

WESTMED COLLEGE
Continuing Education Catalog
Fresno Campus
2011-2012



**WestMed
College**

An Affiliate of the National University System

www.westmedcollege.edu



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WestMed College



Continuing Education Catalog

Fresno Campus

2011-2012

Catalog Effective Date: December 1, 2011 to June 30, 2012

Notice for Students

This catalog is the official publication of the programs, policies, and requirements of WestMed College. Students enrolling in WestMed College are subject to these provisions and should read this catalog carefully.

Students are responsible for knowing the rules, regulations, and policies of WestMed College. Enrollment at WestMed College constitutes an agreement to abide by its rules and regulations and failure to read this catalog does not excuse students from such rules and regulations.

Note: WestMed College reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available at every campus or online.

Not all facilities, equipment and other resources will be available at every campus.

Affiliation and Licensure

WestMed College is a private institution and an affiliate of the National University System.

WestMed College is licensed by the Bureau for Private Postsecondary Education, California Department of Consumer Affairs.

Fresno Campus
20 E. River Park Place West
Fresno, CA 93720-1551
Phone: 559.256.4980
Fax: 559.256.4997
www.westmedcollege.edu

WestMed College

Continuing Education Catalog

Statement of Mission and Philosophy

WestMed College offers education and training for jobs and careers that are in high demand. WestMed is a team enterprise comprised of students, office staff, instructors, directors, and training partners in the community – all working together to provide quality training and affordable education. WestMed College strives to accommodate all of our working students by offering convenient schedules so that continuing their education remains not only manageable, but also enjoyable.

Through classroom and independent instruction provided by experienced instructors, WestMed College provides motivated students with the learning tools necessary to obtain their educational and career goals.

Continuing Education

WestMed College's Continuing Education offerings meet the needs of healthcare, Emergency Medical Services (EMS), and nursing professionals seeking ongoing certifications, advancement of skills, and training in current practices. The courses facilitate professional development and give adults the opportunity to meet ongoing challenges of changing careers. Many certification-training programs are linked directly to the recertification of professional licenses.

WestMed College's Continuing Education Programs are Approved:

- By the Central California Emergency Medical Services Agency to provide EMT-1 and Paramedic Training.
- By the Central California Emergency Medical Services to provide continuing education courses.

 Symbol indicates the didactic portion of the course can be completed online.

Emergency Medical Technician (EMT) Certificate Program

203 Clock Hours (Approximately 12 weeks)

Cost: \$850

Program Description

Upon completion of this entry-level program, students will possess basic knowledge, essential skills, and an understanding of emergency medical assistance in outpatient and emergency settings. This program will prepare students to respond in various types of emergencies that require urgent medical attention to assess emergency situations, provide care that can save a life, and transport patients to a hospital. Students will learn how to respond quickly to high-level emergencies such as a motor vehicle accident, heart attack, near drowning, childbirth, poisoning, and life-threatening injury. Graduates will have met the national guidelines for all areas of their didactic and clinical requirements.

Students will comply with all levels of legal, regulatory, and ethical requirements for EMTs. Successful completion of the NREMT-B exam will allow the student to apply for their state EMT card and perform entry-level EMT skills as a member of technical rescue teams/squads or as part of an allied service such as a fire or police department. EMT licenses are issued by county/local Emergency Medical Service (EMS) agencies. Contact your agency for specific requirements.

Program Learning Outcomes

The EMT Certificate Program trains graduate to:

1. Understand, follow, and interpret the levels of emergency medical care, well-being of the EMT Basic, medical/legal, and ethical issues
2. Explain each system of the human body and how each correlates to the other
3. Assess and record a patient's vital signs
4. Appropriately lift and move patients
5. Conduct a proper and complete patient assessment for both medical and trauma patients
6. Provide proper airway management
7. Apply appropriate communications and documentation in the pre-hospital setting
8. Understand and recognize the signs and symptoms in medical, behavioral, and obstetric/gynecological emergencies and stabilize patients
9. Provide appropriate care and interaction with infants
10. Describe the cardiovascular system and how to treat trauma relative to internal and external bleeding, hypoperfusion, and hyperperfusion
11. Assess and treat all soft tissue injuries and trauma relative to musculoskeletal care

12. Understand the basic knowledge of ambulance operations necessary to function in the pre-hospital environment
13. Maintain a basic airway for an adult, child, and infant
14. Demonstrate the skills of basic airway techniques for the EMT
15. Demonstrate all skills of the EMT under the U.S. Department of Transportation (DOT) and the National Highway Traffic Safety Administration (NHTSA).

Requirements for the Course Completion

To receive a certificate of completion, students must complete the course with a grade of at least 75 percent and complete a 20-hour clinical ride along.

COURSE NAME *	TOTAL CLOCK HOURS
Emergency Medical Technician Core Course	183
Emergency Medical Technician Clinical Work	20
Total Clock Hours	203

*Cancellation period includes the first class session or the seventh calendar day of enrollment, whichever is later.

EMT CERTIFICATE PROGRAM COURSE DESCRIPTIONS

Emergency Medical Technician Core Course 183 Hours

This course provides the student with patient assessment skills necessary to stabilize a patient in the pre-hospital setting. It introduces the basic knowledge and skills to provide standard levels of care to any patient in need of medical assistance.

Emergency Medical Technician Clinical Work 20 Hours

The course presents EMT students with a hands-on experience in a healthcare setting, allowing students to perform patient assessment, observe pre-hospital care interventions, and learn ambulance operations.

Additional Fees for EMT Students

After successfully completing this course, to gain licensure in the state of California, the student is responsible for National Registry test application fees, licensure fees, any additional fees required, and any travel expenses necessary to travel to out of area testing, clinical, or field internships.

