

# General Catalog

Fresno Campus

2011 - 2012



**WestMed  
College**

*An Affiliate of the National University System*

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



### **National University System Administration**

**Jerry C. Lee, Ed.D.**, *Chancellor of the National University System*

**Virginia E. Beneke, M.B.A.**, *Vice Chancellor, Marketing*

**Richard Carter, B.S.**, *Vice Chancellor, Business Operations*

**Nancy Rohland-Heinrich, M.B.A.**, *Vice Chancellor, Pre-College Programs*

**Julie Lanthier Bandy, M.P.A.**, *Associate Vice Chancellor, Marketing*

**Kendra Losee, M.B.A.**, *Associate Vice Chancellor, Marketing*

**Beth Schechter, B.A.**, *Associate Vice Chancellor, Communications*

### **National University System Affiliates**

National University

John F. Kennedy University

Division of Pre-College Programs

*National University Academy*

*National University Virtual High School*

National University International

Spectrum Pacific Learning Company LLC

WestMed College



# General Catalog

Fresno

2011-2012

Catalog Effective Date: July 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.

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# A Message from the President - *A History of WestMed College*

Dear Student,

I would like to extend a warm welcome and applaud you for taking the first steps toward an exciting career in healthcare.

As you embark on your journey, please know you are entering one of the fastest growing—and the most rewarding—professions. Currently, the nation is facing an unprecedented healthcare crisis where a lack of trained workers means people in need, including a growing aging population, are not receiving adequate patient care. The opportunities for students like you to make a lasting difference in the lives of such patients has never been greater.

WestMed College was founded in 1991 by Veronica Shepherdson in San Jose and granted approval by both the State Bureau for Private Postsecondary and Vocational Education, and the Santa Clara County Emergency Medical Services Agency to provide Emergency Medical Technician training and Paramedic training in 1997. In February 2004, WestMed College began providing Licensed Vocational Nursing (LVN) training. In April 2004, WestMed College's Paramedic program was accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). In January 2007, WestMed College was acquired by the National University System and was converted from a for-profit to a nonprofit institution. In 2007, the Merced Branch Campus was founded in Merced, California offering LVN training. In 2011, WestMed added four additional campuses in Chula Vista, Costa Mesa, Fresno, and Kearny Mesa. The additional campuses offer programs in EMS and Nurse training. By offering quality and affordable certificate programs in healthcare, WestMed College educates students for in-demand careers while helping to alleviate the nationwide healthcare dilemma.

In addition to becoming trained in the use of current medical equipment and technologies, you will learn how to care for patients in an ethical, principled manner. It is our focus on compassion that distinguishes WestMed College from other allied health programs. With the support of experienced faculty, you will learn medical techniques and terminologies as well as soft skills and best practices that are essential to a successful, long-term career in healthcare.

Moreover, WestMed College is an affiliate of the National University System. Our unique relationship with this System enables you to take advantage of a seamless admission process to further your education at National University in pursuit of a bachelor's degree from an institution accredited by the Western Association of Schools and Colleges (WASC).

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

We are proud to offer you access to a variety of services including financial advising, admissions advising, job placement assistance, on-the-job training, and internship programs. I look forward to helping you meet your education, training, and career goals here at WestMed College.

Sincerely,



Charles "Mac" Powell, Ph.D.  
President and Chief Executive Officer  
WestMed College

# Board of Trustees and Administration

## WestMed College Board of Directors

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Mr. Herbert Meistrich, Vice Chair  
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*President & CEO, BumperMedic*

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*School of Medicine, University of California San Diego*

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*President, McGill, Martin, Self, Inc.*

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*National Collegiate Athletic Association*

## National University System Administration

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*Associate Vice Chancellor, Communications*

# General Information

## 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, affordable training and education. WestMed College strives to accommodate all of our working students by offering convenient schedules so that continuing their education remains manageable and 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.

## Program Accreditation/ Memberships

### Fresno Certificate Programs:

Medical Assisting Certificate  
Paramedic Certificate

### The Fresno Campus is:

- Approved to operate by the Bureau for Private Postsecondary and Vocational Education, part of the California Department of Consumer Affairs
- Approved by Central California County Emergency Medical Services to provide Emergency Medical Technician-1, EMT-Paramedic Training, and EMS continuing education courses (CEU No 61-0063)

## Faculty

The primary responsibilities of full-time faculty include teaching, scholarship, service, and coordination with other faculty, engaging in professional development, student advising, focusing on student retention, and participating in WestMed College governance.

Part-time faculty are skilled instructors who make a one-year commitment to the College to serve. Their primary responsibilities include teaching, advising students on courses and programs or career-related issues, participating in departmental and college activities, and engaging in scholarship relevant to their teaching.

The faculty at WestMed College hold degrees or certifications in their area of expertise, and are respected professionals with many years of career experience. Learning is facilitated through lectures, outside readings, or class discussions, case studies and research projects relating to problems within student interest.

## Prospective Students

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.

