean hygiene (including use of deodorant)

### **Dress Code**

Each program’s dress code must be followed. Professional appearance must be maintained always. California Institute of Medical Science’s students are expected to keep themselves clean, neat, and well groomed. Students not conforming to the dress code while in the classroom, clinical or externship may be sent home at the instructor’s discretion and will be required to make up the time. The instructor always reserves the right to dismiss the student from class/lab/clinical if attire or grooming conveys disrespect for professional conduct. Repeat violations will result in the student being placed on probation. Failure to comply with the following policy may be grounds for dismissal.

- Students will be expected to attend class/laboratory and assigned clinical sites clean and neatly dressed in program color appropriate scrubs and shoes to present a professional appearance.
- Identification badge must be worn always.
- Hair shoulder length or longer must be pulled back off the neck and facial hair closely trimmed.
- Though religious head covers are acceptable, other types of caps or hats are inappropriate.



- Jewelry should be limited to wedding rings and a wristwatch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (no more than one pair) that do not extend more than 1/2 inch below the earlobe are acceptable.
- For Men, no earrings.
- Visible piercing besides earlobes is not acceptable.
- If applicable, one disposable lab coats will be provided and are NOT to be worn outside the laboratory area.
- No denim, tank tops, halter tops, sweatshirts, low-cut necklines, transparent garments, or tops exposing bare midriff, back or chest.
- No sweatshirts, cartoons T-shirts, graffiti, advertising or offensive pictures.
- No sweatpants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
- Clean, closed-toes shoes must be worn. Clean, neat, white, leather athletic shoes are acceptable. All shoes must be leather or hard rubber. Crocs with holes are not acceptable.
- Tattoos must always be covered.
- Fragrance in excess is not allowed.
- Foul body odor is unacceptable.
- Keep fingernails clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails are NOT permitted due to infection control issues. The CDC recommended in its hand hygiene guidelines published in Oct. 2002, "health care personnel should avoid wearing artificial nails and keep natural nails no longer than one quarter of an inch long if caring for patients at high-risk of acquiring infections".
- Acrylic nails of any kind are not allowed.
- Turn cell phones OFF or set them to MUTE. It is very disruptive to the learning environment to have these devices go off during class. No media players or smart devices, such as an iPod, smart watch or similar items, are to be used during class and/or laboratory sessions.

### **Academic Achievement**

It is critical that you come to school prepared for your daily lessons and assignments. Bring books and equipment that you need to perform your assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to leave class until they return with the necessary materials and equipment.

### **Change in Status**

It is important that you notify the administrative office and your instructor of any changes in status, including your address, phone number, email address, emergency contact information, etc.

### **Copyright Infringement**

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

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

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

### **Academic Honesty Policy**

All students have an ethical obligation to adhere to the Academic Honesty Policy.

The conduct set forth below constitutes a violation of the Academic Honesty Policies. Those found to have committed such conduct shall be subject to disciplinary measures up to termination of their enrollment at CIMS. Legitimate collaboration between a student and a tutor shall not be considered a violation of the School's Academic Honesty Policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Academic Honesty Policy, include but are not limited to, the following:

**Cheating** - The improper presentation of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

- Copying from another student's test or homework.
- Allowing another student to copy from a test or homework assignment.
- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists or notes, including those stored in a calculator.
- Collaborating during an in-class test, take home test, distance education or online test with any other person by giving or receiving information without authority.
- Having another individual write or plan a paper, including those bought from research paper services.
- Submitting the same paper/project in more than one class.
  
- For distance education provide their username / password to others with the intent of misrepresentation in accessing / completing course work or class attendance.
- Participate in unauthorized acquisition, use, or attempt to use the user id or password of others.

**Plagiarism** – The attempt to represent the work of another, as it may relate to written, online, or oral works, computer-based work.

When a student submits oral, online, or written work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well.

Examples include, but are not limited to, the following:

- Failing to accurately document information or wording obtained on the internet.
- Submitting anyone else's assignment as one's own work.
- Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.

**Bribery** - The offering giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage or yourself or another. This does not apply to school approved or sponsored tutoring or supplemental instruction.

**Misrepresentation** - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using another's identity either with or without their permission with the intent of accessing / completing course work or class attendance, lying to an instructor to increase your grade; or lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

**Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

**Fabrication** - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, research projects, externships.

Examples include, but are not limited to, the following:

- Submitting any academic exercise as one's own (e.g. written or oral work, computer program, etc.) prepared totally or in part by another, including on-line sources.
- Taking a test for someone else or permitting someone else to take a test for you.

**Machination** - The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these policies.

**Duplicate Submission** - Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same module or from the subsequent instructor if being used in a subsequent module.

**Academic Misconduct** - The intentional violation of school policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment.

Examples include, but are not limited to, the following:

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- Selling or giving away all or part of a non-administered test and/or test answers.
- Asking or bribing any other person to obtain a test or any information about a test.
- Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an Instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- Continuing to work on an examination or project after the specified time has elapsed.

Improper Online, Distance Education, Teleweb and Blended Course Use include, but are not limited to, the following:

- Having or providing unauthorized outside help when completing online tests, quizzes, or assignments.
- Obtaining access to confidential test materials or questions before tests, quizzes, or assignments.

Students who are accused of academic dishonesty have the right to due process.

### **Standards of Conduct**

The CIMS expects students to be honest in all of their academic work. By enrolling, students agree to adhere to high standards of academic honesty and integrity as set forth below and understand that failure to comply with these Standards of Conduct may result in academic and disciplinary action up to and including termination of their enrollment from school. Each student also has an ethical obligation to report violations of any academic honesty policy they may witness.

### **Student Code of Conduct**

CIMS seeks to provide the best educational environment for its students, faculty, and staff. CIMS requires each student to comply the rules and regulations established by the school, and all local, state, and federal laws. CIMS will not accept deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the school's community or with any of the facilities, or with any authorized functions being carried out on school campus or at any school sponsored event.

The Student Code of Conduct applies specifically to student behavior. When a student enrolls at CIMS, they agree to abide by all school's regulations.

Students shall always conduct themselves in a professional and ethical manner always. In addition to being expected to follow the rules and regulations established by the program and clinical education centers, students are expected to follow the Standard of Ethics and act in accordance with the American Hospital Association Patients' Bill of Rights.

These standards include but are not limited to the following:

- Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, extreme and willful disruption of the school environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. California Institute of Medical Science will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the appropriate staff members of CIMS.
- If any student is found stealing or abusing school property or that of another person, that student will be terminated.
- Alcohol and drugs are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
- Cell phones and/or smart devices must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
- Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink outside of the building.
- Headphones, personal radios and iPods are not permitted during class or while performing work on a lab floor.
- The department has a long-time policy of requesting that no gifts are given to faculty. Instead, students are encouraged to write a note to faculty.
- Possession or use of explosives or weapons.
- Gambling
- Under the authority of California Government Code 7597.1, smoking and the use of all tobacco products, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., "e-cigarettes") are prohibited anywhere at all indoor and outdoor spaces managed by the California Institute of Medical Science.