Based on an assessment by administration in September 2011, these fees are offered in ranges of:

Didactic Uniform and up	\$75
National Registry Exam	\$70
California State and Central California County Licensure (Combined fees for those registering in Central California)	\$92
Student Tuition Recovery Fund (STRF) (\$2.50 per \$1,000)	\$2.50

Emergency Medical Technician (EMT) Refresher Course

24 Clock Hours • Cost: \$240

This course fulfills the mandatory 24-hour refresher component of the National Registry EMT Registration and meets the requirements for EMTs set forth by the state of California. Instruction will be provided in both lecture and workshop format. Students enrolled in this class will receive updated training on all necessary emergency medical care skills. Students will need online access prior to participating in this course. WestMed College will provide access to campus computers for students enrolled in this course.

Every two years, EMTs must provide the certifying authority with the following proof: 24 hours of an approved refresher course or 24 hours of EMS-approved Continuing Education Units (CEUs), and be signed off as competent in 10 skills every two years. Proof of completion for these requirements allows the certifying authority to recertify an EMT. WestMed College offers short, four-hour courses to provide specific hours of continuing education required for each area of EMT recertification. This flexible schedule provides students with the convenience in meeting the necessary 24 hours of continuing education, as well the opportunity to complete the skills verification form for the California EMT state recertification.

Cardiopulmonary Resuscitation (CPR) Course

6 Clock Hours • Cost: \$70

This Basic Life Support (BLS) Healthcare Provider Course is designed from the American Heart Association's curriculum, provides a wide variety of healthcare professionals and students with the ability to recognize several life-threatening emergencies; perform CPR; use an Automated External Defibrillator (AED); and relieve choking in a safe, timely, and effective manner. This course includes instructional information on adult, child, and infant basic CPR methods; AED; and First Aid training for the home, workplace, and the general community.

Paramedic Refresher Course

48 Clock Hours • Cost: \$480

This course fulfills the mandatory 48-hour refresher component of the National Registry Paramedic Registration. An additional 24 hours of continuing education would be required outside this course. Instruction will be provided in both lecture and workshop format.

Advanced Cardiovascular Life Support (ACLS)

16 Clock Hours • Cost: \$200

This course is provided to healthcare professionals seeking an ACLS Provider Card or renewal, and for professionals seeking continuing education and improvement of professional skill sets. The course teaches basic life support, recognition and early management of peri-arrest conditions, management of cardiac arrest patients, identification and treatment of clinical situations, and resuscitation techniques. The course takes six hours and is followed by a skills assessment and examination with a certified AHA ACLS Instructor. Upon successful completion of this course, participants will be awarded an American Heart Association ACLS Provider Course Completion Card, which is valid for two years.

Advanced Cardiovascular Life Support (ACLS)

Recertification - Online

8 Clock Hours • Cost: \$200

This course is provided online to healthcare professionals seeking an ACLS Provider Card renewal only. The course teaches basic life support, recognition and early management of peri-arrest conditions, management of cardiac arrest patients, identification and treatment of clinical situations, and resuscitation techniques. The course includes six hours of online training followed by a skills assessment and examination with a certified AHA ACLS Instructor. Upon successful completion of this course, participants will be awarded an American Heart Association ACLS Provider Course Completion Card, which is valid for two years.

Pediatric Advanced Life Support (PALS) Course

16 Clock Hours • Cost: \$200

This course is provided to healthcare professionals seeking a PALS Provider Card and is also provided for professionals seeking continuing education and improvement of professional skill sets. A certified instructor will provide hands-on training and step-by-step instruction, which includes: recognition and treatment of infants and children at risk of cardiopulmonary arrest, assessment procedures, respiratory management, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) skills, defibrillation and synchronized cardioversion, intraosseous access and fluid bolus administration, and resuscitation techniques. Upon successful completion of this course, participants will be awarded American Heart Association PALS Provider Course Completion Card, which is valid for two years.

Pediatric Advanced Life Support (PALS) Course

8 Clock Hours • Cost: \$200

This course is provided to healthcare professionals seeking recertification of a PALS Provider Card. A certified instructor will provide hands-on training and step-by-step instruction, which includes: recognition and treatment of infants and

children at risk of cardiopulmonary arrest, assessment procedures, respiratory management, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) skills, defibrillation and synchronized cardioversion, intraosseous access and fluid bolus administration, and resuscitation techniques. Upon successful completion of this course, participants will be awarded renewal of the American Heart Association PALS Provider Course Completion Card, which is valid for two years.

Cardiopulmonary Resuscitation (CPR) Course-Recertification - Online 🖱️

6 Clock Hours • Cost: \$70

This course is offered in an online format followed by an on-site skills test. The online program is only available for CPR recertification. Initial certificates are not offered online.

This Basic Life Support (BLS) Healthcare Provider Course is designed from the American Heart Association's curriculum, provides a wide variety of healthcare professionals and students with the ability to recognize several life-threatening emergencies; perform CPR; use an Automated External Defibrillator (AED); and relieve choking in a safe, timely, and effective manner. This course includes instructional information on adult, child, and infant basic CPR methods; AED; and First Aid training for the home, workplace, and the general community.

Pre-hospital Trauma Life Support (PHTLS) Course

16 Clock Hours • Cost: \$200

This course is a two-day scenario-based program designed to provide participants with an understanding of the anatomy and physiology of the body systems and the kinematics of trauma. The course provides an understanding of the importance of rapid assessment, an overview of the treatment for multi-system trauma patients, and the knowledge and skills of pre-hospital trauma interventions. The course is designed to promote critical thinking skills in first providers. This course aligns with the National Association of Emergency Medical Technician (NAEMT) guidelines.

Emergency Medical First Responder (EMFR) Continuing Education Course

50 Clock Hours • Cost: \$250

This course provides you fundamental training in emergency medical care. The completion of an approved First Responder pre-requisite course is required for many careers such as emergency medical technician/paramedic, fire fighter, and law enforcement occupations. This course trains individuals to provide initial emergency care in a variety of situations and the U.S. Department of Transportation's National Highway Traffic Safety Administration lessons are included. Upon successful completion of this course, graduates are eligible to seek national certification from the National Association of Emergency Medical Technicians (NAEMT).

