National University System Administration

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General Catalog

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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, Licensure, and Accreditation

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.

- Bureau for Private Postsecondary Education
  2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
  (888) 370-7589

WestMed College’s Campus’ are institutionally accredited by the Accrediting Bureau of Health Education Schools.

- The Accrediting Bureau of Health Education Schools (ABHES)
  7777 Leesburg Pike, Suite 314 N.
  Falls Church, VA 22043
  (703) 917-9503

The WestMed College San Jose Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions:
8301 Lakeview Parkway Suite 111-312
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214-703-8445
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Table of Contents

A Message from the President - .................................................................................................................. 1

Board of Trustees and Administration ........................................................................................................ 2
  WestMed College Board of Trustees ........................................................................................................... 2

WestMed College Administration and Faculty .............................................................................................. 3

General Information ........................................................................................................................................... 5

Certificate Programs ........................................................................................................................................ 7
  Medical Assistant (MA) Program ................................................................................................................... 7
  Nurse Assistant (NA) Program ...................................................................................................................... 10
  Paramedic Program ..................................................................................................................................... 13
  Vocational Nursing (VN) Program ............................................................................................................... 16

Policies and Procedures ................................................................................................................................. 19
  General Admission and Entrance Policies ................................................................................................ 19
  Auditing Courses ......................................................................................................................................... 23
  Grading and Evaluation System .................................................................................................................. 23
  Satisfactory Academic Progress Policy ..................................................................................................... 24
  Course Retake Policy .................................................................................................................................... 26
  Re-admission Procedures ........................................................................................................................... 26
  Graduation Requirements ............................................................................................................................ 26
  General Attendance Policy ........................................................................................................................ 27
  Make-up Work Policy ................................................................................................................................... 27
  Leave of Absence Policy .............................................................................................................................. 27
  Maximum Time Frame ................................................................................................................................ 29
  Visitors ......................................................................................................................................................... 29
  Animals on Campus .................................................................................................................................... 30
  Family Educational Rights and Privacy Act of 1974 (FERPA) .................................................................... 30
  Change of Academic Program .................................................................................................................... 31
  Student Records ......................................................................................................................................... 31
  Committee on the Application of Standards (CAS) ...................................................................................... 32
  Student Services ......................................................................................................................................... 32
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.

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,

Jeremy Lyon
President and Chief Executive Officer
WestMed College
Board of Trustees and Administration

WestMed College Board of Trustees

Ms. Ruthann Heinrich, Chair  
President, Nuance Wines

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Clinical Associate Professor of Psychiatry, School of Medicine, University of California San Diego

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Educational Consultant, Retired, JM Leonard & Associates

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National University System Administration

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Chancellor of the National University System

Randy C. Frisch, Esq.  
Vice Chancellor, Business and Administration
WestMed College Administration and Faculty

System
Jeremy Lyon, MS, MICP
Interim President
National University- Higher Education Administration

San Jose
Jeremy Lyon
Paramedic Program Director / Campus Administrator
21 Years’ experience
Desiree Khu, BA
Admissions Representative
Santa Clara University, Economics
Renee Tolero, EMT
Clinical Coordinator
Brian Smart, MICP
Full Time Faculty- Paramedic Program Clinical Coordinator
26 years’ experience
Nichole Smith, MICP
Full Time Faculty-Paramedic
21 years’ experience
Paul Costa, EMT-P
Adjunct Faculty-Paramedic
5 years’ experience
John Kralyevich, EMT-P
Adjunct Faculty-Paramedic
10 years’ experience
Sam Morrison, EMT-P
Adjunct Faculty-Paramedic
10 years’ experience
Nick Trinidad, EMT-P
Adjunct Faculty-Paramedic
10 years’ experience
Clint Smith, EMT-P
Adjunct Faculty-Paramedic
13 years’ experience

Merced
Angelica Cazarez
Campus Director
Jorge Elizalde, BS
Financial Aid & Student Accounts Representative
California State University, Stanislaus
Celeste Ramos
Registrar
Edward Vazques
Admissions Representative
Veronica Estrada
Center Assistant
Penny Sawyer, MSN, RN
MA/NA/VN Program Director
California State University, Los Angeles
Charity Cope, LVN
FT Faculty – VN/NA
Merced College
13 years’ experience
Deborah Land, BSN, RN
Adjunct Faculty – VN
Biola University
37 years’ experience
April Orbai, BSN, RN
Adjunct Faculty – VN
Grand Canyon University
11 years’ experience
49 years’ experience
Carrie Mattmiller, LVN
FT Faculty – VN/NA
Merced College
15 years’ experience

Wendy Thomas, ASN, RN
FT Faculty – VN
Merced Junior College
18 years’ experience

Eben “Tony” Rodriguez, ASN, RN
FT Faculty – VN
Pacific Union College
8 years’ experience

Danielle Tejeda, CMA
Full Time Faculty – MA
Merced College
7 years’ experience

Fresno

Sean Peck
Paramedic Program Director
National University
20 years’ experience
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/ Approvals
The San Jose Main Campus offers the following programs: Paramedic.