The California Institute of Medical Science provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address possible unprofessional behavior or offenses. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the school's sole discretion, including

any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

### **Professional Code of Conduct**

Upon accepting admission into a CIMS program, you begin a career in a professional industry that requires individuals carry themselves with the utmost professionalism. Working effectively as a member of a team is a key to success in the professional world, especially healthcare. As a student, your first role as a team member begins in the classroom. You represent the institution on campus and in the community. When you begin your clinical rotation, you are a member of a clinical team, which includes your clinical instructor. When you complete the program and work as a professional you will be a member of a team of coworkers. The professionals in the workforce require intelligence, honesty, integrity, and a mature approach to responsibility. As a CIMS student, remember that all patient/client information is privileged must remain confidential. At no time should patient/client information be discussed with family or friends. Do not discuss an individual's information outside of the classroom or clinical site. While appropriately discussing patient/client information ensure that hospital visitors do not overhear the discussion. As a student and a team member you must abide by a professional code of conduct, as set below, and make it a part of your daily routine.

#### In order to function within the scope of your practice:

- Do not attempt to perform a procedure, which you have not been taught in class. But you are expected to be knowledgeable of what you have been taught. This is a legal principle, as well as a requirement of your education.
- Do not show favoritism or familiarity with patients/clients. Students must not establish any other than professional relationships with patients or their visitors.
- Never discuss your own personal, financial, or health issues with patients/client. Avoid telling "all" about yourself. Let the patient do the talking. Be a good listener.
- Never suggest treatments, procedures or remedies to patients/clients.
- Be sincerely interested, but do not pry. When you are in doubt about anything, check with your instructor so that you may avoid making a mistake.
- Do not eat, drink or attend to personal needs in care areas.
- Always clean up after yourself.
- At the end of a clinical day students must meet with the instructor before leaving the clinical area.
- Do not accept money or gifts from anyone. Be pleasantly stubborn in your refusal. Suggest they write a note to your institution indicating their pleasure with your care.
- You must be self-motivated in promoting an environment of teamwork.

#### The following describes how you can do this:

- Accept and value the contributions everyone makes to the group. Specifically, you must listen carefully; think before you say or do something and be organized when you ask a question. Be an active thinker and not a passive receptacle of information.
- Value your own and your teammates time by BEING PUNCTUAL.
- Accept the diversity in everyone's style. Even though you know yourself best, be aware that other approaches may be just as effective as yours.
- Be honest at all times.
- Treat yourself and all team members with respect and courtesy.
- Promote independence and mutual growth by seeking knowledge and sharing it with the group. Give each other encouragement and seek out opportunities to obtain all of the skills and knowledge.
- Listen openly to new ideas and other perspectives.
- Commit to resolving conflict. Always follow the chain of command in resolving problems. Consult your instructor for ANY and ALL concerns. Many conflicts are due to misunderstanding or a lack of communication. You must communicate over and above what you think is the bare minimum. Communicate in a fair and nonjudgmental manner, be objective.
- Take responsibility for your own emotional well-being.
- Ensure that you work well as a group on the unit by doing the following.
- Stay focused on the cumulative goal of the group and assume responsibility for achieving that goal.
- Make decisions together as much as possible. Students need to collaborate and consult with the team members, including staff as well as instructor.
- Realize that each group member is accountable for the result and consequences of his/her actions.
- Prioritize your duties and do not over commit. Each group member has the right to say no, as long as it does not mean neglecting his or her responsibilities.

Foster open communication and a positive work environment by:

- Doing unto others, as you would have them do unto you.
- Acutely being aware of specific details when you are given instructions and also when you are giving someone instructions. Do not assume something is obvious. Repetition is better than misunderstanding.
- Acknowledging and apologizing if you have caused an inconvenience or have made a mistake. Begin by notifying your instructor IMMEDIATELY.
- Making sure you know all of the facts that are relevant to the issue before you draw conclusions about anything.
- Maintaining confidentiality as it relates to patient information as well as information related to your classmates. Redirect classmates who are talking about someone to speak directly to the person. Gossiping is unprofessional behavior. Avoiding the spread of rumors. Rumors are generally a negative force that does not contribute to a positive work environment.
- Discussing with your instructor if you become aware of unsafe or unethical behavior. Be prepared to describe it specifically and objectively. In other words, describe the facts without judgment.

Be approachable and open to feedback by doing the following:

- Take responsibility for your actions and words. Be accountable by following through on your commitments.
- When you are given advice or criticism, take time to reflect on it, rather than blaming, defending, or rejecting. Think of it as an opportunity to improve on your weaknesses and be receptive to improving yourself. Experts in the field of communication report that there is always a little bit of truth in every criticism.
- When in any doubt, ask for clarification of the behavior you have perceived.
- Stay focused on what you can learn from a situation.

**Students Rights**

Any student believing there to be a problem related to his or her role, responsibilities or rights may initiate the grievance procedure to resolve a dispute or conflict. The grievance procedure is published under Student Grievance Procedure.

**Grievance Policy/Expectations**

Before a student contacts an outside agency regarding any issues, it is highly suggested that they first follow the grievance process that is published under Student Grievance Procedure in order to attempt to resolve any complaints with the California Institute of Medical Science. This is the recommended process for dealing with grievances although not required and you may contact the Bureau at any time.

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

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898  
FAX: 770-396-3790, [www.council.org](http://www.council.org).

**Student Grievance Procedure:**

Any student believing there to be a problem related to their role, responsibilities or rights may initiate the following process to resolve the problem to the satisfaction of all concerned:

**Stage 1**

- Formally contact the instructor or administrator to discuss the scope and dimensions of the problem.
- Working with the instructor, develop a written plan of action to resolve the problem in a timely manner.
- Implement the plan with the support and guidance of the instructor.
- Evaluate the effectiveness of the plan.

**Stage 2**

If the problem has not been resolved, the student may file a complaint in writing to the Campus Director or designated official. The Campus Director or designated official will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Campus Director or designated official will notify the student of the decision reached.

If a satisfactory resolution is still not reached after stage two of grievance procedure, then an impartial third party will be designated.

**Note:**

- A student may lodge a complaint by communicating orally or in writing to the instructor. The recipient of the complaint shall transmit it to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
- If a student orally delivers the complaint and the grievance is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a grievance must be submitted in writing and shall provide the student with a written summary of the institution's grievance procedure. (See Above)
- If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. The grievance or relief requested by the student is rejected, the reasons for the rejection must be provided to the student.
- The student's participation in the grievance procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that signifies to limit or waive the student's rights and remedies is void.