Advanced Life Support Interface (ALS) Course

16 Clock Hours • Cost: \$150

This course is designed to augment the skills of EMTs and allied health professionals in a manner consistent with advanced life support providers. Areas of education and training include Department of Transportation regulations, identification and management of cardiac health issues, IV techniques, Electrocardiography (ECG), Basic Life Support (BLS) operation, trauma scene operation, stroke management, and other advanced procedures. Students will be tested in the application and knowledge of the skills presented within this course.

National Registry Preparatory Course for EMTs

4 Clock Hours • Cost: \$75

This four-hour course will assist EMT students in preparation for the National Registry cognitive computer-adaptive examination. Using a demonstrated evaluation process, students will be able to identify individual strengths and weaknesses, and learn test preparation and test-taking strategies to improve ability to pass the exam on the first attempt or, if previous attempts have been made, on the next subsequent effort. Pre-class computer access is desirable, but not required for this workshop.

National Registry Preparatory Course for Paramedics

4 Clock Hours • Cost: \$95

This four-hour course will assist paramedic students in preparation for the National Registry cognitive computer-adaptive examination. Using a demonstrated evaluation process, students will be able to identify individual strengths and weaknesses, and learn test preparation and test-taking strategies to improve ability to pass the exam on the first attempt, or, if previous attempts have been made, on the next subsequent effort. Pre-class computer access is desirable, but not required for this workshop.

Anatomy and Physiology

50 Clock Hours • Cost: \$1,000 + \$2.50 STRF

Total Cost: \$1,002.50

This is a Provisional Admissions Course in the Paramedic Program. The course provides students with the necessary knowledge of human body systems and the structure, function, and integration of cells, tissues, and organs of the human body.

Policies and Procedures

General Admission and Entrance Policies

WestMed College provides programs to participants regardless of race, creed, color, religion, national origin, sex, age, veteran status, marital status, or sexual orientation, as long as the student can meet the academic and technical standards to safely participate in the program. The College 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

WestMed College requires that applicants:

- Be 18 years or older.
- Have no felony convictions. A criminal background check, fingerprinting, and drug screening may be required. This may also be required by the clinical training facility.
- Satisfactorily complete prerequisites, if required.
- Provide proof of identification in the form of a Social Security card and state ID.
- Complete the WestMed College CEU Course Application.

Additional Admissions Requirements

- For PALS, ACLS, and PHTLS courses, applicants must provide a current Paramedic state licensure or LVN/RN state licensure.

Additional Admissions Requirements for the EMT Program

- For the EMT course, applicants must provide documentation verifying they are a high school graduate or equivalent and provide proof of identification in the form of a Social Security card and state ID. WestMed College does not accept ability-to-benefit students.
- Meet with an admissions representative.
- Complete an admissions application.
- Pass an entrance exam with a score of 17 or better within two attempts. If either test scores are between 13 and 16, an interview with the program director will be granted. The two exams must be taken at least 24 hours apart.
- Interview with the appropriate program director, if necessary.
- Tour the facility.

- Complete an enrollment agreement.
- Attend an orientation.
- Submit to Live Scan fingerprinting process.
- Hold a current CPR license from the American Red Cross or American Heart Association.

Orientations

Accepted applicants to the EMT Program 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 college as well as meet with faculty, staff, and other students.

Class Schedules

Classes at WestMed College are typically scheduled Monday through Friday. Day and evening sessions are available. Some programs may have classes scheduled on Saturday.

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.

Practica or Internships

Students may be required to take practical training courses in the form of internships, practica, or residencies, depending on the academic discipline and specialty in which they are enrolled. This training may be accomplished at WestMed College facilities or at off-campus locations. For available practica or internships, refer to the individual program section of this catalog.

All students must maintain satisfactory academic progress to be eligible to proceed into internship 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 internship/externship course. The request for approval must be made in writing and include a detailed explanation of the extenuating 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. Finally,

the request must include the proposed internship/externship site location the student is pursuing. Agencies and institutions that accept WestMed students for externship/internship 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 might not be accepted by agencies for internship or employment placement following completion of the program. 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.

Transfer Credits

WestMed College does not accept transfer credits for continuing education courses.

Veterans Benefit Applicants Only

Veterans Benefit Applicants 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., paramedic training), WestMed College is guided by the standards established by the Department of Transportation and the California Emergency Medical Services Authority.

Refunds for VA-approved courses are fully prorated through the entire course. For example, if a student cancels or terminates training at 75 percent and the course has been paid in full, the student will receive a refund of 25 percent minus the registration fee and the cost of books. Books are nonrefundable.

Continuing Education Courses Grading System

Students are assessed on their comprehension of course material through class attendance, participation, assignments, skills examinations, and instructor evaluation. In most cases, students will receive a grade of Satisfactory (S) or Unsatisfactory (U).

Warnings and Probation

During the periods of warning and probation, students are considered to be making unsatisfactory academic progress. As a condition of the academic monitoring, students on warning and probation must participate in academic advising as deemed necessary by the institution. Students who fail to comply with these requirements may be dismissed even though their rate of progress may be above the dismissal levels.

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. 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 final grade only when they can document that one or a combination of the following incidents 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
- 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
- Assignment of a grade based upon unlawful discrimination, or sexual harassment as defined in the policies and procedures in this catalog for "Discrimination or Harassment Complaints."

The Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above-mentioned circumstances, the following procedures must be followed:

The student must submit a written appeal to WestMed College within five days of the end date of the course. The student must provide clear documentation that demonstrates the occurrence of one or more of the above listed grounds for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc. The student must also provide evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. The program director will conduct an investigation and submit a report and all supporting documentation to the director of education of WestMed College for final review and consideration. The decision of the director of education is final. Remediation for students who are going through the grade appeal process will be deferred until after the completion of the process.

CEU Attendance Policy

Students are required to attend each session of the Continuing Education courses and complete the total hour requirements for the course. Mandates for attendance are set by oversight agencies and the total course must be completed in order to receive certification.