The Merced Branch Campus offers the following programs: Vocational Nursing, Medical Assistant, and Nurse Assistant.

All campuses are:
Institutionally accredited by the Accrediting Bureau of Health Education Schools.
Approved to operate by the Bureau for Private Postsecondary and Education, part of the California Department of Consumer Affairs.
Approved to participate in Federal Financial Aid Programs.

Additionally, individual campuses have the following approvals.

The San Jose Main Campus is:
Approved by the Commission on Accreditation of Allied Health Education Programs and granted to provide Paramedic Training by the Santa Clara County Emergency Medical Services Agency.
Approved for the training of veterans and eligible persons under provisions of Title 38, United States.
Approved by Santa Clara County Emergency Medical Services to provide, EMT-Paramedic Training, and EMS continuing education courses (CEU No 43-5001).
Approved as a Continuing Education Provider by the Board of Registered Nursing with the State of California Department of Consumer Affairs.

The Merced Branch Campus is:
Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
Approved for the training of veterans and eligible persons under provisions of Title 38, United States.
Approved as a Continuing Education Provider by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

The Fresno Campus is:
Approved for the training of veterans and eligible persons under provisions of Title 38, United States.
Approved by the Fresno County LEMS to provide Paramedic Training and is under a Letter of Review (LOR) from the Committee on Accreditation from the Emergency Medical Services Profession.

The Chula Vista Campus is:
Approved for the training of veterans and eligible persons under provisions of Title 38, United States.
Approved by the San Diego County LEMS to provide Paramedic Training and is under a Letter of Review (LOR) from the Committee on Accreditation from the Emergency Medical Services Profession.

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.

Adjunct faculty are skilled instructors who make a commitment to the College to serve in specified programs and courses. 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.

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, 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) Program
900 Clock Hours, 40 weeks

Program Description
The Medical Assistant 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 assistant 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.

The goal of the Medical Assistant 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 assistant 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.
### MEDICAL ASSISTING PROGRAM MODULE DESCRIPTIONS

**MA 100: Introduction to Medical Assisting – 4 Clock Hours**

This course introduces the student to the structure and function of the medical assisting field. To gain an understanding of medical assisting the students will learn how to apply time management strategies to make the most of your learning opportunities, problem solving techniques, effective study skills, and test taking strategies that helps to take charge of field success.

**MA 101: Medical Terminology / Anatomy & Physiology - 96 Clock Hours**

Students study medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension, and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomatology, pathology, diagnostic/surgical procedures, pharmacology, and medical abbreviations.

**MA 200: Strategies for Front Office Success – 96 Clock Hours**

Students study professional qualities and 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.

Students learn successful note-taking and listening skills which will prepare them for proper documentation procedures.

**MA 201: Foundational Coding – 96 Clock Hours**

This course expands on medical terminology principles associated coding, billing reimbursement, and verification of insurance eligibility.

**MA 202: Fundamentals of Billing- 96 Clock Hours**

This course introduces the student to the administrative duties required by front office personnel: Paper medical record, electronic medical record, health information management, basic procedural coding, professional fees, billing, and collecting, financial and practice management.

**MA 300: Health & Wellness I -96 Clock Hours**

This course focuses upon patient care and communication, patient physical examination, and procedures related to eyes and ears, the nervous 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; along with Coding techniques identified
with these systems will be utilized.

**MA 301: Pharmacology -96 Clock Hours**

This course introduces the student to the pharmacology, and Gastroenterology. To gain an understanding in the science of pharmacology, emphasis will be placed on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the skills, roles, and responsibilities of the nurse in safe administration of medications within an ethical/legal framework. Dosage calculations and medications administration skills are practiced in a laboratory setting.

**MA 302: Health & Wellness -96 Clock Hours**

In this course students gain a working knowledge of the urinalysis, phlebotomy, endocrinology, immunology and male reproductive system. Lecture will include terminology and pathology, as well as physiology of the organs. Basic laboratory testing specific tests and procedures will be incorporated as well.

**MA 400: Certification Exam Review -24 Clock Hours**

Course prepares students for Common National Certification Exams.

**MA 500: Externship – 200 Clock 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.

**Perquisite Requirements**

Prior to entering a MA 200 level or above course, students must first complete MA 100 and MA 101. Prior to entering MA 400 students must first complete MA 100, MA 101, MA 200, MA 201, MA 202, MA 300, MA 301, and MA 302. Prior to entering MA 400 all other MA classes must be completed.

**Graduation Requirements**

A Certificate of Completion will be awarded to those students meeting graduation requirements in the Medical Assistant Program. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study and all clock hours of the program with a cumulative grade point average of 2.5 (C+ [ 75% ] average) or better, and have met their financial obligations. Medical Assistant students must pass the entire Medical Assistant Program with a 75 percent or better.
Nurse Assistant (NA) Program
170 Clock Hours, 6 Weeks

Program Description
The Nurse Assistant Program is designed to prepare students for entry-level positions as nurse assistants in a variety of healthcare settings. The Nurse Assistant Program will present the theory, principles, and application of bedside patient care under the guidelines of the federal and state requirements. It includes roles and responsibilities of nursing, the legal and ethical aspects of nursing, healthcare delivery system, communication, emergency situations, and fundamental practice of the nursing skills needed to care for patients of all ages. It is focused on health and its preservation. Maslow’s basic human needs of nutrition, oxygenation, and elimination are stressed.