**Accident Procedures****•Onsite (Classroom/Lab) injuries**

CIMS faculty member will provide first aid for the student sufficient enough to get the situation under control. After which, the student should go to their personal physician for additional treatment, if necessary. CIMS is not liable for the injury or obligated to pay for any type of treatment related to the incident.

**•Offsite (Clinical or Externship) injuries**

The students should provide first aid for themselves sufficient enough to get the situation under control and follow the clinical sites protocol for incidents. After which, the student should go to their personal physician for additional treatment, if necessary. Neither the site nor CIMS is liable for the injury nor obligated to pay for any type of treatment related to the incident.

**Blood and Body Substance Exposure**

Student that experiences an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to report the incident to the faculty and seek medical evaluation/care as soon as possible (preferably within one hour).

If a needle stick occurs on campus or while working at the clinical site, follow your sites protocol for such.

Neither the clinical site nor CIMS is liable for the injury nor obligated to pay for any type of treatment related to the incident. Any additional treatment or long-term care is the responsibility of the student.

**Disciplinary Probation**

Student disciplinary action is designed to enforce the policies and guidelines of the California Institute of Medical Science and its programs. Acceptable conduct and behavior must always be adhered to. Disciplinary action is enforced consequently when a student disregards the boundaries of acceptable behavior as outlined in the Course Catalog and/or Program Application Package. Students who violate any of the various program policies and guidelines will be placed on probation.

A written disciplinary probation is an official notice for a specified time during which a student must demonstrate conduct that conforms to California Institute of Medical Science's standards of conduct. Assigned discipline may include a combination of sanctions for a particular incident. When a student is found in violation of California Institute of Medical Science's policies or program regulations and guidelines, any of the following types of student disciplinary action may be imposed:

**Probation**

A status imposed for a specific time during which a student must demonstrate conduct that conforms to California Institute of Medical Science's standards and conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally as Dismissal.

**Dismissal**

Dismissal is the termination of student status for an indefinite period. Readmission to the institute shall require the specific approval of the Program Director and/or Campus Director of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

## 7. ADDITIONAL POLICIES AND DISCLOSURES

### VETERANS BENEFIT APPLICANTS

Students with documented and certified previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam and/or oral exam.

Credits allowed will be recorded on an enrollment record and the length of the course shortened proportionately. In addition, the student and the U.S. Department of Veterans Affairs (VA) will be notified.

Credit awarded must comply with all local, state, and federal requirements. In certain cases (e.g., Phlebotomy Technician training), CIMS is guided by the standards established by the California Department of Public Health / Laboratory Field Services.

Refunds for VA-funded courses are fully prorated through the entire course; i.e., if a student cancel or terminates training at 75 percent and the course has been fully paid for, the VA Department will receive a refund of 25 percent minus the application fee.

### VOTER REGISTRATION

Schools in most states and the District of Columbia must make a good faith effort to distribute voter registration form to their students. This voter registration requirement was included in the National Voter Registration Act of 1993. In essence, if a Title IV (Federal Student Act) participating school is located in a state that requires voter registration prior to Election Day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration forms to its federal student aid eligible students. At the California Institute of Medical Science, voter registration forms are distributed through the Office of Registrar.

To meet this requirement, federal student aid recipients attending California Institute of Medical Science will receive an annual reminder via email of the following ways to complete voter registration:

- To register to vote in the State of California using the online application, visit: [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).
- Voter registration forms are available at the Registrar of Voters Office located in the Fresno Registrar of Voters at 2221 Kern St, Fresno, CA 93721
- Forms are also available at all offices of the Department of Motor Vehicles, all city clerks offices, public libraries and post offices.
- Individuals may also call the Registrar of Voters at 559-488-3246 or the Secretary of State at 1-800-345-VOTE in order for a registration form to be provided by mail.

To successfully register to vote, it is important that the voter registration application be filled out completely and be postmarked or hand-delivered to the county elections office at least 15 days before the election.

### ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Successful students are those who are highly disciplined, self-motivated, self-reliant and capable of working independently.

Essential functions, as distinguished from academic standards, refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum, as well as the development of professional attributes required by the program officials and clinical faculty of all students upon completion of the program. The essential functions consist of minimal physical, cognitive, affective and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of clinical training.

#### 1. The Psychomotor Demands required include:

- Physical abilities to move about freely and maneuver in small spaces stand and/or walk for long periods, and access areas within the healthcare facility.
- Physical ability, including sufficient mobility and fine motor coordination, to manipulate equipment to safely collect and process patient specimens, maintain a safe, aseptic work environment, and accurately and safely operate a variety of laboratory equipment.
- Visual ability sufficient to discern colors and perform Phlebotomy procedures.
- Visual acuity to read and interpret test requests and physician orders.
- Hearing ability to respond to messages from patients and staff

- Ability to operate computers.
2. The Cognitive Demands required include:
    - Establish and maintain effective working relationships including working as part of a team.
    - Accurately remember and apply oral and written procedures
    - Maintains accurate records.
    - Ability to organize one's work for completion in a timely fashion.
    - Ability to exercise critical thinking skills to solve problems.
  3. The Affective Demands required include:
    - Interpersonal abilities sufficient to communicate in a professional, positive, tactful manner with patients, physicians, nurses, other health care and non-health care employees, and laboratory personnel.
    - The applicant must be fluent in English and possess adequate communication skills to permit regular, routine, timely, and productive interactions with faculty members, physicians, patients, and other students.
    - Emotional stability to allow professional interaction with patients and staff, to respect patient confidentiality, use reasonable judgment and accept responsibility for actions.
    - Must demonstrate the emotional health required for full utilization of intellectual abilities must be able to tolerate physical and emotionally taxing workloads and function effectively under stress
    - Project a well-groomed, neat appearance.
    - Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's laboratory responsibilities.
    - Ability to perform procedures accurately and quickly even under stressful conditions.
    - Ability to exercise independent judgment and to think logically in the performance of one's duties.
    - Ability to organize and to assume responsibility for one's work.

#### **CATALOG ACCURACY POLICIES**

This catalog is current as of time of publication. Rules governing student conduct, admissions policies, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Please check with the Campus Director or Program Director if you have questions regarding the content of this catalog. We reserve the right to adopt, amend, or repeal rules and policies that apply to students and school operations. Changes in the content of this catalog will be shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and School policies.

Students should refer to their enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog will be initially added by means of an addendum and will appear at the end of the catalog.