# Certificate Programs

## Medical Assistant (MA) Certificate Program

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900 Clock Hours, 55.5 Quarter Credit Hours, 7-10 Months

### Program Description

The Medical Assisting Program is designed to prepare students for entry-level positions as medical assistants in a variety of healthcare settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the healthcare field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This certificate program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Module A is a foundational module that is completed at the beginning of the program. Modules B through G comprise the rotational modules. Each rotational module stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent rotational module. Upon completion of module A, students may enter the rotational modules at any point and continue through these modules until all have been completed. Following successful completion of the rotational modules, A through G, students participate in a 200-hour externship. Each module consists of a four day school week. The morning program consists of 6.25 hours of daily instruction for 7-8 months while the afternoon program consists of 5 hours of daily instruction each day for 9-10 months. Students will participate daily in lecture, clinical, and computer lab activities.

The goal of the Medical Assisting Certificate Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required for entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

### Program Learning Outcomes

Graduates of this program will be able to:

1. Demonstrate professionalism and ethical behavior;
2. Discuss the history of medical assisting as it relates to medical practice and professional organizations;
3. Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques;
4. Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses, and injuries associated with those systems, and diagnostic and therapeutic procedures;
5. Apply principles of infection control and use appropriate aseptic technique;
6. Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid;
7. Identify minor surgical procedures and demonstrate the ability to assist with those procedures;
8. Instruct and teach patients methods of health promotion and disease prevention;
9. Maintain accurate patient records;
10. Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures;
11. Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications;
12. Implement current procedural and diagnostic coding;
13. Accurately complete bookkeeping, banking, and financial procedures;
14. Demonstrate acceptable speed and accuracy in computer keyboarding;
15. Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

## Additional Admissions Requirements for the Medical Assisting Program

1. International high school diploma or other international degrees must be evaluated by an

educational evaluation agency approved by the Accrediting Bureau of Health Education Schools.

2. Having an offense involving bodily harm or abuse of drugs and alcohol may prevent you from gaining employment in the Medical Assisting field.

Description of the Program		
Course Name	Clock Hours	Quarter Credit Hours
Strategies for Success- Lecture	40	4.0
Strategies for Success- Lab	60	3.0
Foundational Concepts- Lecture	40	4.0
Foundational Concepts- Lab	60	3.0
Administrative Medical Assisting	40	4.0
Administrative Medical Assisting- Lab	60	3.0
Cardiovascular system, Blood, Lymphatic and Immune Systems, Respiratory System- Lecture	40	4.0
Cardiovascular system, Blood, Lymphatic and Immune Systems, Respiratory System- Lab	60	3.0
Endocrine, Nervous, Sensory, Integumentary Systems-Lecture	40	4.0
Endocrine, Nervous, Sensory, Integumentary Systems-Lab	60	3.0
Musculoskeletal System- Lecture	40	4.0
Musculoskeletal System- Lab	60	3.0
Reproductive, Urinary, Digestive Systems and Nutrition- Lecture	40	4.0
Reproductive, Urinary, Digestive Systems and Nutrition- Lab	60	3.0
Medical Assisting Externship	200	6.5
<b>Total Clock Hours &amp; Quarter Credit Hours</b>	<b>900</b>	<b>55.5</b>

## Medical Assistant Program Course Descriptions

### Strategies for Success – Module A - 100 Clock Hours, 7.0 Quarter Credit Hours

This foundation course introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students study professional qualities and the professional personal appearance of a medical assistant; learn expectations of administrative and clinical duties performed by a medical assistant and purpose of certification; demonstrate knowledge of basic medical insurance billing, coding concepts; and are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections. Students learn successful note-taking and listening skills which will prepare them for proper documentation procedures.

### Foundational Concepts – Module B - 100 Clock Hours, 7.0 Quarter Credit Hours

This course expands on medical terminology principles associated with basic anatomy and physiology, body structure, positioning, directional terms as it relates to

radiology preparation, basic pathology associated with anatomical locations, proper documentation techniques, OSHA, and HIPAA training. Laboratory components focus upon aseptic technique, injections and basic pharmacology calculations, venipuncture technique, administering first aid, and medical office emergencies.

### Administrative Medical Assisting – Module C - 100 Clock Hours, 7.0 Quarter Credit Hours

This course introduces the student to the administrative duties required by front office personnel: chart filing, chart compilation, documentation, patient intake procedures, insurance submission, verification, pre-certification, scheduling, and general office maintenance duties. An additional curriculum on terminology is offered. Laboratory components include injections, vital signs, patient communication techniques, documentation, medication dispensing, injections, venipuncture, professionalism, billing and coding exercises, lab requisitions, radiography, diagnostic imaging, minor office surgery, oncology, and infection.

**Cardiovascular System, Blood, Lymphatic and Immune Systems, Respiratory System – Module D - 100 Clock Hours, 7.0 Quarter Credit Hours**

This course introduces the student to the anatomy and physiology of the cardiovascular, lymphatic, immune, and respiratory systems as well as medical terminology associated with these systems. Diseases related to these systems will be addressed as well as the interrelationship of the systems and their functionality. Laboratory components include ECGs, CLIA waived respiratory therapy diagnostics, blood tests related to normal values, and abnormal values associated with pathologies.