The nurse assistant profession is highly valuable in the healthcare field. Physicians and registered nurses are dependent on nurse assistants to handle routine, but important tasks. Nurse assistants provide patients with face time, valued communication, and relay important information to supervising practitioners. The field is growing much faster than normal job growth and many opportunities exist for program graduates by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, and home health agencies.

This program is divided into 16 learning units called modules. Each module is designed to be taken as part of the program in consecutive order. The modules vary in length depending on the amount of instruction to be provided.

Each module is divided between theory and laboratory/ clinical instruction. The program’s modules are specifically designed to prepare students for situations they will encounter on the California Certification Examination for Certified Nurse Assistants and in their future careers.

Program Learning Outcomes
Graduates of this program will be able to:
1. Identify psychological, physical, sociological, and spiritual needs of the ill and injured
2. Understand basic human anatomy and physiology;
3. Be familiar with the signs and symptoms of common diseases;
4. Identify changes of condition and/or complication, report these changes to the appropriate person, and document reports;
5. Provide meaningful communication to clients/patients, family and other healthcare team members;
6. Establish and maintain a cooperative relationship while working with clients/patients, family and other health care team members;
7. Give basic certified nursing care by recognizing the responsibilities of the nursing assistant role, and the role of the ancillary health team members;
8. Perform in a manner that ensures safety of clients/ patients and personnel in school and at the clinical sites;
9. Meet the eligibility requirements of the State of California Department of Public Health to take the Nurse Assistant Certification Examination;
10. Use the skills and knowledge acquired at the nursing assistant level to prepare for continued professional growth advancement.

Graduation Requirements
A Certificate of Completion will be awarded to those students meeting the Nurse Assistant Program graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of 2.5 (C+), passed the final exam with letter grades of “C+” or better, and are cleared through Student Accounts.

Additional Admission Requirements for the Nurse Assistant Program
In order to be accepted the applicant must:
• Meet the health requirement- Negative Tuberculosis testing (negative chest x-ray within past year) and physical exam within six (6) months of entrance
• Sign a waiver stating that he/she has never been convicted of a criminal offense other than traffic violations. No nursing facility shall permit students to practice their clinical skills training or have contact with patients unless they have been screened and there is no indication he/she has been convicted of crimes.
• Submit a valid CPR for the Health Care Provider or Professional Rescuer Certification (AHA-approved)
• Attend an orientation
Post Admission Requirement
Submit to Live Scan fingerprinting process within one week of enrollment date. Having an offense involving bodily harm or abuse of drugs and alcohol may prevent you from getting into the Nurse Assistant Program.

MODULE DESCRIPTIONS FOR NURSE ASSISTANT PROGRAM

Module 1. Role and Responsibilities of the NA – 2 Clock Hours
This course is intended to provide students with a general overview of nursing and the role that they will be expected to assume once they have entered the profession of nursing. This course outlines the standards of treatment and professionalism expected of graduates. Instruction on the certification process is also addressed.

Module 2. Patient’s Rights- 4 Clock Hours
This course is a review of California state laws and regulations as they pertain to healthcare patients. Students will be instructed on conducting themselves according to legal stipulations and ethical standards.

Module 3. Interpersonal Skills – 2 Clock Hours
This course is designed to prepare students for proper patient/caregiver communication. Students are trained to be sensitive to the needs of patients and their families. Overcoming barriers to proper communication is also addressed.

Module 4. Prevention and Management of Catastrophe and unusual Occurrences – 2 Clock Hours
This course covers emergency situation in the healthcare setting. Students are taught to understand safety rules and execute disaster plans. Focus is placed on patient safety and the manner in which nurse assistants are to conduct themselves.

Module 5. Body Mechanisms and Positioning – 7 Clock Hours
This course provides a basic knowledge of body mechanics. Students receive instruction on properly transporting and positioning patients.

Module 6. Medical and Surgical Asepsis – 11 Clock Hours
This course provides instruction in microbiology. Students are trained to maintain an infection free environment around a patient in preoperative and postoperative care.

Module 7. Weights and Measures – 3 Clock Hours
This course provides students with the knowledge of weights and measurements used in the healthcare setting. Students are taught how to properly take measurements of patients and bodily fluids.

Module 8. Patient Care Skill – 66 Clock Hours
This course is overview of the skills required of nurse assistants. Proper care and treatment of patients is addressed, including hygienic standards. Students are trained to assist patients in cleaning themselves and aid in bowel and bladder training.

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<thead>
<tr>
<th>Program Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td></td>
<td>Theory</td>
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<tr>
<td>Clock Hours</td>
<td>50</td>
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Module 9. Patient Care Procedures – 30 Clock Hours
This course provides students with the instruction of the typical procedures required of a nurse assistant. Procedures are covered from the time of admittance to the time of patient discharge.