#### **CATALOG UPDATES**

The catalog is updated on an annual basis. Addendum are added to the back of the catalog on a monthly basis when necessary.

#### **CATALOG DISTRIBUTION**

Catalog is provided to a prospective student or to the general public via CIMS' website.

#### **ARTICULATION AGREEMENT**

CIMS is not currently party to any articulation agreement with any other institution, college, or university.

#### **PRIOR TO SIGNING**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

#### **PROGRAM POLICIES**

The rules and regulations are subject to change.



## CLINICAL FACILITIES

- Fresno Medical Center  
Fresno, CA
- Madera Community Hospital  
Madera, CA
- Healthcare Center of Fresno  
Fresno, CA
- Saint Agnes Medical Center  
Fresno, CA
- Riverside Medical Clinic  
Madera, CA
- Lemoore Hospital  
Lemoore NAS, CA
- Foundation Laboratory  
Fresno, CA
- Willow Creek Healthcare Center  
Clovis, CA
- and others.

## 8. PROGRAMS OF STUDY

### LAB ASSISTANT

#### Program Length information

The program length in clock-hours for this program is 672. These clock hour figures apply to both full and part-time students.

#### The calendar limits are as follows

Full-time students – normal program length is 32 weeks

Part-time students – CIMS does not offer part time programs

#### Vocational Objective

Upon completion of the Lab Assistant program, the graduate will be able to obtain an entry-level employment as a Lab Assistant or Phlebotomist, performing laboratory procedures, phlebotomy, electrocardiography. In addition, the student will be able to take vital signs as well as other point of care procedures.

#### Course Outline

Students receive instruction through didactic instruction and practical externships. Upon graduation, students will have the necessary knowledge and technical skills to properly perform blood draws, correctly handle blood specimens, perform assigned laboratory tests and EKG's. Students should expect additional hours consisting of out-of-class activities of readings, written assignments and research. Students must complete all modules in sequence to graduate.

#### Graduation

Upon successful graduation (including all academic, attendance, and financial requirements) students receive the following:

Certificate of Completion - Medical Laboratory Assistant

Certificate of Completion- Certified Phlebotomy Technician 1 (CPT1)

Certificate of Completion- National Phlebotomy Technician (NAACLS)

#### Program Graduation Requirements

Grade of 75% or higher is required.

#### Lab Assistant Duties

Lab assistants' duties include blood draws, specimen processing as well as operating and maintaining semi-automated test equipment, fixing blood / tissue specimens on slides and using computers to input data. Duties may also include collecting patient medical history, vital signs, height and weight and perform EKG's.

#### Health Requirements:

#### Physical Requirements

- Stand and/or walk up to 6 1/2 hours throughout an 8-hour shift.
- Lift and move a minimum of 25 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

In addition to the following physical requirements, students must have adequate management of chronic illnesses so that neither patients nor the student is at risk of harm.

#### Mental/Emotional

Students must have sufficient emotional stability to perform under stress produced by academic study and the necessity of performing patient care in real patient care situations while being observed by instructors and agency personnel.

#### Abilities related to strength and stamina: Students must be able to:

Work at various clinical sites up to 12 hours per day.

Attend theory classes up to 8 hours per day

#### Abilities related to flexibility: Students must be able to:

Reach above shoulder height, bend over, crouch to stoop and twist

**Abilities related to fine manipulation: Students must be able to:**

Manipulate syringes.  
Write legibly.  
Enter data on computer screens and keyboards.

**Sensory abilities: Students must be able to:**

See well enough to read syringe graduations.  
Hear well enough to receive information accurately over the telephone and to discriminate sounds heard through a stethoscope.  
Use all physical senses (hearing, seeing, feeling, smelling) in a manner that allows the nurse to accurately assess the patient and clinical situation.

**Condition and Number of Hours - Clinical (Externship or Clinical)**

During the externship patients to be drawn (adults ranging from pediatric to geriatric) for venipuncture and blood draws will be at the discretion of the facility. All students will be observed by an on-site supervisor or designated superior. By the conclusion of the course students will have a record of 280 clinical hours minimum.

**Standard Occupational Classification Codes:**

**Job Classifications for Lab Assistants**

29-2010 Clinical Laboratory Technologists and Technicians  
29-2011 Medical and Clinical Laboratory Technologists  
29-2012 Medical and Clinical Laboratory Technicians  
29-2031 EKG Technician  
31-9092 Medical Assistant, Medical Assistant/Phlebotomist  
31-9097 Phlebotomist, Mobile Phlebotomist, Mobile Examiner, Paramedical Examiner, Examiner  
31-9000 Other Healthcare Support Occupations  
31-9090 Miscellaneous Healthcare Support Occupations  
31-9099 Patient Care Technician, Dialysis Technician, Healthcare Support Workers, All Other

Theses SOC codes are available at: [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

## Course Description of Subjects Covered:

LA 01 – LA 02 - Basic Concepts for the Laboratory Professional and Quality Control:

Students will receive an orientation and develop an understanding of laboratory safety, quality control and universal precautions. Students will learn through lecture and laboratory practice about nosocomial infections, and the proper way of handling body fluids, and specimens. The CLIA chain of custody and levels of complexity will also be discussed. Students will be taught the “chain of infection” and factors influencing diseases. As part of the training of the laboratory setting students will become familiar with the use of a microscope and centrifuge as it pertains to a lab assistant. Students will apply all information presented in a hands-on laboratory setting under instructor supervision.

LA 03 - Clinical Chemistry:

Preparation of specimens for chemistry testing, the understanding of principals of colorimetry, quality control and then the safety procedures in performing chemistry testing. Students will perform test on a chemistry analyzer.

LA 04 – Hematology and Coagulation:

Anatomy and physiology of blood including blood cell formation, blood function and body composition as well as the basics of common hematological diseases and coagulation disorders, various hematological testing procedures by operating the automated hematological analyzer, and preparation and staining of blood smears. Students will be taught on the differences between serum and plasma, learn about lipids (and different tests associated with them), how fasting effects blood sugar, postprandial (after meal) and glucose tolerance tests. Students will also learn about the various aspects of time and measurement with regards to specimens, the coagulation mechanism and learn how to perform coagulation testing.

LA 05 – Serology and Immunology:

Teaches the basic knowledge and practical experience of serological procedures, antibody-antigen reactions, and coagulation testing and blood typing.

LA 06 – Urinalysis and Microbiology:

Basic principles of kidney physiology, urinary system, forms and classification of microorganisms, basic parasitology, safety in clinical microbiology, microscopic examination of urine sedimentation, selection of media for bacteria growth and identification, thick (drop) and thin (feathered) smears and wet mount preparation, staining of bacterial smears, use of microscopes, and performance of urinalysis with a urine chemistry analyzer. Students will be taught through lecture and laboratory practice about homeostasis and the components of the

urinary system. They will also be taught routine urinalysis and proper procedure for collecting urine sample.