**Endocrine, Nervous, Sensory, Integumentary Systems – Module E - 100 Clock Hours, 7.0 Quarter Credit Hours**

This course focuses on patient care and communication, patient physical examination, and procedures related to eyes and ears, the nervous system, the endocrine system, and the integumentary system and documentation practices coinciding with related examinations. Verbal and nonverbal skills will be emphasized along with a working knowledge of terminology associated with these systems. Disease and disorders associated with these systems as well as identification of common drugs used for treatment will be identified. Blood draws, injections, vital signs, system specific CLIA waived testing, and coding techniques identified with these systems will be utilized.

**Musculoskeletal System – Module F - 100 Clock Hours, 7.0 Quarter Credit Hours**

The importance of asepsis and sterile technique in today's healthcare environment along with proper use of PIP, basic bacteriology, and infection and disease control will be discussed. OSHA and CLIA will be identified and the structure and legal responsibilities that are incorporated within the office operations are of focus. Basic math skills, pharmacology, injections, testing, microbiology, vital signs, and blood draw will be enhanced within laboratory components.

**Reproductive, Urinary, Digestive Systems and Nutrition – Module G - 100 Clock Hours, 7.0 Quarter Credit Hours**

In this course, students gain a working knowledge of the interrelationship of the reproductive, urinary, and digestive systems as well as the organization of organs as they relate to body. Lecture will include terminology and pathology, as well as basic pharmacology related to disease processes. Laboratory components for this course include diagnostic testing, physicians office laboratory testing, phlebotomy, injections, charting, and system specific tests and procedures will be incorporated as well.

**Clinical Externship – 200 Clock Hours, 6.5 Quarter Credit Hours**

This required course allows students to practice medical assisting procedures in a healthcare setting, such as medical-surgical nursing, maternity, rehabilitation and geriatric nursing care, pediatrics, and to practice diagnostic and therapeutic procedures, computer procedures, administrative processes, bookkeeping and accounting practices, processing of medical insurance forms and claims, leadership, and supervision. Depending on clinical availability hours may vary and will be substituted in laboratory work.

*Note: the following policies only apply to the Medical Assistant Program*

**Satisfactory Academic Progress Policy**

Students must score a 70 percent or better in the classroom modules to pass. To pass the program, students must complete all seven classroom modules with a cumulative average grade of 75 percent or better. Students will be placed on academic probation if their cumulative average grade falls below a 75 percent.

See page 11 of this catalog for additional information about WestMed College's satisfactory academic progress policy.

**Maximum Class Size**

The maximum size for each class at WestMed College will be 24 students, with exceptions authorized by management. Each instructor will have no more than 24 students per class section during each module.

# Paramedic Certificate Program

1124 Clock Hours, 60 Quarter Credit Hours, 18 Months  
Full-time

## Program Description

Upon completion of this entry-level program the student will possess the knowledge base, essential skills and understanding of para-medicine. As a profession that requires not only physical demands but high levels of stress, the program focuses on having objectives that are observable and measurable, clear, and with oriented results. The program has a high level of specific expectations of performance, knowledge acquisition, emotion, and assertiveness. This level prepares the students to develop expertise in the theory and application of BLS, ALS and combined knowledge of all areas of the human mind and body.

Students will have met the national guidelines for all areas of their didactic, clinical, and field requirements. The student will comply with all levels of legal, regulatory and ethical requirements of this profession. Successful completion of the NREMT-P exam will allow the student to apply for their state paramedic card and work in the pre-hospital setting of their choice including entry-level work as a paramedic. EMT licenses are issued by county/local EMS agencies. Contact your agency for additional requirements. Under the supervision of the county medical director and peers, they will continue to practice their education in their field carrying with them a high level of humility and confidence. Finally, our students will depart from the program knowing that in order to grow with this profession, continuing education, and personal growth is imperative to maintaining, improving, and providing a better quality of life to the lives they touch.

## Program Learning Outcomes

The Paramedic Certificate Program trains the graduate to:

1. Know the mandated scope of practice provided by the state, the National Highway Traffic Safety Administration, and the Department of Transportation.
2. Apply para-medicine theory and skills as specified per county protocols and medical direction.
3. Maintain a high level of professionalism and administer safe practices of medicine.
4. Promote personal health and well-being while multi-tasking with patients, allied health providers, emergency medical service professionals, and the community.
5. Abide and practice utilizing the guidelines of regulatory, legal, and ethical boards.
6. Demonstrate knowledge and skills in client's emergency assessment and management, thereby reducing mortality and morbidity due to illness and injury.
7. Demonstrate health promotion and participation in injury and illness prevention programs.

## Additional Admission Requirements for the Paramedic Program

1. Current EMT-B or EMT-I Certificate with appropriate state and national licensure.
2. Completion of a course in anatomy and physiology, either at WestMed College or an accredited or state-approved institution; or it can also be taken as a co-requisite. The minimum requirement of transfer credits must be equal to or exceed the minimum quarter credits offered by WestMed College.
3. Hold a current CPR certification from the American Red Cross or the American Heart Association.