Module 10. Vital Signs – 11 Clock Hours
This course trains students on the proper taking of vital signs. Normal ranges and divergence from these ranges is discussed. Students are trained to properly document and record the findings of these procedures.

Module 11. Nutrition – 9 Clock Hours
This course provides a basic knowledge of nutrition and feeding procedures. Nurse assistants are trained to properly execute doctors’ feeding instructions and nutritional plans for a patient. Food and beverages allowed to patients in various health conditions is discussed.
Module 12. Emergency Procedures – 4 Clock Hours
Students are instructed on the proper handling of patients in emergency procedures. Identifying symptoms of distressed is discussed and handling of emergency codes. Nurse assistants are trained in their role in these situations and learn the procedures in which they are allowed to perform.

Module 13. Long-Term Care Patients – 2 Clock Hours
This course addresses the care of patients with extended stays in a healthcare facility. Students are trained to identify the special needs of patients in these situations. Students are trained to properly care for patients with mental disorders and developmental disabilities. This course trains students to identify and prevent common diseases of patients in long-term care situations.

Module 14. Rehabilitative Nursing – 6 Clock Hours
This course provides instruction on the proper recuperation of patients after surgery and illness. Students are trained to use equipment and techniques to restore patients to their full physical potentials.

Module 15. Observation and Charting – 9 Clock Hours
This course provides instruction and training in assessing and documenting the condition of patients. Students are trained to execute and document patient care plans set up by physicians. Students are trained to properly document patient status according to legal issues and medical standards.

Module 16. Death and Dying – 2 Clock Hours
This course prepares students to handle patients in terminal situations. Students are trained to properly treat patients and family members dealing with the five stages of grief. The process of patient care leading up to death is discussed.
Paramedic Program
1320 Clock Hours, 97 Weeks 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 NRP exam will allow the student to apply for their state paramedic license and work in the pre-hospital setting of their choice including entry-level work as a paramedic. 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 are imperative to maintaining, improving, and providing a better quality of life to those they touch.

Program Learning Outcomes
The Paramedic Program trains the graduate to:
1. Know the mandated scope of practice required 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 practice medicine safely.
4. Promote personal health and well-being while interacting 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 patient’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.

Program Goal
To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.

Additional Admission Requirements for the Paramedic Program
Current EMT or AEMT Certificate with appropriate state or national certification
Valid CPR for the Health Care Provider or Professional Rescuer Certification (AHA- approved or equivalent).

Graduation Requirements
A Certificate of Completion will be awarded to students meeting the Paramedic Program graduation requirements. Students must satisfactorily complete the minimum 644 didactic hours, 196 clinical hours and 480 field internship hours. Students must complete each course within the Paramedic Program with an 80 percent or
higher during the didactic phase. In addition, students must successfully pass their clinical and field internship as outlined in the Paramedic student and Preceptor guidebook. Furthermore, students must pass a comprehensive final exam with an 80 percent or higher score after successful completion of their field internship. Students will have two attempts at passing the comprehensive final. Students are required to fulfill all documentation requirements in accordance with state regulation and CoAEMSP. FISDAP (student patient encounter tracking program) must be maintained by the student to indicate that they have successfully met the program stated minimums. Students must be in good standing with their financial obligations in the program.

PARAMEDIC PROGRAM COURSE DESCRIPTIONS

Preparatory – 73 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. Principles of pathophysiology, pharmacology, venous access and medication administration, and life span development are explored.

Airway Management and Ventilation – 32 Clock Hours
The course provides students with the necessary knowledge and skills for airway management and ventilation. Topics include airway management, ventilation and respiratory emergencies.

Patient Assessment, History Taking, Critical Thinking and Decision Making – 40 Clock Hours
The course provides students with the necessary knowledge and skills for patient assessment and obtaining a patient’s pertinent history. Topics include patient assessment, critical thinking and clinical decision making, responding to the field code and management and resuscitation of the critical patient.

Trauma – 40 Clock Hours
The course provides students with the necessary knowledge and skills for performing patient assessments and understanding physical injury. Topics include trauma systems, mechanism of injury, bleeding, soft-tissue trauma, burns, face and neck trauma, head and spine trauma, chest trauma, abdominal and genitourinary trauma, orthopedic trauma and environmental emergencies.

Medical – 148 Clock Hours
The course provides paramedic students with the necessary knowledge and skills for conducting patient assessments. Topics include cardiovascular emergencies, neurologic emergencies, diseases of the eyes, ears, nose and throat, abdominal and gastrointestinal emergencies, genitourinary and renal emergencies, endocrine emergencies, hematologic emergencies, immunological emergencies, infectious diseases, toxicology, psychiatric emergencies, geriatric emergencies and patients with special needs.

Special Patient Populations – 44 Clock Hours
The course provides students with the necessary knowledge and skills for conducting patient assessments. Topics include gynecological emergencies, obstetrics, neonatal care and pediatric emergencies.

Operations – 72 Clock Hours
The course provides students with the necessary knowledge and skills for transport operations, incident management and multiple casualty incidents, vehicle extrication and special rescue, hazardous materials, terrorism, disaster response and crime scene awareness.