LA 07 – EKG:

Students will be taught about the respiratory and cardiac systems. Students will be taught using lecture and visual aids about various diseases and their corresponding treatments that impact the heart. Students will also learn the EKG process and how to read basic EKG strips. In addition to these topics students will also learn about cardiac rhythms. Students will apply all information presented in a hands-on laboratory setting under instructor supervision.

LA 08 – Phlebotomy:

Students will define Phlebotomy and the professional qualities of a phlebotomist. Students will be instructed on the importance of informed consent, patient confidentiality, and legal issues for the phlebotomist. This section provides the didactic and practical instruction related to specimen collection. Students are taught the regulations of the regulatory agencies, safety and infectious disease control issues, legal and ethical issues, basics of infectious control, universal precautions and preparation of skin puncture sites with emphasis on patient care, blood collection equipment and appropriate disposal of sharps and biohazard waste, specimen processing and special procedures, and quality assurance and risk management.

LA 09 – Vitals:

Students are expected to understand the basic concept of the following:

Temperature (Define body temperature and identify the normal ranges for body temperature), Pulse (Define pulse and identify the normal ranges), Respirations (Define respiration, discuss the normal ranges of respirations according to the patient’s age and correctly demonstrate measuring respirations) and Blood Pressure (Define blood pressure, discuss physiology of blood pressure, discuss factors influencing blood pressure, compare hypertension with hypotension, discuss common errors in assessing blood pressure and demonstrate correct technique in assessing blood pressure)

LA 10 – Medical Terminology:

Basic understanding of medical terminology in common use in the health occupations. Describe the function and purpose of medical terminology in health care professions, correctly spell and define selected key terms, utilize word roots, prefixes, suffixes and linking or combining vowels to analyze medical terms and phrase, differentiate meaning of common abbreviations and select abbreviations, demonstrate the effective use of a medical dictionary.

LA 11 – Non-Blood Specimens and Tests:

Students learn to match the different types of non-blood body fluids with their description. List the appropriate instructions for patients in the proper collection and preservation for various samples, including, urine, sputum and stools. Select correct patient collection containers for the various non-blood samples. Contrast the different types of urine specimen collections.

List the most common tests performed on urine, stool, semen, and other body fluids. List common reasons for performing a Urine Drug Test for Drugs of Abuse (DOA). Describe "chain of custody" requirements for legal specimens and list the tests frequently requested for forensic studies. List the common problems associated with urine pregnancy testing. Contrast the different types of semen collections. List the most common types of Point of Care Testing (POCT)

LA 12 – Customer Service:

Students are given the opportunity to learn valuable interpersonal and soft skills necessary to interact with patients daily. Students will participate in health fairs open to the public.

LA 13 – Career Development:

Instruction will cover job search skills, resume development, interviewing skills. As well as how attitude and interest influence human behavior and challenges of being an employee.

LA 14 – CPR for Healthcare Providers:

This classroom/video-based course reflecting the new science from the 2010 American Heart Association

Guideline for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care teaches the AHA Chain of Survival, critical concepts of high-quality CPR and techniques, 1 and 2 rescuer CPR and AED use for the adult, child and infant as well as bag valve mask techniques, rescue breathing and relief of choking. This course is hands-on, and participants will practice all skills taught.

LA 15 – California Phlebotomy Technician 1

Students will go through lecture and hands-on training to be eligible to become a California state licensed phlebotomist. This section provides lecture / in-class lab and students will be trained how to perform blood draws as well as use preanalytical equipment.

LA 101 – Externship: Prerequisites: Completion of material covered in LA 01 – LA 15 to be eligible for participation in the externship class LA 101

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship is 280 hours and provides the student with a realistic work environment. Externs perform their work under the supervision of assigned personnel at the site. Students are required to complete at least 100 successful blood draws. Time sheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours and blood draws must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program.

<b>Course Code</b>	<b>Course Title</b>	<b>Clock Hours</b>
LA 01	Basic Concepts for the Laboratory Professionals	26
LA 02	Quality Control	20
LA 03	Clinical Chemistry	26
LA 04	Hematology and Coagulation	20
LA 05	Serology and Immunology	30
LA 06	Urinalysis and Microbiology	20
LA 07	EKG	30
LA 08	Phlebotomy	20
LA 09	Vitals	20
LA 10	Medical Terminology	20
LA 11	Non-Blood Specimens and Tests	20
LA 12	Customer Service	20
LA 13	Career Development	18
LA 14	CPR for Healthcare Providers California	6
LA 15	Phlebotomy Technician	96
LA 101	Externship	280
Total Hours Required for Graduation		672

## LICENSING REQUIREMENT

### **DO NOT SEND CDPH/LFS A COPY OF YOUR MEDICAL LABORATORY ASSISTANT CERTIFICATE.**

**Note: Graduates gain entry-level positions in the medical field; however, they are not eligible to become a Medical Laboratory Technician (MLT) or Clinical Laboratory Scientist (CLS). BOTH ARE PROGRAMS CURRENTLY NOT PROVIDED BY THE CALIFORNIA INSTITUTE OF MEDICAL SCIENCE.**

#### **Certified Phlebotomy Technician I (CPT1):**

State of California requires Phlebotomy Certification, or licensure, (Effective April 9, 2003) for all persons drawing blood who are not California-licensed physicians, nurses, clinical lab scientists, or other licensed professionals whose scope of practice does not include phlebotomy (drawing blood). Certified medical assistants can draw blood in a physician's office, or in other settings where they have direct supervision.

- Certified phlebotomy technician 1 (CPT1) - Authorized to do skin puncture and venipuncture blood collection. There are different requirements for applicants with no phlebotomy experience, applicants with less than 1040 hours of on-the-job phlebotomy experience, and applicants with 1040 or more hours of on-the-job phlebotomy experience in the last 5 years.

#### **Requirements**

The California Department of Public Health - Laboratory Field Services (LFS) requires applicants to submit documentation of

1. **Proof of High School Graduation**
2. **Passing a national exam approved by CA DPH-LFS**
3. **Completion of Approved Training Program**
4. **Clinical training or work experience to qualify for licensure**

1. **High School Completion**

- You must be a high school graduate OR
- Pass a general educational development (GED) test OR
- Provide official transcripts showing credit for general education courses completed at an accredited college or university.
- Non-US transcripts: All non-U.S. transcripts must be evaluated by the Foundation for International

#### **Non-US transcripts**

All non-U.S. transcripts must be evaluated by "Current Members" of the [National Association of Credential Evaluation Services \(NACES\)](#) or "Endorsed Members" of the [Association of International Credential Evaluators, Inc. \(AICE\)](#). This allows LFS to determine if your education is equivalent to a U.S. college or university education. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

- [National Association of Credential Evaluation Services \(NACES\)](#)
- [Association of International Credential Evaluators, Inc. \(AICE\)](#)

If you are an applicant whose education and training/experience is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

2. **Examinations**

- You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

### **License Renewal**

Once you receive your certificate you will need to renew it every two years. To renew, you must pay a fee and submit documentation of continuing education. For information about the renewal process, including renewal fees, continuing education requirements, approved continuing education accrediting agencies, and the renewal form LAB 177, please visit the LFS renewal webpage.