## Requirements for the Course Completion

To receive a Certificate of Completion students must complete all areas of didactic, clinical, and field requirements.

Course*	Clock Hours	Quarter Credit Hours
Preparatory	76	7.6
Airway Management and Ventilation	8	.8
Patient Assessment and History Taking	31	3.1
Trauma	38	3.8
Medical	91	9.1
Special Considerations (Pediatrics)	24	2.4
Assessment Based Management	4	0.4
Operations	21	2.1
Skills Lab	165	8.25
Specialty Clinical	26	1.3
Clinical	160	5.3
Field Internship	480	16
<b>Total Clock Hours &amp; Quarter Credit Hours</b>	<b>1124</b>	<b>60</b>

\* The College offers modules or terms that combine two to four of the 12 courses in the Paramedic program, for which the student will receive a grade for the module and not grades for individual courses. Such modules will total the same number of clock hours and quarter credit hours as the individual courses they encompass.

## **PARAMEDIC CERTIFICATE PROGRAM COURSE DESCRIPTIONS**

### **Preparatory – 76 Clock Hours**

The course provides students with the necessary knowledge and skills for paramedics to learn delivery of aid and emergency medical care to the community, including both out-of-hospital and in-hospital care. Topics include the emergency medical services system; well-being of paramedic personnel; how to prevent illness and injury; medical/legal issues and ethics; general principles of pathophysiology, pharmacology, venous access and medication administration; therapeutic communications; and life span development.

### **Airway Management and Ventilation – 8 Clock Hours**

The course provides students with the necessary knowledge and skills for airway management and ventilation. Topics include airway management, ventilation, patient assessment, and medications.

### **Patient Assessment and History Taking – 31 Clock Hours**

The course provides students with the necessary knowledge and skills for patient assessment and how to obtain a pertinent history of a patient. Topics include history tracking, techniques of physical examination, clinical decision-making, communication, and documentation.

### **Trauma – 38 Clock Hours**

The course provides students with the necessary knowledge and skills for patient assessment and treatment of physical injury. Topics include trauma system and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and physical trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculo-skeletal trauma.

### **Medical – 91 Clock Hours**

The course provides students with the necessary knowledge and skills for paramedics and how to conduct patient assessment. Topics include respiratory emergencies, cardiovascular disease, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, and gynecology and obstetrics.

### **Special Considerations (Pediatrics) – 24 Clock Hours**

The course provides students with the necessary knowledge and skills for paramedic management of sick or injured children.

### **Assessment Based Management – 4 Clock Hours**

The course provides students with the necessary knowledge and skills for patient assessment, including

normal newborns, resuscitation of distressed neonates, management of sick or injured children and geriatric patients, and management of abused, assaulted, and challenged patients.

### **Operations – 21 Clock Hours**

The course provides students with the necessary knowledge and skills for ambulance operations, including medical incident command, rescue awareness and operation, hazardous materials incidents, and crime scene awareness.

### **Skills Lab – 165 Clock Hours**

Instructors demonstrate and students practice and are tested on basic and advanced skills and patient situations that they may encounter during their internships.

### **Specialty Clinical – 26 Clock Hours**

Specialty Clinical begins approximately halfway through the didactic portion of the program. The course includes other clinical learning settings such as the Critical Care Unit, Labor and Delivery, Laboratory (Phlebotomy rotation), Operating Room (Intubation Rotation), and Pediatrics.

### **Clinical – 160 Clock Hours**

The student gains knowledge and skill practice during the didactic portion of the program, showing an ability to progress from observer to ultimately team leader at the end of the field internship. Clinical settings such as Critical Care Unit, Labor and Delivery, Laboratory (Phlebotomy rotation), Operating Room (Intubation Rotation), and Pediatrics provide opportunities where students are able to apply knowledge obtained in the classroom and skills labs with the clinical internship. They begin to learn how to apply cognitive knowledge and skills developed in the skills laboratory and hospital clinical to the field environment. There is a logical progression from observer to participant and ultimately team leader. As the student progresses from observer to participant and then on to team leader during the end of field internship, the student will have been given the tools for advancement to the level of entry-level paramedic.

### **Field Internship – 480 Clock Hours**

The field internship is composed of monitored experiences on an advanced life support unit, which will provide students with the development of expanded patient care responsibilities. The program advances from observation to total responsibility for the patient and management of the scene. There will be methods established for assessment of a student's progress. Students will perform a minimum of 480 hours (with additional hours, as necessary) of field internship. The student shall have a minimum of 40 ALS patient contacts during the field internship. Students will practice skills and information acquired from previous aspects of training; didactic and clinical internship.

The transferability of credits earned at WestMed College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the completed WestMed College certificate is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or certificate that a student earns at WestMed College are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that attendance at WestMed College will meet his or her educational goals. This may include contacting an institution to which you may seek to transfer after attending WestMed College to determine if credits or certificates will transfer.

# 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, and 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.

### Admissions Requirements

WestMed College requires that applicants:

1. Be 18 years or older.
2. Have documentation verifying they are a high school graduate or equivalent. WestMed College does not accept ability-to-benefit students.
3. 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.
4. Satisfactorily complete prerequisites, if required.
5. Provide proof of identification in the form of a Social Security card and state ID.