EMT Program Attendance Policy

Students may not have more than three incidents of absence, tardiness, or leaving early throughout the entire course. After the fourth occurrence, a student may be placed on probation or terminated at the discretion of the program director. Any of the above incidences may have a negative effect on grades.

Certificate Requirements

A certificate of completion will be awarded to students meeting their program's graduation requirements. Students must satisfactorily complete all of their program's courses with an overall GPA satisfactory to their program, pass the final exam, make up all missed work and clock hours, complete all other program requirements, and have fully paid all tuition and fees.

Note: EMT students must pass with 75 percent or better overall.

CEU students must meet all requirements set forth by oversight agencies.

Leave of Absence Policy

WestMed College's programs are designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence at the discretion of both the program director and the

director of education. The total amount of the leave may not exceed 180 days and the expected date of return must be specified. If the student does not return within the time agreed upon and has not contacted the school, he/she will be terminated and given a refund in accordance with WestMed College's refund policy.

A request for a Leave of Absence (LOA) must be made in writing and signed by the student. The student must discuss the LOA request with the program director before it is forwarded (with the program director's recommendation) to the director of education for review and approval. The director of education will notify the student of the decision within 10 business days. If a LOA is approved, the student will be granted a LOA not to exceed 180 days within a 12-month period.

Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one LOA in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined LOAs do not exceed 180 days within the 12-month period.

If the student does not return following the LOA period, WestMed College will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

Readmission Procedures

Students who have not satisfactorily completed a course in their program over a 12-month period and have been withdrawn may be readmitted to WestMed College upon application. They are required to follow the policies of the catalog in effect at the time of re-enrollment and pay a re-enrollment fee.

Make-Up Work Policy

Students are responsible for making up any work approved by instructor, and clock hours missed due to absences, tardiness, and leaving early. The student must coordinate with the instructor and/or program director to complete any work missed and to make up any clock hours missed. Completion of all clock hours is required to graduate from all programs. Students who need to make up an exam must also make arrangements to take the missed exam with an instructor, at the instructor's discretion.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade ("F") or unsatisfactory grade ("U"). The student will be charged tuition at the current rate. Students may not repeat a course in which a satisfactory grade has been earned.

Auditing Courses

Students who have been on LOA for periods in excess of 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.

Repeating Courses

Students who need to repeat a particular course may be charged a fee or be required to complete academic counseling depending on the program.

Visitors

No one may visit the classroom during class hours without the prior approval of the instructor and the program director. Students may not bring children to the classroom or computer lab or leave them at any other college facility while attending class. Violations may result in disciplinary action.

Animals on Campus

Animals, other than trained service animals for persons with disabilities, are not permitted in the college facility. Violations may result in disciplinary action.

Family Educational Rights and Privacy Act of 1974 (FERPA)

WestMed College maintains all student records in accordance with the provisions of FERPA as amended. FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day WestMed College receives a request for access: Students should submit written requests that identify the record(s) they wish to inspect to the head of the academic department, or other appropriate official. A WestMed College official will make arrangements for access and notify the

student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request an amendment of the student's education records that the student believes is inaccurate or misleading: Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students will be provided additional information on the hearing procedures when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official with performing his or her tasks. A College official has a legitimate educational interest if the official acts in any of the following capacities:

- Is performing a task that is specified in his or her position description or contract agreement,
- Is related to a student's education or to the discipline of a student:
- Is providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.);
- Is maintaining the safety and security of the campus.
- Upon request, the College may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll.

Note: Directory information at WestMed College 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*

The right to file a complaint with the U.S. Department of Education concerning alleged failures by WestMed College to comply with the requirement 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 20202-4605

Grade Reporting

Grades are not given over the telephone. Students may request an unofficial transcript from the Office of 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.

Student Records

Transcripts and other documents received by WestMed College for the purpose of admission or recording supplemental work become the property of WestMed College and will not be released or copied. California regulatory agencies require that student records be kept for five years.

All application materials and documents are collected in person or by mail. Original signatures must accompany forms where signatures are required. Photocopies of application paperwork that require students' signatures are not acceptable. All records are stored on an electronic document system.

Students will also be advised on how to gain additional copies through the following administrative offices:

Fresno Campus
20 E. River Park Place West
Fresno, CA 93720-1551
Phone: 559.256.4980
Fax: 559.256.4997

In the event that WestMed College discontinues operation, all student records/transcripts will be transferred to and become the sole property of the National University System to which it is affiliated. WestMed College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use.

Transcript Requests

Students should direct requests for transcripts to the Office of the Registrar. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student's signature and either the student's identification number or Social Security number. WestMed College will not release transcripts without appropriate authorization from the student. The Registrar issues transcripts and other official documents only after students have settled all financial obligations to the College. All records and services are withheld from students who have any outstanding financial obligations to the College or who have defaulted on a Title IV loan at another institution. Transcripts contain only coursework completed at the College. The request takes 5 to 10 working days to process.

Payments and Release of Records

WestMed College may withhold a student's official transcript for tuition nonpayment or loan obligations.

Student Record Retention

Students are advised and cautioned that state law requires WestMed College to maintain student records onsite for a five-year period. Transcripts are maintained for 50 years. Requests for release of information by the student or from outside agencies must be made in writing with the student's signature. This ensures that only authorized individuals have access to specific information requested.

Committee on the Application of Standards (CAS)

Exceptions to Academic Policies

In cases of exceptional circumstance, students can request an exception to a published WestMed academic policy by submitting a request to the Committee on the Application of Standards (CAS). Convenience or ignorance of a published policy does not constitute sufficient justification for a CAS request. Students should make such a request through the Education Department or the Office of the Registrar. Students must submit a letter of explanation and documentary evidence in support of the request.