### **How to Apply for a California Phlebotomy Certificate**

These are the steps to follow to apply:

- Apply online at <https://accountportal.cdph.ca.gov/Licensing.aspx>.
- Select the certificate type for which you are applying from the menu on the application website.
- You will need a Visa or MasterCard to pay your \$100 application fee.
- Transcripts must be original documents bearing the school, college, or university registrar's seal, sent directly to LFS from the office of the school, college, or university registrar.

Request to have your transcripts mailed to:

Laboratory Field Services - Phlebotomy Program, 850 Marina Bay Parkway, Bldg. P 1st Floor Richmond, CA 94804

- A certificate of completion of a phlebotomy training program, the California Statement of Phlebotomy Practical Training, the Letter of Phlebotomy Experience for California Certification, and copy of national certification must be uploaded during the online application process.
- You can check the status of your application online using the application identification number provided upon completion of your application.
- Incomplete application packages may be abandoned 150 days after registration. All abandoned applicants who wish to re-apply must pay a new non-refundable application fee.

### **Documents you may need for your application**

- Official transcript (High School, College, etc.).
- NACES or AICE evaluation (Non-US Transcripts).
- Certificate of completion from an approved phlebotomy training program.
- Verification of practical training experience (California Statement of Phlebotomy Practical Training).
- Verification of on-the-job experience (Letter of Phlebotomy Experience for California Certification).
- Verification of national certification examination.

For additional information, you may contact [LFSphlebotomy@cdph.ca.gov](mailto:LFSphlebotomy@cdph.ca.gov)



**Lab Assistant** utilizes the following instructional equipment and supplies to facilitate the course, program, certification, and/or industry required competencies:

Phlebotomy Chairs	Exam Table	Phlebotomy Training Pad
Centrifuge	Hematocrit Centrifuge	Incubator
Autoclave	Sphygmomanometers (Manual or Digital)	Thermometers (Digital/ Aural)
EKG Machines	Microscopes	CLIA Waived Tests
Glucose Meter	Hemoglobin Meter	Stethoscopes
Blood typing Kits	ESR tubes	Microscope Slides
Lancets for Hematocrit, Glucose	Urinalysis Supplies (Urine ChemStrips/Urinalysis cups)	Gloves
Phlebotomy Supplies: (Vacutainer Needles, Syringes, Butterfly Needles, Vacutainer Needle Holder, Tubes, Tourniquets)	OSHA Training Video	Applied Phlebotomy Video Series
Throat Culture Swabs	Gram Stain	Alcohol Prep Pads
Gauze	Medical Terminology Book	Laboratory Testing For Ambulatory Setting (Text & Work Book)
ECG Book	Phlebotomy Handbook (Blood Specimen Collection from Basic to Advanced)	Preventing Infectious literature
	Sharps/Biohazard Containers	

## **MEDICAL ASSISTANT**

### **Program Length information**

The program length in clock-hours for this program is 720. These clock hour figures apply to both full and part-time students.

### **The calendar limits are as follows**

Full-time students – normal program length is 35 weeks

Part-time students – CIMS does not offer part time programs

### **Vocational Objective**

Upon completion of the Medical Assistant program, the graduate will be able to obtain an entry-level employment as a medical assistant or a professional in a related field within a healthcare setting.

### **Course Outline**

Students receive instruction through didactic instruction and a practical externship. Upon graduation, students will have the necessary knowledge and technical skills to perform administrative and certain clinical duties under the direction of a physician, scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes, taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

### **Graduation**

Upon successful graduation (including all academic, attendance, and financial requirements) students receive the following:

Certificate of Completion- Medical Assistant

### **Health Requirements:**

#### **Mental/Emotional**

Students must have sufficient emotional stability to perform under stress produced by academic study and the necessity of performing patient care in real patient care situations while being observed by instructors and agency personnel.

#### **Physical Requirements**

In addition to the following physical requirements, students must have adequate management of chronic illnesses so that neither patients nor the student is at risk of harm.

#### **Abilities related to strength and stamina: Students must be able to:**

Work at various clinical sites up to 12 hours per day.

Attend theory classes up to 8 hours per day

#### **Abilities related to flexibility: Students must be able to:**

Reach above shoulder height, bend over, crouch to stoop and twist

#### **Abilities related to fine manipulation: Students must be able to:**

Manipulate ampules, syringes, medication containers.

Write legibly.

Enter data on computer screens and keyboards.

#### **Sensory abilities: Students must be able to:**

See well enough to read syringe graduations and medication labels.

Hear well enough to receive information accurately over the telephone and to discriminate sounds heard through a stethoscope.

Use all physical senses (hearing, seeing, feeling, smelling) in a manner that allows the nurse to accurately assess the patient and clinical situation.

**Standard Occupational Classification Codes:**

Job Classifications for Medical Assistant

31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9099	Healthcare Support Workers, All Other
31-3099	Medication Technician, Patient Registration Representative, Medical Benefits Specialist, Behavior Technician, Rehabilitation Technician, Healthcare Support Workers, All Other
11-9111	Medical and Health Services Managers
29-2071	Medical Records and Health Information Technicians
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Medical Office Representative, Health Office Aide

Theses SOC codes are available at: [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

### Course Description of Subjects Covered:

#### MA 01- Administrative Medical Assisting I:

Content addresses the basic responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. Instruction in medical terminology and typing is included. Course of instruction introduces the student to medical insurance and billing and coding, front desk and back office check in and check-out procedures.

#### MA 02- Administrative Medical Assisting II:

Content addresses the basic responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. Instruction in medical terminology and typing is included. Course of instruction introduces the student to medical insurance and billing and coding, front desk and back office check in and check-out procedures.

#### MA 03- Specimen Collection & Laboratory Procedures:

Content emphasizes the skills required for routine laboratory procedures and tests conducted in the medical office. Topics include safety protocol, regulatory agencies, equipment use and maintenance, patient preparation, specimen collection and processing, and documentation. Students practice and demonstrate assisting skills for specified tests and procedures including pulmonary function, electrocardiography, and urinalysis. Students practice and demonstrate assisting skills for specified tests and procedures related to pediatrics, male and female reproductive systems, dermatology, endoscopy, gastroenterology, age-related conditions, and neurology.