### Additional Admission Requirements for the Paramedic Program

1. Current EMT-B or EMT-I Certificate with appropriate state and national licensure.
2. Completion of a course in anatomy and physiology, either at WestMed College or an accredited or state-approved institution; or it can also be taken as a co-requisite. The minimum requirement of transfer credits must be equal to or exceed the minimum quarter credits offered by WestMed College.
3. Hold a current CPR certification from the American Red Cross or the American Heart Association.

## Admissions Procedures

1. Meet with an admissions representative.
2. Complete an admissions application.
3. 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.
4. Interview with the appropriate program director, if necessary.
5. Tour the facility.
6. Complete an enrollment agreement.
7. Attend an orientation.

### Orientations

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 college as well as meet with faculty, staff, and other students.

### Class Schedules

At WestMed College, education is a full-time commitment. 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 each individual program section of this catalog.

All students must maintain satisfactory academic progress in order 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 these 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 in some positions.

## Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered without official transcripts. The student is responsible for obtaining official transcripts, including payment of associated fees. College transcripts should be sent directly by the issuing institution to the corresponding campus:

WestMed College, Fresno Campus  
Attention Transcripts Department  
20 E. River Park Place West Fresno, CA 93720

**The Admissions Office will not accept hand-carried transcripts or transcripts issued to students as official documents unless in a sealed envelope from the issuing institution.**

Transcripts from other institutions that have been presented for admission or evaluation become a part of the student's academic file and are not returned or copied for distribution. Transcripts from international institutions of higher education may require a credit recommendation by a recognized evaluation service

selected by WestMed College. Applicants are responsible for any required evaluation fees. The final decision on awarding credit is made by WestMed College which carefully considers the evaluation service's recommendations. Further information is available from the Registrar.

## Transfer Credits

WestMed College accepts credits from accredited or California-approved institutions if they apply to the student's program. The institution must be accredited by an agency recognized by the U.S. Department of Education. WestMed College accepts transfer credit if the courses meet the standards of WestMed College and if the courses were satisfactorily completed. Transfer students do not receive credit for courses lower than a "C" grade.

**All credits are determined and evaluated by the Registrar on a case-by-case basis.**

The following guidelines apply in allowing credit for previous education:

Credits from institutions of collegiate level that are not accredited or California-approved may be rejected entirely, accepted wholly or in part, or accepted on a provisional basis to be validated by satisfactory coursework in residence.

1. All requests for transfer credit must be received by WestMed College prior to a student beginning the program.
2. Technical skills courses, including externship/internship credit, are not transferable into the College. WestMed College will evaluate academic courses for potential transfer credit from any public or private four-year university, two-year community college, or vocational school accredited by an agency recognized by the U.S. Department of Education.
3. Only coursework with a grade of "C" (2.0 on a 4.0 GPA scale) is transferable into the College.
4. Students must provide official transcripts from the institution/college where the course(s) was taken, along with course description(s) from the College's catalog.
5. Prior coursework must have been completed within the past five (5) years.

If transfer credits are accepted, the total number of credits to be completed as well as the cost of tuition will be reduced accordingly.

Transfer credits are awarded as credits only. Transfer grades are not included in the calculation of the grade point average (GPA).

WestMed College may also accept the following examination based non-collegiate sources of credit:

- DANTES independent study/credit-by-examination courses
- College Level Examination Program (CLEP)

## Credit Granted for Military and Occupational Education

To be awarded credit for courses taken during military service on an equivalency basis, students must submit either proof of discharge (copy of Form DD-214) or a Military SMART or ARTTS Transcript.

Credit may also be accepted from non-collegiate courses that are specifically listed on the American Council of Education (ACE) website.

## 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.

The grading scale is as follows:

A	4.0	90% - 100%
B	3.0	80% - 89%
C	2.0	70% -79%
D	1.0	60% - 69%
F	0.0	59% - or below

### 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. 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 two weeks will be changed to an "F" grade or "U" grade, depending on the grading system of the course.

### W- WITHDRAW

A grade of W is assigned to a 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.

P- PASS (CLINICAL)

F- FAIL (CLINICAL)

## Satisfactory requirements per program:

80% for Paramedic Program and courses

75% for Medical Assisting Program and courses

See Program Policies for more clarification.

The chart on the previous page describes the impact of each grade on a student's academic progress. For calculating the rate of progress, "W" (withdrawn), and "I" (incomplete) are counted as hours attempted, but are not counted as hours successfully completed and therefore not included in a student's GPA. A "W" will not be awarded after reaching 60 percent of the term. Withdrawal after reaching 60 percent of the term will result in the student receiving an "F".

The chart on the previous page describes the impact of each grade on a student's academic progress. For calculating the rate of progress, "W" (withdrawn), and "I" (incomplete) are counted as hours attempted, but are not counted as hours successfully completed and therefore not included in a student's GPA. A "W" will not be awarded after reaching 60 percent of the term. Withdrawal after reaching 60 percent of the term will result in the student receiving an "F".