Each case is decided upon its own merits, and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome, which was not available at the time of the initial request. All decisions rendered by the committee are valid for one year from the date the decision was

made. Appeals approved by the committee will be considered null and void if a student does not take action within the allotted one-year time frame. CAS may require action be taken within a shorter time frame based on the students unique circumstance and the policy to which an exception has been requested.

If students meet all of the above conditions, they should take the following steps:

- Complete a Committee on the Application of Standards (CAS) request, which can be obtained at any WestMed campus.
- Include in the request both justification and documentation of the special circumstances that necessitate an exception to a published College policy.

Upon receipt of a CAS request, the CAS coordinator sends out an acknowledgement letter to the petitioner and informs them of the 30-day process time frame. After the committee has reviewed the request and rendered a decision, the coordinator notifies the petitioner of the result.

The CAS committee meets on a monthly basis. The committee is made up of the director of education, who serves as the CAS coordinator, and two other members appointed by the president.

Student Services

WestMed College provides a number of services to help students attain their educational goals. These services are designed for the academic, economic, and personal needs of enrolled students. Student services include, but are not limited to, student advising and scheduling, records evaluation, veteran assistance, student finance.

Student One-On-One Conference

Students are given the opportunity to have individual conferences with the program directors and the director of education to address academic and policy issues they may have. The director of education's office works closely with the program directors to ensure that the students receive appropriate and effective services.

Remediation/Tutoring

Students who have difficulty passing their exams are put in the remediation program where they have one-on-one conferences with the program directors. In cases where a student repeatedly fails an exam, tutoring is offered by the program director, faculty members, or selected students who are ahead in the program.

Academic Advising

Throughout the program, students are provided opportunities where they are given pertinent information in their specific area of studies, the healthcare field, and higher education in general. This begins at the time of enrollment when a student meets with the admissions staff. Students also have guest speakers from different areas both within the healthcare field and in higher education who are invited to share information in their areas of expertise.

Career and Assessment Service

WestMed College is committed to providing professional career and employment-related services to WestMed's current students and graduates from programs, regardless of the geographical location of its students. Dedicated personnel will provide review and critique, job search assistance, interviewing techniques, and career development and assessment for students. The Career Services representative notifies students of job openings and career opportunities by actively communicating with prospective employers and partners of the College. WestMed College does not guarantee employment upon graduation.

WestMed College Career Services works closely with the National University System's Career Center and utilizes the System's resources in assisting students. WestMed students also have access to the National University System's Career Center, which offers students access to global employment databases, resume writing tutorials, interview seminars, and networking opportunities.

Students with Disabilities

WestMed College complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, student finance program, or other postsecondary education program or activity that WestMed provides to all students. Students or prospective students who want further information on WestMed College's policy and procedures for students with disabilities may contact the Director of Education. Applications for accommodations for a disability may be sent to:

Director of Education
WestMed College
Fresno Campus
20 E. River Park Place West
Fresno, CA 93720-1551

Guidance and Counseling

When problems at WestMed College, home, or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her program director, admission representative, or the director of education. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies.

Referral Services

WestMed College employs available services from both the local community and California. The College's main referral service, the 211 service, is designed to help students by connecting them to counseling service and relevant coping skills.

Computer Lab Regulations

Computer labs are available at the College locations for use by students, faculty, and staff. By using any WestMed College computer lab, students agree to comply with the computer and Internet access policy and additionally agree to follow these regulations:

- Students must sign-in to use the facilities.
- Students may be asked to show identification.
- Students may not install privately-owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
- Students may not bring food or drink into the computer labs.
- Students may use computing resources for college-related purposes only.
- Students should minimize their use of lab printer.
- The computers are equipped with headphones for student's use for multimedia content. Please adjust the volume on the headsets to a level that will not disturb other lab users.

The College staff has the right to ask students to leave for noncompliance with any of the College's regulations. Questions of a technical nature, reports of equipment failure, or disputes should be reported to the front desk. Lab hours are posted and are subject to change as required to support class scheduling requirements and holidays. It is the lab user's responsibility to become familiar with the schedule. The computer labs abide by scheduled closing times.

Computer Software and E-Mail Policies

The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted software. Copyright infringement could subject the violator to civil damages and criminal

penalties, including a fine or imprisonment.

College policy further prohibits any use or copying not authorized by the purchase agreement or license under which the college acquired the software. Unauthorized use or copying may subject employees, faculty, and students to disciplinary action.

Students may not use the email addresses of other students, faculty, or staff for purposes unrelated to the College. Violations may lead to disciplinary action.

WestMed College Library and Resource Center

WestMed College has an array of books and other resources available to students while on campus to check out for the day. Each WestMed College campus is equipped with Internet access with connection to the National University e-library.

The National University Library System and Its Services

Through a special arrangement with National University, WestMed College students have access to the extensive collections of the National University Library System. The Library in San Diego contains core reference collections, full access to electronic resources and services, and is staffed by trained professionals. National University is a member of the Southern California Electronic Library Consortium (SCELC), Online Catalog Library Center (OCLC), and both the California and American Libraries Associations.

The National University Library System (NULS) offers a wide range of online resources and services designed to meet the needs of online students and those at National University campuses.

The Spectrum Library

9393 Lightwave Avenue
San Diego, CA 92123 USA
858.541.7900 or 1.866.NUACCESS (682.2237)

Hours of operation: Pacific Standard Time (PST) excluding holidays and breaks:

Monday – Thursday: 10 a.m. – 10 p.m.

Friday: 10 a.m. – 6 p.m.

Saturday: 8:30 a.m. – 5 p.m.

Sunday: 10 a.m. – 5 p.m.

Online resources and services are available 24/7 at: library.nu.edu/

The Spectrum Library is organized to meet student needs, featuring:

- Group study rooms (that should be reserved in advance) and individual study spaces.