#### MA 04- Exam Room Procedures:

Content emphasizes the development and practice of skills required to assist physicians during a patient's physical examination. Lab exercises focus on such skills as patient positioning/draping, equipment set-up, and obtaining

and/or documenting medical history information, vital signs, and other specified tests and procedures. Content emphasizes assisting skills for routine laboratory procedures and tests conducted in the medical office examination room. Topics include safety protocol, equipment use and maintenance, laboratory mathematics and measurement, specimen collection, microbiology, phlebotomy, and routine blood tests. Lab-based activities provide hands-on practice with common procedures prior to demonstrating proficiency with these required skills.

#### MA 05- Pharmacology:

This course introduces students to basic pharmacology principles and practices.

#### MA 06- Administration of Medications:

Content addresses terminology, safety regulations, resources, dosage calculations, medication preparation and administration, patient education, and disposal of biohazardous materials. Lab-based activities provide students hands-on practice with common injections prior to demonstrating their proficiency with these required skills.

#### MA 07- Computer Applications:

Through demonstration and hands-on experience, students will gain a general understanding of computers. Hardware, software, Microsoft products, and Internet use are explained.

#### MA 101- Extern - Prerequisite: MA 01 – MA 07

This course provides students with opportunities to apply professional skills learned in the classroom. After completing the required course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment. Externs performed their work under supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship.

<b>Course Code</b>	<b>Course Title</b>	<b>Clock Hours</b>
MA 01	Administrative Medical Assisting I	60
MA 02	Administrative Medical Assisting II	30
MA 03	Specimen Collection & Laboratory Procedures	60
MA 04	Exam Room Procedures	60
MA 05	Pharmacology	30
MA 06	Administration of Medications	60
MA 07	Computer Applications	60
MA 101	Externship	360
Total Hours Required for Graduation		720

**Medical Assistant Program** utilizes the following instructional equipment and supplies to facilitate the course, program, certification, and/or industry required competencies:

(Manual and Digital)	Stethoscope	Urinalysis Supplies	Urinalysis Machine
Glucometer	Hemoglobin Meter	Snellen Eye Chart	Ophthalmoscope
Otoscope	Exam tables	Phlebotomy Chairs	Wheelchair
Microscopes	Peak Flow Meter	Injection Supplies G23,G25,TB syringe	Venipuncture Supplies (Vacutainer needles,
Hematocrit Centrifuge	Mayo Stand	CLIA Waived Tests	OSHA Training Video
Sharps/Biohazard Containers	Dressing/ Bandage Supplies (Ace wrap, Sling, Gauze)	Gauze	Adult/Infant Scale
Alcohol Prep Pads	Phlebotomy Training Arm	Sedimentation Rate Tubes	Percussion Hammer
Forceps	Hemostats	Thumb Tissue Forceps	Measuring Tape
Surgical Scissors	Surgical Blade/Blade Handles	Sutures	Nasal Speculum
Vaginal Speculum	Tongue Depressors	Throat Culture Swabs	EKG Machines
Pap Tray Set Up	Iris Scissors	Suture Removal Set	Autoclave
Incubator	Lancets	Clay Sealant for Hematocrit	Digital/ Aural Thermometers
Gloves	Blood Typing Kits	ECG Made Easy Book	Medical Terminology Book
HIPAA Video	Eye Occluder	Comprehensive Medical Assisting Administrative and Clinical Competencies Textbook	Student Workbook Comprehensive Medical Assisting

## **PHLEBOTOMY TECHNICIAN**

### **Program Length information**

The program length in clock-hours for this program is 136. These clock hour figures apply to both full and part-time students.

### **The calendar limits are as follows**

Full-time students – normal program length is 14 weeks

Part-time students – CIMS does not offer part time programs

### **Vocational Objective**

Upon completion of the Phlebotomy Technician program, the graduate will be able to obtain an entry-level employment as a Phlebotomist performing phlebotomy in a healthcare setting.

### **Course Outline**

Students receive instruction through didactic instruction and a practical externship. Upon graduation, students will have the necessary knowledge and technical skills to properly perform blood draws and correctly handle blood specimens. Students should expect additional hours consisting of out-of-class activities of readings, written assignments and research. Students must complete the program in sequence to graduate.

### **Arterial Observation Policy**

If a student is attending an externship, they must observe a minimum of two arterial blood draws.

### **Graduation**

Upon successful graduation (including all academic, attendance, and financial requirements) students receive the following:

Certificate of Completion- Certified Phlebotomy Technician 1 (CPT1)

### **Program Graduation Requirements**

Grade of 75% or higher is required.

### **Phlebotomy Technician Duties**

Depending on the level of training, phlebotomist draw blood through venipuncture, skin puncture, or arterial puncture. Phlebotomy Technician duties may include using a computer to input data.

### **Physical Requirements**

- Stand and/or walk up to 6 1/2 hours throughout an 8-hour shift.
- Lift and move a minimum of 25 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

### **Condition and Number of Hours - Clinical or Externship**

During the externship patients to be drawn (adults ranging from pediatric to geriatric) for venipuncture and blood draws will be at the discretion of the facility. All students will be observed by an on-site supervisor or designated superior. By the conclusion of the course students will have a record of 104 clinical hours, minimum.

### **Standard Occupational Classification Codes:**

Job Classifications for Phlebotomy Technician

31-9097 Phlebotomists

31-9000 Other Healthcare Support Occupations

31-9090 Miscellaneous Healthcare Support Occupations

31-9099 Healthcare Support Workers, All Other

Theses SOC codes are available at: [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

**Course Description of Subjects Covered:**

PT 01– Clock Hours 96: California Phlebotomy Technician 1

Prerequisite: One of the following:

- Within the past year has worked in one of the approved allied health professions (Medical Assistant, EMT, LVN or RN)
- Currently attending or graduate from a Post-Secondary Institution (SJVC, UEI, etc.) with a medical discipline focus. Graduated with or currently has at least a 2.50 GPA.
- College units within in last 12 months in health education (Nursing, Anatomy and Physiology, Biology.)

This module provides lecture and hands-on training to be eligible to become a California state licensed phlebotomist. This section provides lecture / in- class lab and students will be trained how to preform blood draws as well as use preanalytical equipment.

PT 101 - 40 Clock Hours: Externship

Prerequisites: Student must complete PT 01 to be eligible for participation in the externship class.

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship is 40 hours and provides the student with a realistic work environment. Externs perform their work under the supervision of assigned personnel at the site. Students are required to complete at least 60 successful blood draws. Time sheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours and blood draws must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program.