Skills Lab – 195 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.

*At the end of this section, students will meet with college faculty to discuss their academic progress in the cognitive, psychomotor and affective domains.

**Specialty Clinical – 36 Clock Hours Minimum
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, Operating Room and Pediatrics. (Subject to change)

Clinical – 160 Clock Hours Minimum
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. The Emergency Department provides opportunities for students to apply knowledge obtained in the classroom and skills labs to the clinical internship. They learn how to apply cognitive, psychomotor and affective skills developed in the didactic portion of the course. There is a logical progression from observer to participant and ultimately to 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 gain the tools for advancement to the level of entry-level paramedic. During clinical rotations, students must enter every scheduled shift into their FISDAP accounts. Students are required to document each patient encounter by the end of each scheduled week. Students shall schedule a meeting with college faculty at their 50 % (80 hours) time in rotation to review the academic progress in the cognitive, psychomotor and affective domains. Failure to accurately document each experience shall be grounds for academic probation/ suspension and/or termination from the program. In order for students to progress to their field internship, their FISDAP records and written documentation signed by their preceptor must indicate they have met the program’s stated minimums.

Field internship – 480 Clock Hours Minimum
The field internship is composed of monitored experiences on an advanced life support ambulance or first response unit, which will expose students to expanded patient care responsibilities. The program increases in complexity from observation of patient encounters to the total responsibility for the patient and management of the scene. Student progress is tracked in detail. 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 and meet the program’s stated patient encounter minimums. During the field internship, students must enter every scheduled shift into their FISDAP accounts. Students are required to document each patient encounter by the end of each scheduled week. Students shall schedule a meeting with college faculty at their 120 hours and 360 hours to review their academic progress in the cognitive, psychomotor, and affective domains. Failure to accurately document each experience shall be grounds for academic probation/ suspension and/or termination from the program. In order for students to progress to the comprehensive final examination, their FISDAP records and written documentation signed by their preceptor must indicate they have met the program’s stated minimums.

Comprehensive Exam
The comprehensive final exam require the students to demonstrate their ability to analyze and apply critical thinking skills in a summative examination. The student shall utilize knowledge obtained from their didactic, clinical and field instruction. Students who achieve a passing score shall be permitted to apply for the cognitive portion of the National Registry Exam.

National Registry Cognitive Exam
Students are required to take the exam within 30 days after successful completion of the comprehensive exam. WestMed College will pay for one (1) attempt at the exam when scheduled in the period designated. All subsequent charges associated with failing the exam, or not taking the exam as scheduled, shall be borne by the student.

National Registry Psychomotor Exam
Students must attend a prescheduled NREMT Psychomotor Exam hosted at a WestMed College Campus. WestMed College will pay for one (1) full attempt at the exam when taken at WestMed. All subsequent charges associated with taking the exam at an alternate location, failing the exam, or failure to take the exam as scheduled, shall be borne by the student.
Vocational Nursing (VN) Program
1536 Clock Hours, 54 Weeks

Program Description
Upon completion of this entry level healthcare provider certificate program, a graduate can render basic nursing care to a population needing healthcare primarily in the skilled nursing facility and ambulatory setting. Individuals who complete this program should work under the supervision of a physician or registered nurse and not as independent practitioners. The program will focus on nursing outcomes and evidence-based practice. It will promote a holistic vocational nurse who is client-centered, professional, and compassionate. Upon completion of the program, student must successfully pass the National Council Licensing Examination for Vocational Nurses to practice. Target population for this program will include professionals with backgrounds in medical assistant, certified nursing assistants, individuals seeking second careers, and anyone interested in allied health.

Program Learning Outcomes
Graduates of this program will be able to:
1. Know the scope of the maximum utilization of the licensed vocational nurse as specified by the Nursing Practice Act.
2. Utilize the nursing process in assessing, evaluating, planning, and implementing nursing care for the individual client or group.
3. Identify the client’s status on the wellness–illness continuum and its impact on well-being.
4. Collaborate with the healthcare team in promoting and maintaining health, preventing disease and disability, caring for and rehabilitating individuals who are experiencing an altered health state, and contributing to the ultimate quality of life until death.
5. Provide safe, effective and individualized care for clients and considers diversity in all aspects of client care, including: gender, age, ethnicity, income level, sexual orientation, health status, religion, spirituality, political beliefs, national origin, and lifestyle.
6. Use therapeutic communication for client care and education.
7. Act in a professional manner, upholding ethical and legal standards, and safeguard confidential information in providing evidence based care.
8. Function as a committed life-long learner.

Graduation Requirements
A Certificate of Completion will be awarded to students meeting the following Vocational Nursing Program graduation requirements:
Students must satisfactorily complete 1536 total clock hours of work, and complete each course within the Vocational Nursing Program with a 75 percent or better AND pass the exit exam within the HESI designated “acceptable performance range” or better to successfully pass term four. Students have one attempt at the exit exam provided during the final term. A second attempt is available upon completion of remediation.
Only students successfully completing the program are recommended to the California Board of Vocational Nurses and Psychiatric Technicians for licensure.
Students receiving recommendation to the BVNPT must have all their documents submitted and be cleared by Student Accounts within two months. Students who fail to submit documents or be cleared financially within this timeframe forfeit their recommendation to the BVNPT and must challenge the state exam.