## Satisfactory Academic Progress Policy

### Paramedic Program

Paramedic students must complete the program with an 80 percent grade or higher in each of the program's courses to pass. If a student fails to receive a 80 percent grade or higher in a course, he/she will be sent to remediation to repeat the course and has two attempts to receive a grade of 80 percent or higher. If the student does not receive a passing grade in two attempts of remediation, he/she will be dismissed.

If, at any point, the WestMed staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the College. The institution reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A dismissed student may receive a tuition refund in accordance with the College's refund policy.

### 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 GPA or 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 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
- 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 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 e-mail 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.

## Credit Unit Calculation

WestMed College awards quarter credit hours for its programs. One quarter credit hour is granted for the successful completion of one of the following:

- ten clock hours of instruction in a lecture setting;
- twenty clock hours of instruction in a laboratory setting,
- thirty clock hours of instruction in an externship setting;
- or an appropriate combination of all three.

One clock hour is equivalent to a minimum of 50 minutes of instruction.

## General Attendance Policy

For most programs, WestMed College uses a technology enabled attendance verification system to scan students upon arrival and departure from class each day. Students scan their thumb across an infrared sensor, allowing the computer to verify the time of arrival or departure and student. Other programs require students to sign in during class. It is the student's responsibility to ensure he/she is checked in each day of class.

Absences, tardiness, and early departures from class negatively affect a student's ability to learn. Students are expected to attend all classes for the entire schedule duration and must attend at least 100 percent of the scheduled clock hours to graduate. Any dispute about attendance must be addressed by the student in writing to the director of education or the program director within two days of the last occurrence of absence, tardiness, and showing up late.

With approval from the program director, students may be allowed to make up examinations or class assignments missed due to absence or tardiness.

Work must be completed prior to the last class session. With approval from the program director, a grade of incomplete ("I") may be issued if coursework is not completed by the last class session. Acceptance of make-up work to remove an incomplete grade is at the discretion of the program director.

Students may not have more than three incidents of absence, tardiness, or leaving early during any course.

After the fourth occurrence of absence, tardiness, or leaving early, a student may be placed on probation or terminated at the discretion of the program director. Any incidences of tardiness or leaving early may have a negative effect on the grades.

### **Attendance Policy for the Paramedic Program**

The standard attendance policy applies during the classroom portion of this program. Additional paramedic attendance policies dealing with clinical and field internships are outlined in the *Student and Preceptor Guide Book* and will be provided to students prior to the start of clinical and field internship.

## **Graduation 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:

- Paramedic students must pass the program with 80 percent or better.
- EMT students must pass each course and the whole program with 75 percent or better.
- Students must pass with 75 percent or better overall.

### **Documents Awarded**

WestMed College awards certificates of completion to students graduating from the Medical Assisting and Paramedic Programs.

## **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 program director's recommendation) to the director of education for review and approval. The director of education will notify the student with the result of the request review within 10

business days. If a leave of absence is approved, the student will be granted a leave of absence 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 leave of absence 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 leaves of absence do not exceed 180 days within the 12-month period.

If the student does not return following the leave of absence 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.

## **Re-admission 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, tardies, 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 except Medical Assisting. Students who need to make up an exam must also make arrangements to take the missed exam with 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"). The student will be charged tuition at the currently established rate. Students may not repeat a course in which a satisfactory grade has been earned.

### **Maximum Time Frame**

Students are not allowed to attempt more than 1.5 times, or 150 percent, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

## Auditing Courses

Students who have been on leave 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. They are:

- The right to inspect and review the student's education records within forty-five (45) days of the day WestMed College receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. 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 records are not maintained by the College official to whom the request was submitted, 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. They 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. Additional information regarding the hearing procedures will be provided to the student 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 in 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, related to a student's education or to the discipline of a student; providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or 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.
- Students have a 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

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

## Change of Academic Program

Students may apply for a change of academic program at any time, provided they are not disqualified from their current program. Application for such a change does not, however, mean automatic acceptance into the new program.

Official acceptance into the new program occurs only when the student receives official notification and the student has met all admission requirements specific to that program. Students on probation must submit their request for a change of program to the Director of Education for approval. Students must keep in mind that courses taken in the program they are exiting might not apply toward the program they are entering. The third and any subsequent application for a change in program must be accompanied by a letter of intent that must be approved by the Director of Education. This letter should explain the reason for the change along with the plan for completion. Arrangement to satisfy financial requirements of the contract regarding the dropped course must be made. The refund policy will determine the financial obligations.

## 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.

## 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 administrative offices:

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

In the event that WestMed College discontinues operation, all student records/transcripts will be

transferred to and become the property of the National University System. 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 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 5-10 working days to process.

## Payments and Release of Records

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

## Student Record Retention

Students are advised and cautioned that state law requires this educational institution to maintain College and 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 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 registrar's office. 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 (1) 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 (1) 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:

1. Complete a Committee on the Application of Standards request, which can be obtained at any WestMed campuses.
2. 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 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 student advising and scheduling, records evaluation, student finance, and other services.