<b>Course Code</b>	<b>Course Title</b>	<b>Clock Hours</b>
PT 01	California Phlebotomy Technician	96
PT 101	Externship	40
Total Hours Required for Graduation		136



## LICENSING REQUIREMENT

### **Certified Phlebotomy Technician I (CPT1):**

Please refer to CPT1 Licensing Requirement in the Lab Assistant program section for details.

**Phlebotomy Technician Program** utilizes the following instructional equipment and supplies to facilitate the course, program, certification, and/or industry required competencies:

Phlebotomy Chairs	Phlebotomy Supplies: (Vacutainer Needles, Syringes, Butterfly Needles, Vacutainer Needle Holder, Tubes, Tourniquets)	Centrifuge
Applied Phlebotomy Video Series	Gloves	ESR tubes
Phlebotomy Handbook (Blood Specimen Collection from Basic to Advanced)	OSHA Training Video	Alcohol Prep Pads
Gauze	Sharps/Biohazard Containers	

## DISQUALIFYING PENAL CODE SECTIONS

If you have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

### Section

187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (Includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.3	Sexual battery (Includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (Includes degrees (a)-(c))
262	Rape of spouse (Includes degrees (a)-(e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (Includes degrees (a)-(c))
273d	Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (Includes (a)-(h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability
288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim

288(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree(a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and(b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes(b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and(b))
470	Forgery (Includes(a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of accesscard
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

## 9. ACADEMIC SCHEDULE

Lab Assistant Program Class Dates 2022 - 2023						
Class	Mornings 7:30AM – 12:00PM		Afternoons 12:40PM – 5:10PM		Evenings 5:30PM – 10:00PM	
	Monday - Thursday		Monday - Thursday		Monday - Thursday	
	Start	End	Start	End	Start	End
LA 22-1	03/14/2022	11/04/2022	No Starts	No Starts	No Starts	No Starts
LA 22-2	06/20/2022	02/03/2023	No Starts	No Starts	No Starts	No Starts
LA 22-3	09/20/2022	05/10/2023	No Starts	No Starts	No Starts	No Starts
LA 22-4	No Starts	No Starts	No Starts	No Starts	No Starts	No Starts

**Medical Assistant Program  
Class Dates  
2022 - 2023**

Class	Mornings 7:30AM – 12:00PM		Afternoons 1:00PM – 5:00PM		Evenings 5:30PM – 10:00PM	
	Monday - Thursday		Monday - Thursday		Monday - Thursday	
	Start	End	Start	End	Start	End
<b>MA 22-1</b>	No Starts	No Starts	<b>03/14/2022</b>	<b>10/28/2022</b>	No Starts	No Starts
<b>MA 22-2</b>	No Starts	No Starts	<b>06/13/2022</b>	<b>02/03/2023</b>	No Starts	No Starts
<b>MA 22-3</b>	No Starts	No Starts	<b>No Starts</b>	<b>No Starts</b>	No Starts	No Starts
<b>MA 22-4</b>	No Starts	No Starts	<b>No Starts</b>	<b>No Starts</b>	No Starts	No Starts

**Phlebotomy Technician Program  
Class Dates  
2022 - 2023**

Class	Mornings 7:30AM – 12:00PM		Afternoons 12:40PM – 5:10PM		Evenings 5:30PM – 10:00PM	
	Tuesday and Thursday		Monday - Thursday		Monday & Wednesday	
	Start	End	Start	End	Start	End
<b>PT 22-1</b>	No Starts	No Starts	No Starts	No Starts	<b>TBA</b>	<b>TBA</b>
<b>PT 22-2</b>	No Starts	No Starts	No Starts	No Starts	No Starts	No Starts

<b>Holidays Observed</b>	
<b>MLK Day</b>	<b>January 17,2022</b>
<b>President’s Day</b>	<b>February 21, 2022</b>
<b>Memorial Day</b>	<b>May 30, 2022</b>
<b>Labor Day</b>	<b>September 05, 2022</b>
<b>Veterans Day</b>	<b>November 11, 2022</b>
<b>Thanksgiving</b>	<b>November 23 - 24, 2022</b>
<b>Winter Break</b>	<b>December 19, 2022-January 1, 2022</b>
<b>Christmas Eve (Staff Holiday)</b>	<b>December 24, 2022</b>
<b>Christmas Day (Staff Holiday)</b>	<b>December 25, 2022</b>
<b>New Year’s Eve (Staff Holiday)</b>	<b>December 31, 2022</b>



**10. TUITION AND FEE SCHEDULE**

**Effective January 1, 2022**

PROGRAM	TUITION	REG. FEE	APP. FEE	*BOOKS, SUPPLIES & MATERIALS	STUDENT TUITION RECOVERY FUND	TOTAL
Lab Assistant	\$15,715.00	\$100.00	\$25.00	\$1,160.00	\$0.00	\$17,000.00
Medical Assistant	\$15,715.00	\$100.00	\$25.00	\$1,160.00	\$0.00	\$17,000.00
Phlebotomy Technician	\$2,210.00	\$100.00	\$25.00	\$260.00	\$0.00	\$2,595.00

Total charges and the period of attendance are the same.

**ESTIMATE OF TOTAL CHARGES (INSTITUTIONAL AND NONINSTITUTIONAL CHARGES)**

PROGRAM	TUITION: PERIOD OF ATTENDANCE	NONINSTITUTIONAL FEES	TOTAL CHARGES
Lab Assistant	\$17,000.00	\$600.00	\$17,600.00
Medical Assistant	\$17,000.00	\$600.00	\$17,600.00
Phlebotomy Technician	\$2,595.00	\$600.00	\$3,195.00

**11. STAFF AND FACULTY**

<b>Clovis, CA – Staff</b>	
<b>Steven D. Jackson II</b>	Campus Director
<b>Mary Mello</b>	Student Finance Advisor / Registrar
<b>Sherri Robinson</b>	Admissions Representative / Extern Coordinator

<b>Clovis, CA – Lab Assistant and Phlebotomy Technician Program Faculty</b>		
<b>Part Time</b>		
<b>Debra Thompson, RN</b>	Program Director	AA of Nursing. Angelo State University, San Angelo, TX
<b>Christine Bohlander</b>	Instructor	AA, San Joaquin Valley College 20 years CPT1 practice

<b>Clovis, CA – Medical Assistant Program Faculty</b>		
<b>Christine Bohlander</b>	Instructor	AA, San Joaquin Valley College 20 years CPT1 practice

## **ACKNOWLEDGEMENT FORM**

I have read and understood the 2022 Course Catalog.

I understand I am responsible for, and agree to, abide by the information contained within this Catalog.

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Print Name

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Signature

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Date