- Information Commons with computers dedicated to student research and preparation of class work. Laptop-borrowing for in-library usage. Wireless access is available. Printing is free from Library workstations.
- Curriculum Resource Center (CRC) designed specifically for education students, which contains educational curriculum, textbooks, multimedia materials, and software resources used in California schools.
- Multimedia Lab may be reserved for working on small group multimedia projects.
- Print Collections:
 - Journals: current titles and microfiche back-files
 - Books: reference and circulating collection, juvenile and young adult books, curriculum materials, and special collections of theses and dissertations

Online Library Resources and Service

The Spectrum Library is also the administrative center for the library's web-based services. All online resources are accessible 24 hours a day and seven days a week through the library's home page: library.nu.edu. Authentication is required.

Login: [student nine-digit ID number]
 Password: [student six-digit birth date (mm/dd/yy)]
 e-Reference resources provide access to the online version of many standard reference encyclopedias and handbooks

e-Books represent over one-third of the library's book collection and are selected to support academic research. e-Books are listed in the library's catalog: nu.aquabrowser.com

The e-Journal collection provides full text of many articles indexed by the databases to which NULS subscribes. Journal title records in the library catalog indicate which databases provide the full text.

Library Services include:

Web-based library tutorials and guides

Reference help:
 Phone: 858.541.7900
 or 1.866.NUACCESS (682.2237)
 Library E-mail: refdesk@nu.edu

Books Direct – ships books to regional centers and students 40 miles from a center. A request form is available online at no charge at:

nuls.nu.edu/web/forms/bd_req.cfm

Journal Direct – provides electronic access to print articles in the library's collection. A request form is available online at no charge at:

nuls.nu.edu/web/forms/jd_req.cfm

Inter-library Loan – provides access to articles and books owned by other libraries. Official course textbooks are excluded from this service. A request form is available online at no charge at: nuls.nu.edu/web/forms/illbk_req.cfm

Facilities and Equipment

The Fresno Campus of WestMed College is located at 20 E. River Park Place West Fresno, CA 93720. It contains offices and classrooms in a modern building. The general office environment is spacious and orderly. There are several administrative offices, classrooms, a computer lab, a lab/equipment rooms, a nursing simulation room, and a student break area. Vending machines and a copy machine are available for student usage. Students may access the library/computer resource room during posted hours.

All classrooms are equipped with state-of-the-art audio and visual equipment, and the computer lab is fully functional with the newest computer applications and technology updates. The skills lab is outfitted with hospital beds, unisex manikins, as well as several pieces of equipment relative to the Emergency Medical Services and Medical Assistant professions.

Student Conduct Policy

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor, and good citizenship. They are also expected to abide by the regulations of WestMed College. It is the student's responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of WestMed College through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students may result in penalties ranging from warning to dismissal, as deemed appropriate by WestMed College. Students will be informed in writing of the nature of the charges against them and will be given a fair opportunity to refute the charges. There will be provisions for appeal of a decision.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take:

- Using or attempting to use unauthorized materials, information or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;

- Sitting for an examination by a surrogate or acting as a surrogate;
- Representing the words, ideas, or work of another as one's own in any academic exercise; and conducting any act that defrauds the academic process.

Plagiarism

Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

- Require a timed writing sample to be given on the assigned topic to determine the veracity of the suspicion.
- Require that the work be rewritten.
- Issue a lowered or failing grade for the assignment.
- Issue a lowered or failing grade for the course.
- Request formal disciplinary action by the director of education.

If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty was figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing convened by WestMed College. It is the instructor's responsibility to report any reasonable suspicion of plagiarism to WestMed College so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's program director. Upon request for disciplinary action or upon repeated offenses, the director of education will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

Avoiding Plagiarism

Students must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the importance of an orthopedic procedure. Conversely, major historical facts, such as the dates of World War II, are considered common knowledge and do not require that credit be given to a particular author.

If a student borrows ideas or information from another author, he/she must acknowledge the author in the

body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author's exact words, enclose them in quotation marks and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite information, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also visit the writing centers, consult writing handbooks such as the *Little, Brown Essential Handbook* and for formatting questions refer to manuals such as *The MLA Handbook* for the humanities, *Publication Manual of the American Psychological Association* for social sciences and business, and *The CBE Style Manual* for natural and applied sciences.

Professional Appearance

At WestMed College, student appearance standards have been established to be at or above those normally required in a professional business, industry, or healthcare workplace. The dress standard helps prepare a student for the workplace and fosters a professional appearance, which is a positive factor in job placement. The professional appearance policy is discussed in the program handbooks.

Civility in the Classroom: A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society, but also in the academic setting. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established. When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed. Conflicting opinions among members of a class are respected and responded to in a professional manner. No side conversations or other distracting behaviors are engaged in during class discussions or presentations. No offensive comments, language, or gestures are part of the classroom environment. Cell phones and other electronic devices (e-notebooks exempted) are placed on the "off" mode during class time. Children and pets (guide dogs exempted) are not brought to class. Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class and suspended from the program.

Drug and Alcohol Policy

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101–226) clearly states the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation, WestMed College wishes to make known its concern for the health and well-being of all members of the College community, including students, staff, and faculty; as well as the health and well-being of the community as a whole.

WestMed College policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- The sale of any controlled substance, which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of 21 or the use of alcohol on campus, unless at a specifically authorized College activity.
- Any other conduct, which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. A hearing committee, according to the process outlined in Disciplinary Procedures, will determine disciplinary actions for violations by students.