### 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. The office of the Director of Education 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 to discuss particular programs and higher education in general. The 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 our students. Dedicated personnel will provide resume 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 Career Center and utilizes the System's resources in assisting students. WestMed students also have access to the National University System 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 post-secondary 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  
20 E. River Park Place West  
Fresno, CA 93720

## 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 the State of California, the main one of which is the 2-1-1 referral service. The 2-1-1 service is designed to help students, as members of the community, by connecting them to the appropriate community service, one of the most valuable ones being the counseling service which covers, among other things, 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:

1. Students must sign in to use the facilities. They may be asked to show identification.
2. Students may not install privately owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
3. Students may not bring food or drink into the labs.
4. Students may use computing resources for College-related purposes only.
5. Students should minimize their use of lab printer.
6. 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 non-compliance 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 close promptly at the 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 e-mail 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

Each WestMed College campus is equipped with internet access with connection to the National University 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.NU-ACCESS (682.2237) "Library"  
Hours of operation: Pacific Time (PT) excluding holidays and breaks:

Monday – Thursday	10 a.m. – 10 p.m. PT
Friday	10 a.m. – 6 p.m. PT
Saturday	8:30 a.m. – 5 p.m. PT
Sunday	10 a.m. – 5 p.m. PT

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

The Spectrum Library is organized around student needs:

- Group and individual study spaces. Group study rooms should be reserved in advance.
- Information Commons – computers dedicated to

student research and preparation of class work. Students may borrow laptops for in-library use. Wireless access is available. Printing is free from Library workstations.

- Curriculum Resource Center (CRC) – designed for education students, the CRC 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 and online information. All of the online resources are accessible 24 hours a day, seven days a week through the Library's home page: <http://library.nu.edu/>. Authentication is required.

Login: your WestMed College nine-digit ID number

Password: your six-digit birth date (mmddyy)

- 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: <http://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.

## Services offered by the Library include

- Web-based library tutorials and guides
- Reference help  
Phone: 858.541.7900 or 1.866.NU-ACCESS (682.2237)  
"Library"  
E-mail: [refdesk@nu.edu](mailto:refdesk@nu.edu)
- Books Direct—ships books to regional centers and students 40 miles from a center. A request form is available online—FREE
- Journal Direct—provides electronic access to print articles in the library's collection. A request form is available online—FREE
- Interlibrary 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—FREE

## 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.

## Housing

WestMed College campuses do not contain housing facilities for students. While the College has many career services, student housing assistance is not provided. Housing is available throughout San Diego County and neighboring communities.

## 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 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 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 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.

## 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.

## 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, 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 *Essential Little, Brown Handbook* and for formatting questions refer to manuals such as *The MLA Handbook for the Humanities*, *The Publication Manual of the APA for social sciences and business* and *The CBE Style Manual* for natural and applied sciences.

## Civility in the Classroom: A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, 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 (notebooks exempted) are placed in 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, however, 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—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 twenty-one (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. Disciplinary actions for violations by students will be determined by a hearing committee according to the process outlined in Disciplinary Procedures.

### **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 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: first offense - written warning; second offense - dismissal, subject to the executive director of campus operations or senior director of campus operations or director of campus operation's discretion. 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 to resolve concerns that have not been resolved through routine procedures: grievance and appeal.

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 director of campus operations or senior director of campus operations or director of campus operations, he/she may request an appeal hearing by 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 for the Fresno Campus

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

Registration Fee	\$100	
Transcript Fee	\$15	(Per copy fee for each transcript including Continuing Education courses.)
Expedited Transcript Fee	\$30	
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.

## Current Schedule of Charges for 2011-2012

All tuition costs and payment arrangements must be arranged prior to registration.

Course	Tuition	+	Registration Fee	+	Books (Estimated Cost)	+	STRF <sup>1</sup>	= Total Cost
Paramedic Certificate Program	\$11,000	+	\$100	+	\$400	+	STRF (\$2.50 per \$1,000)	= \$11,530
Medical Assisting Certificate Program	\$13,000	+	\$100	+	N/A	+	STRF (\$2.50 per \$1,000)	= \$13,132.50

<sup>1</sup>STRF: Student Tuition Recovery Fund

## Additional Fees for Paramedic Students

The total cost of course fees noted above only covers didactic training. In addition, 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:

Field Externship	\$500 - \$1,500
Background Check	\$59.95
10 Panel Drug Test	\$35 and up
Hepatitis B Series	\$49.50 and up
National Registry Practical Exam	\$444 (at WestMed)
County Accreditation Exam	\$150
Advanced Cardiac Life Support	Cost included in tuition
Hospital Scrubs	\$25 and up
Pediatric Advanced Life Support	\$100 for WestMed students
International Trauma Life Support	\$100 for WestMed students
Didactic Uniform	\$135 and up
Physical Exam	\$35 and up
TB Test	\$20 and up
National Registry Written Exam	\$110

Note: All fees subject to change by provider. The cost of this course does not include books. Book charge is assessed after official enrollment in the program.