<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>TERM</td>
<td>COURSE NAME</td>
<td>Lecture</td>
<td>Lab</td>
</tr>
<tr>
<td>Foundation Courses</td>
<td>Anatomy &amp; Physiology</td>
<td>50</td>
<td></td>
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<tr>
<td></td>
<td>Intro to Psychology</td>
<td>30</td>
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<tr>
<td></td>
<td>Pharmacology Math</td>
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<td></td>
<td>Medical Terminology</td>
<td>12</td>
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</tr>
<tr>
<td>Term 1</td>
<td>Nursing I/Pharmacology I</td>
<td>118</td>
<td>149</td>
</tr>
<tr>
<td>Term 2</td>
<td>Nursing II/Pharmacology II</td>
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<tr>
<td>Term 3</td>
<td>Nursing III/Pharmacology III</td>
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<tr>
<td>Term 4</td>
<td>Nursing IV/Pharmacology IV</td>
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</tr>
<tr>
<td>Total Clock Hours</td>
<td></td>
<td>576</td>
<td>209</td>
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</tbody>
</table>
VOCA TIONAL NURSING PROGRAM COURSE DESCRIPTIONS

Foundational Courses

Anatomy and Physiology – 50 Clock Hours
This course introduces students to the study of the structure and physiology of the human body. The relationships and organization of the major organ structures are introduced and the functions of the organ system in relation to maintaining homeostasis are discussed. The clinical correlation between typical and pathological is briefly discussed in relation to nursing fundamentals.

Introduction to Psychology – 30 Clock Hours
The course provides students with introduction to the facts and theories underlying human behavior. Special emphasis is given to the following topics: schools of psychology, physiological factors, sensation, perception, motivation, learning, thinking, emotion, abnormal behavior, personality, heredity, environment and social factors.

Pharmacology Math – 12 Clock Hours
This course introduces students to the professional context of drug administration and the nurse. Students review the metric, apothecary, and household systems of measurement and apply these to calculations for medication administration. Students interpret mediation doses from physician orders, reading medication labels, dosage calculations, and selection of appropriate methods for administration. Limitations for nurses, safety practices, and ethical considerations are discussed.

Medical Terminology – 12 Clock Hours
This course introduces students to a study of general medical terminology for diagnostic, operative, and symptomatic terms related to body systems. Emphasis is placed on proper spelling, punctuation, and identifying word derivatives.

Term 1 Courses

Nursing I/Pharmacology I Theory – 118 Clock Hours/ Lab – 149 Clock Hours/ Clinical – 91 Clock Hours
This course introduces the theory and principles of nursing fundamentals, communication, and health teaching. It includes roles and responsibilities of vocational nurses, the legal and ethical aspects of nursing, healthcare delivery system, nursing process, documentation, therapeutic communication and fundamental practice of the nursing skills needed to care for patients of all ages. It is focused on health and its preservation. The pharmacology portion introduces students to the professional context of drug administration and the role of the vocational nurse. Basic pharmacology practices and the classifications of various pharmaceuticals, attention to the administration of medications through different routes, drug interactions, and drug effectiveness. Safety of drug administration, limitations for nurses, safety practices, and ethical considerations are discussed. Drug classifications discussed include over-the-counter and herbal therapies includes 240 hours of laboratory/clinical experience.

Nursing II/Pharmacology II Theory – 118 Clock Hours/ Clinical – 240 Clock Hours
This course focuses on the knowledge and skills required for care for adults with commonly occurring medical-surgical problems including respiratory, infections, HIV, cardiovascular, renal, blood and gastrointestinal disorders. The nursing process, therapeutic communication, health teaching, nutrition, and pharmacology are integrated. The pharmacology portion introduces students to the medications used in specific medical disorders including drug categories for respiratory, anti-infectives, immunologic, cardiovascular, renal, hematologic, and gastrointestinal. Includes 240 hours of clinical experiences.

Term 2 Courses

Theory III/Pharmacology III – 118 Clock Hours/ Lab – 20 Clock Hours/ Clinical – 220 Clock Hours
The course focuses on the knowledge and skills required to care for women during child-bearing, newborns, pediatrics and individuals with mental health conditions including substance abuse. The nursing process, therapeutic communication, health teaching, nutrition, and pharmacology are integrated. The pharmacology portion introduces students to the medications used in specific medical conditions including urologic, reproductive, mood, and psychoses, Attention to the special needs of women during pregnancy, newborns, and pediatrics
is discussed. Drug categories include hormone, steroids, analgesics, vitamins and minerals, anti-anxiety, mood enhancing, and anti-psychotics. Includes 240 hours of clinical experiences.