Reasons for Probation, Suspension and Termination of Students

Students may be disciplined by probation, suspension, and termination for any of the following reasons:

- Academic dishonesty
- Forgery, altering WestMed College documents, or knowingly providing false information
- Disruption of the educational or administrative process at WestMed College, by acts or expression
- Physical abuse or threat of abuse to students, WestMed College employees, or their families
- Verbal abuse or intimidation of students or WestMed College employees including shouting, use of profanity, or other displays of hostility
- Theft of WestMed College property or the property of a WestMed College employee, student, or visitor

- Vandalism or unauthorized destruction of WestMed College property or the property of an employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics
- Possession, use, or threats of use of explosives or deadly weapons on WestMed College property
- Lewd, indecent, or obscene behavior on WestMed College property or by any means of communication
- Sexual harassment
- Sexual assault
- Soliciting or assisting another in an act that would subject students to probation, suspension, or termination
- Trespassing in an area of WestMed College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of WestMed College
- Using WestMed College equipment or computer networks to violate software copyrights
- Violation of WestMed College's visitor policy
- Violation of any other lawful policy or directive of WestMed College or its employees
- Any action that would grossly violate the purpose of WestMed College or the rights of those who comprise WestMed College
- Behavior harmful to WestMed College's image, function, or contractual arrangements
- Failure to follow any safety rules or regulations, including dress codes
- Failure to follow other posted rules
- Violating attendance policies
- Failure to meet satisfactory progress

Disciplinary Procedures

WestMed College maintains the right, at its sole discretion, to discipline a student in violation of college standards or policies. Violations are subject to a two-step process:

1. First offense is a written warning;
2. Second offense is a dismissal, subject to the executive director of campus operations or senior director of campus operations or director of campus operation's discretion.

Note: Some violations may warrant immediate dismissal. These include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, other foreign substances, or dangerous weapons on campus; theft,

misuse, or vandalism of the College or another's property; academic dishonesty; or harassment or intimidation of others.

WestMed College offers students a two-fold process, known as Grievance and Appeal, to resolve concerns that have not been resolved through routine procedures.

A student who has a grievance regarding a disability accommodation, harassment, discrimination, or school-related matter should discuss the issue with the director of education. If the issue is not resolved through discussion, the student files a written complaint with the president of WestMed College, which should include the date, time, location, and nature of the incident, names of individuals involved, and the names of any witnesses.

Appellate Procedures

Students who believe they have been wrongfully or excessively penalized may appeal the decision. The decision can be appealed to the campus director or senior administrator for campus operations, who will return a decision on the appeal within 10 school days.

If a student's appeal is denied by the executive, senior, or director of campus operations, he/she may request an appeal hearing in writing to the president of WestMed College.

The president of WestMed College will first determine if sufficient grounds for further appeal appear to exist and, if so, will convene an Appeal Board within 15 business days of the request. The student will be asked to participate in an appeal hearing, either in person or by telephone. Members of the faculty or staff of the College also may be requested to participate. A decision will be rendered within 15 business days after the hearing. The student submitting the request for appeal will be notified in writing by the president of WestMed College that the request will move forward to the Appeal Board or that sufficient grounds do not exist for further appeal. The Appeal Board's recommendation, including a description of the appeal and the rationale for its recommendation, is sent to the president of WestMed College. Within 14 days of receiving the recommendation, the president of WestMed College will send written notification of his/her decision to the student. This decision is final. All documentation for all hearings will be kept on file.

Disciplinary expulsions are noted on student transcripts. Probation and suspension are also noted on transcripts but only for the duration of the probation or suspension. Any retaliatory action of any kind by an employee or student of WestMed College against any other employee or student of WestMed College as a result of that person's seeking redress

under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

Hearing Rights

In disciplinary, administrative, grievance, and appeal hearings, parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee
- To present witnesses
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit evidence on behalf of their own position
- To make a summary argument and to respond to the argument of the opposing party

Tuition and Fees

General Fees

Registration fees are nonrefundable (after three days of enrollment) and are mandatory for applicable students. WestMed College does not offer student tuition discounts.

Registration Fee: \$100 (not applicable for programs under 100 hours)

Transcript Fee: \$15 (Per copy fee for each transcript including Continuing Education courses.)

Expedited Transcript Fee: \$30

Transfer Credit Evaluation Fee: \$50

Returned Check Charge: \$20

Late Payment Fee: \$25 (Charged when tuition payment has not been received by the first night of class.)

Note: Additional charges may be enforced for programs requiring additional materials. Please consult administration or faculty for further information.

Cancellation and Refund Policy

Student's Right to Cancel: EMT Course

A student has the right to cancel the enrollment agreement without any penalty or obligation, and receive a full refund (including any deposit or application fee) within three days after signing the enrollment agreement and making an initial payment. A student has the right to cancel the agreement, including any equipment or other goods and services

included in the agreement, without any penalty or obligation, and receive a full refund (minus the \$100 registration fee) after three days of signing the enrollment agreement and making an initial payment, and through attendance at the first class session; or the seventh calendar day after enrollment, whichever is later.

After the end of the cancellation period, the student has the right to stop classes at anytime, and the right to receive a refund for the part of the course in terms of clock hours not taken (prior to the 60 percent point of the program).

If the student has completed more than 60 percent of the period of attendance in which he/she was charged, the tuition is considered earned, and the student will receive no refund.

Cancellation takes effect when the student provides a written Notice of Cancellation to WestMedCollege at the campus address in which the student is enrolled.

WestMed College
Fresno Campus
20 E. River Park Place West
Fresno, CA 93720-1551

Any written expression that indicating the student does not wish not to be bound by this agreement may also serve as a Notice of Cancellation of this agreement. If a student has lost the Notice of Cancellation form, they have the right to inquire to the admissions office for another copy. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The student is due a complete refund within 30 days of the official withdrawal date.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours of your program. Your last day of attendance will be used to calculate your refund. The refund will be a percentage of the tuition listed on the first page of your enrollment agreement; it will not include the \$100 registration fee, STRF fee, and cost of books and uniforms. In addition, the cost of any WestMed College equipment not returned in good condition within 30 days of withdrawal will be deducted from the amount of tuition eligible for a refund. Equipment will not be considered in good condition if the equipment cannot be reused because of health or sanitary reasons. If you have completed more than 60 percent of the scheduled hours of the program, the tuition is considered earned and the students will receive no refund. For the purpose of

determining a refund under this section, the student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- When the student notifies WestMed College of intentions to withdrawal or the date of actual withdrawal, whichever is later.
- WestMed College terminates a student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of WestMed College, absences in excess of the maximum set forth by WestMed College, and/or failure to meet financial obligations to the school.
- A student failed to attend class for 21 consecutive calendar days.
- A student failed to return after a leave of absence.