# Cancellation and Refund Policy

## Student's Right to Cancel

1. 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.
2. 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; and through attendance at the first class session; or the seventh calendar day after enrollment, whichever is later.
3. 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).
4. If the student has completed more than 60 percent of the period of attendance for which you were charged, the tuition is considered earned and the student will receive no refund.
5. 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  
 Attention Transcripts Department  
 20 E. River Park Place West  
 Fresno, CA 93720

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.

6. The student will receive any refund due 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. For the paramedic program, only didactic hours of the program are used to calculate your eligibility for a refund. 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. and be charged the full cost of the programs tuition.

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

## Cancellation /Refund Schedule

A student who withdraws...	Student receives a refund of...	WestMed College retains...
During the first three days of signing the Enrollment Agreement	100% of tuition and application fee	0% of tuition and no application fee
After the first three days of signing the Enrollment Agreement but before the end of the Cancellation Period*	100% of tuition No application fee	0% of tuition Application fee
After the Cancellation Period but within the 60% portion of the program	Pro rata amount	Pro rata amount
After the 60% point of the program	0% of tuition	100% of tuition

\*Cancellation period goes up through the first class session or the seventh calendar day of enrollment – whichever is later.

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 your enrollment 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.

## Calculation of Refund

### *Example of a Withdrawal Refund*

A student enrolls in the 1124 clock-hour Paramedic program that costs \$11,000. There is a \$100 registration fee and a \$400 charge for books for the program, for a total cost of \$11,500. The didactic portion of the paramedic program consists of 484 clock hours. If the student has paid for the entire program, withdraws after 242 hours have elapsed, or 50 percent of the program (and not completing 242 hours of instruction), while keeping the books, the refund calculation would be:

$$\$11,500 - \$100 - \$400 = \$11,000 \text{ (Adjusted Amount)}$$

$$\$11,000 \times \frac{242}{484} = \$5,500 \text{ (Final Refund Amount)}$$

## Special Note for Paramedic Students

The cost of tuition is for the cost of didactic (classroom instruction only) training. Clinical internship fees, if any, are paid directly to the clinical and field site provider and the hours are not calculated into the refund calculation. If the student cancels or is terminated from an internship site and have already paid for the internship, the student must negotiate with your internship provider to receive a refund. WestMed College is not responsible for refunding clinical or field internship fees. These fees are paid directly from the student to the clinical or field internship site or preceptor. If the student fails a clinical or field internship, he or she will not be eligible for a refund of clinical or field internship fees paid to the internship site, its representative, or preceptor.

If a student is absent for 21 consecutive days, excluding holidays, does not communicate directly with the College regarding the nature of those absences, and does not officially withdraw from the program in writing, he/she will be considered withdrawn from the program and will be terminated. The refund will be calculated based on the last day attended according to the refund policy described above.

## Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term career training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF, and suffered an economic loss as a result of any of the following:

1. The College closed before the course of instruction was completed.
2. The College's failure to pay refunds or charges on behalf of a student to third-party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the College.
3. The College's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the College prior to closure in excess of tuition and other costs.
4. The College's breach or anticipatory breach of the agreement for the course of instruction.
5. There was the decline in the quality of the course of instruction within 30 days before the College closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.

6. The College committed fraud during the recruitment, enrollment, or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the College for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the student tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay to the third-party.

You are not eligible for protection from the STRF and you are not required to pay the STRF if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party.

## 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 need not be 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 summary of the College's investigation and 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 at 1625 North Market Blvd., Suite S-202, Sacramento, CA 95834, <http://www.bppe.ca.gov/>, (916) 574-7720 (phone), (916) 574-8652 (fax).

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 <http://www.bppe.ca.gov/>.

## 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 following person 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 with the director of education. 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.

## Licensure Eligibility

### Paramedic

Requirements for paramedic licensure are specified by the Emergency Medical Services Authority of California. Students in a paramedic program must be 18 years of age and possess an EMT-I certificate and high school diploma or equivalent. There are minimum training requirements of 1090 total hours (450 didactic and skills, 160 hospital clinical training, and 480 hours of field internship with 40 ALS patient contacts). Students must also pass the National Registry of EMTs Examination and complete 48 hours of continuing education every two years after licensure.

### 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](mailto: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**

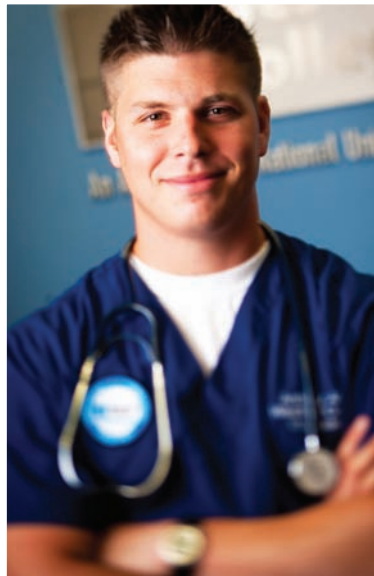
As of July 1, 2011, WestMed College does not offer Title IV Federal Financial Aid funds.

## **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.



**Fresno Branch Campus**  
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Fresno, CA 93720-1551  
Phone: 559.256.4980  
Fax: 559.256.4997  
[www.westmedcollege.edu](http://www.westmedcollege.edu)



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College**

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