**Term 4 Courses**

**Nursing IV/Pharmacology IV Theory – 118 Clock Hours/ Lab – 20 Clock Hours/ Clinical – 220 Clock Hours**

The course will focus on the knowledge and skills required to care for adults with commonly occurring medical-surgical problems including cancer, musculoskeletal, connective tissue, and neurologic. The vocational nurse’s role as a leader is emphasized. The pharmacology portion introduces students to the medications used in specific medical conditions including endocrine, integumentary, musculoskeletal, neurologic, and cancer. Drug categories include antivirals, antifungals, anti-neoplastics, integumentary, anti-inflammatory, and neurologic. Includes 240 hours of lab/ clinical experience.

**NCLEX-PN EXAM**

Upon successful completion of the program, including good standing with Student Accounts, the College will pay for the initial application fee and the first attempt at the NCLEX-PN exam when scheduled in the period designated. All subsequent charges associated with failing the exam, or not taking the exam as scheduled, shall be borne by the student.
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. An international high school diploma or other international degree (if applicable) must be evaluated by an educational evaluation agency approved by the Department of Education. 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 valid state ID.
6. Pass an entrance exam

Additional Admissions Requirements for the Vocational Nursing and Medical Assisting Program Prior to Clinical or Externship Experiences. Candidates must sign an acknowledgment that they possess a background check clear of felonies and/ or other convictions involving bodily harm. Before the program candidates must submit to and complete successful drug screenings, background checks, and fingerprinting prior to being accepted into clinical locations. Clinical facilities have the right to refuse students based on the outcome of these reviews which may make the student ineligible to complete the program; provide a current CPR Card for the professional recuer by the American Heart Association; Meet the health requirement- Negative Tuberculosis testing (negative chest x-ray within past year) and physical exam within six (6) months of entrance.

Additional Admissions Requirements for the Paramedic Program
Current EMT or Advanced EMT Certificate with appropriate state licensure or certification.

Additional Entrance Requirements for Nurse Assistant Program
In order to be accepted to the Nurse Assistant Program, applicant must:
Meet the health requirement- Negative Tuberculosis testing (negative chest x-ray within past year) and physical exam within six (6) months of entrance;
Sign a waiver stating that he/she has never been convicted of a criminal offense other than traffic violations. No nursing facility shall permit students to practice their clinical skills training or have contact with patients unless they have been screened and there is no indication they have been convicted of crimes; Attend an orientation.

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

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

**Admission Decisions**
Admissions decisions are made throughout the application period allowing applicants to be notified as soon as possible. Applicants should allow two weeks for their application and supporting documents to be processed. Please note: Applicants have the ultimate responsibility to ensure receipt and accuracy of all documents. If you have questions about the receipt of documents, please contact the Admissions Office.

**Admissions Procedures**
1. Interview with an admissions representative.
2. Complete an admissions application.
3. Pass an entrance exam with a score of 17 or better within two attempts or successfully complete the continuing education pre-admission course (Paramedic applicants are not eligible). The two exams must be taken at least 24 hours apart. **Note:** Vocational Nursing and Paramedic students must pass an entrance exam with a score of 19 or better within two attempts.
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.

**Holidays**
WestMed College is closed on the following holidays:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Independence Day</th>
<th>Christmas Eve</th>
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</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Labor Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Thanksgiving Day</td>
<td>New Year’s Eve</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Day after Thanksgiving</td>
<td></td>
</tr>
</tbody>
</table>

Specific scheduled breaks will be announced in class.
Clinical, Practica or Internships
Students may be required to take practical training courses in the form of clinical, 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 clinical, practica or internships, refer to each individual program section of this catalog. Students are responsible for transportation to and from any clinical, internship or externship site.

All students must maintain satisfactory academic progress in order to be eligible to proceed into clinical, 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 clinical/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 clinical or 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. If a facility refuses to accept a student in a clinical rotation it may be grounds for dismissal if an alternative facility offering the required experience is unavailable.

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

Hours for clinical/externships/internships vary according to the schedule of the preceptor. Students are not guaranteed a location or shift. All placements are subject to availability of facilities and preceptors. Students must accept the first offer of placement to them by the College. Student’s refusal of clinical/internship/externship placement shall understand that the College has met their obligation. The College will attempt to find another placement for the students in extenuating circumstances, but does not guarantee a second internship/externship or the timeliness of a second placement. Student refusal will ultimately cause a delay in on-time graduation which could lead to dismal from the program.

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, Merced Branch Campus
Attention: Registrar
330 East Yosemite Avenue, Suite 201
Merced, CA 95340

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 regionally accredited institutions. It may also accept credits from institutions that are accredited by an agency which is a member of Council for Higher Education Accreditation (CHEA), provided that the academic quality of the institutions can be verified and the credits otherwise comply with WestMed College guidelines. WestMed College may also accept credits from collegiate institutions which are accredited by non-CHEA member agencies provided they are recognized by the United States Secretary of Education. In either case the below process must be followed to request transfer credit consideration.

Transfer of credits from agencies which are not CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members. Credits transferred from institutions will only be accepted if they apply to the student’s certificate program and if they are comparable in nature, content, and level of credit to similar coursework offered by WestMed College.