For the purpose of determining the amount of the refund, the date of a student's withdrawal date will be the last day of recorded attendance. The amount owed equals the percentage of the program completed (completed hours divided by total hours) multiplied by the amount of eligible tuition (tuition listed on the first page of this agreement less the cost of any equipment not returned in good condition within 30 days of withdrawal). In the event a student withdraws because of missing 21 consecutive calendar days of class, the refund will be issued within 30 days of the end of that 21-day period.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected or the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Cancellation period includes the first class session or the seventh calendar day of enrollment – whichever is later.*

English as a Second Language

WestMed College does not provide English as a second language of instruction. All programs will be offered in English.

Language Proficiency

Verification of English Language Proficiency helps to ensure that lack of facility in English will not hinder academic performance at WestMed College.

Applicants from the following countries are not required to submit English Language Proficiency:

Anguilla
Antigua
Australia
Barbados
Belize
Bermuda
British Virgin Islands
Canada (except for the Province of Quebec)
Cayman Islands
Commonwealth of Caribbean Countries
Dominica
Grenada
Guyana
Jamaica
Liberia
Montserrat
New Zealand
Norway
Republic of Ireland
St. Kitts and Nevis
St. Lucia
St. Vincent
The Bahamas
Trinidad and Tobago
Turks and Caicos Islands
United Kingdom (England, Scotland, Northern Ireland, Wales)

Applicants who have obtained a California Teaching Credential from the CTC are exempt from the English Language Proficiency requirement.

The English Language Proficiency requirement can be fulfilled with one of the following:

- Providing proof of an associate, bachelor or master's degree from a regionally accredited United States college or university.
- Providing proof of satisfactory completion of two full years (equivalent of 60 semester units or 90 quarter units) of transferable degree study in an English language school system at a recognized college or university located in a country where the dominant language is English.
- Provide proof of a minimum of 3 years of study at a United States high school culminating in the award of a high school diploma (graduation)
- Test of English as a Foreign Language (TOEFL) taken within 24 months before beginning coursework with a

paper based test score of 525, computer based test score of 197, or internet based test score of 70.

- Students may also satisfy the English Language Requirement by completing National University's English Language Program.

For additional information regarding National University's English Language Program students should contact the English Language Program Office at 1 (800) 986-1036 or via e-mail at elp@nu.edu or at the following address:

English Language Program
National University
9388 Lightwave Avenue, San Diego, CA 92123-1426

Experiential Learning

WestMed College does not award credit for prior experiential learning.

Federal Financial Aid

As of July 1, 2011, WestMed College does not offer Title IV Federal Financial Aid funds.

Distance Education

For all distance education programs, the approximate number of days that will elapse between WestMed's receipt of student lessons, projects, or dissertations and the response or evaluation is 48 hours.

Holidays

WestMed College is closed on the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Specific scheduled breaks will be announced in class.

Complaint Policy and Procedure

WestMed College seeks to address student issues that may arise and works to partner with a student to arrive at effective, timely resolution to a student's issues. WestMed College encourages prompt reporting of

complaints so that a rapid response can be made and an appropriate action taken. Note that reporting a complaint is not limited to someone who was the target of the discrimination or harassment. WestMed College does not expect its students to experience any serious problems while attending the College. However, if that circumstance does occur, the student should follow these procedures:

- a. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The person receiving the complaint must (1) transmit it immediately to the director of education, who is the administrator overseeing student complaints, and (2) attempt to resolve complaints related to that person's duties.
- b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the College will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the College's complaint procedure.
- c. If a student complains in writing, the College will, within 10 days of receiving the complaint, provide the student with a written response, including a disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be given.
- d. The student's participation in the complaint procedure and the disposition of a student's complaint does not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
- e. If the student feels that the College has not satisfactorily resolved the complaint, the student has the option of notifying either or both of the following agencies: (1) the State of California, Department of Consumer Affairs; or (2) the Bureau for Private Postsecondary Education (BPPE).

California Department of Consumer Affairs Complaint Procedure

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
2535 Capitol Oaks Drive
Suite 400
Sacramento, CA 95833

www.bppe.ca.gov
Toll telephone number (888) 370-7589
or by fax (916) 263-1897

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 website.

Grievance Procedures for Civil Rights Violations

WestMed College encourages prompt reporting of complaints so that a rapid response can be made and an appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment. The director of education is designated to coordinate WestMed College responsibilities under the law and to ensure compliance with WestMed College policies against discrimination. Any students who feel that they have been subjected to discrimination by a student or by WestMed College may file a complaint.

WestMed College will endeavor to maintain confidentiality to the extent permitted by law. Where the complainant's desire to maintain anonymity constrains WestMed College from attempts at establishing facts and eliminating the potential discrimination, WestMed College will attempt to find the right balance between the complainant's desire for privacy and confidentiality and its responsibility to provide an environment free of discrimination. WestMed College has a duty to investigate even if the student declines to file a complaint or demand action. WestMed College may take more formal action in cases of egregious discrimination that may require complete disclosure of all relevant facts.

Statement of Financial Security

WestMed College is in sound financial standing. The College has never filed for bankruptcy, is not operating as a debtor in possession, and has never had a petition in bankruptcy filed against it.

Accuracy Policy

Every reasonable effort has been made to determine the accuracy of all information in this catalog. However, courses and programs offered, together with other matters contained herein, are subject to change without notice. This may be related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. The College further reserves the right to add, amend, or repeal any of its rules, regulations, tuition rates, policies, and procedures. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and to contribute to the level of interaction among students. Some of the policies contained in this section may not pertain to non-academic certificate courses. For more information and clarification, please contact an admissions representative.



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Fresno Branch Campus

20 E. River Park Place West
Fresno, CA 93720-1551

Phone: 559.256.4980
Fax: 559.256.4997