WestMed College makes transfer credit decisions based upon its assessment of the institution and the circumstances and performance of the student. For students transferring from nonregionally accredited institutions, WestMed College may accept fewer transfer credits, require the student to have earned minimum grades, or accept transfer credit on a provisional basis to be validated by satisfactory coursework in residence.

Under no circumstances will WestMed College accept transfer credit for a course in which the student earned less 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:
All requests for transfer credit must be received by WestMed College prior to a student beginning the program. Only coursework with a grade of “C” (2.0 on a 4.0 GPA scale) is transferable into the College. Students must provide official transcripts from the institution/college where the course(s) was taken, along with course description(s) from the institution’s catalog.
Prior coursework must have been completed within the past five (5) years.
If transfer credits are accepted, the total number of credits (course hours) to be completed as well as the cost of tuition will be reduced accordingly.
Transfer credits are awarded as credits (hours) only. Transfer grades are not included in the calculation of the grade point average (GPA).

The Paramedic Program does not accept transfer credits.

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 Transcript.

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

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

Credits allowed will be recorded on an enrollment record and the length of the course shortened proportionately. In addition, the student and the U.S. Department of Veterans Affairs (VA) will be notified.
Credit awarded must comply with all local, state, and federal requirements. In certain cases (e.g., paramedic training), WestMed College is guided by the standards established by the Department of Transportation and the California Emergency Medical Services Authority.

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

**Maximum Class Size**
The maximum size for each class at WestMed College is typically 35 for a classroom setting.

**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.

**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.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Grade</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
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<tr>
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<tr>
<td>Grade</td>
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<td>P</td>
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<td>W</td>
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</tr>
<tr>
<td>Grade</td>
<td>Incomplete</td>
<td>No Pass</td>
<td>Pass</td>
<td>Transfer</td>
<td>Withdrawal</td>
<td>Audit</td>
<td></td>
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</tr>
<tr>
<td>Description</td>
<td>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 30 days will be changed to an “F” grade or “NP” grade, depending on the grading system of the course.</td>
<td>A grade of B+ may be issued to a student who is able to complete program requirements with a grade of at least 85% and up to 89%</td>
<td>A grade of B may be issued to a student who is able to complete program requirements with a grade of at least 80% and up to 84%</td>
<td>A grade of C+ may be issued to a student who is able to complete program requirements with a grade of at least 75% and up to 79%</td>
<td>A grade of C may be issued to a student who is able to complete program requirements with a grade of at least 70% and up to 74%</td>
<td>A grade of D+ may be issued to a student who is able to complete program requirements with a grade of at least 65% and up to 69%</td>
<td>A grade of D may be issued to a student who is able to complete program requirements with a grade of at least 60% and up to 64%</td>
<td>A grade of F may be issued to a student who is unable to complete program requirements with a grade of at least 0% and up to 59%</td>
</tr>
</tbody>
</table>
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.

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

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

Grounds for a Final Grade Appeal
Students can appeal a grade only when they can document that one or a combination of the following has occurred:
An error in calculating the grade
Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
Assignment of a grade based on reasons other than the announced criteria and standards
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 and Harassment Complaints”.

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

Satisfactory Academic Progress Policy
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. Except where noted below, a student must satisfactorily achieve quantitative and qualitative threshold within two (2) courses or one quarter of being placed on warning or probation, whichever is less. 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.
Satisfactory Academic Progress is reviewed at the end of each course or module. A dismissed student may receive a tuition refund in accordance with the College’s refund policy.

Maximum Time Frame
Students are must complete their program of study within 150 percent of the normal program length. 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. Students who do not complete the program within the maximum time frame will be dismissed.
Paramedic Program
Students in the Paramedic Program must complete the program with an 80 percent (3.0 GPA) grade or higher in each of the program’s courses to pass. If a student fails to receive an 80 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. Students are guaranteed one opportunity to complete the clinical and field internship portion of the program. If the student does not accept the placement offered or does not receive a passing grade, he/she may be dismissed from the program.

Medical Assistant Program
Students must score a 75 percent (2.5 GPA) or better in the classroom modules to pass. Students will be placed on academic probation if their cumulative average grade falls below a 75 percent (2.5 GPA).

Vocational Nursing Program
Students must score a 75 percent (2.5 GPA) or better in each course. Students will be placed on academic probation if their average grade falls below a 75 percent and may be dismissed from the program. If a student fails to receive a 75 percent grade or higher in a course final exam, he/she will be sent to remediation and has one more attempt at the course final exam. If the student does not receive a passing grade in two total attempts, he/she will be dismissed. A fee is applied upon entering remediation (refer to the Fee Schedule).

Nurse Assistant Program
Students must complete the program with a cumulative average grade of 75 percent (2.5 GPA) or better.

Grading and Satisfactory Academic Progress
The grading and evaluation system may affect a student’s satisfactory academic progress.

I-Incomplete
For students receiving and Incomplete in a course, the Incomplete will become an “F” or “NP” if the course is not successfully completed within 30 days of the end date of the course. Additional time may be allotted for special circumstances with the program director’s approval. At the point the Incomplete becomes a fail, the student’s cumulative GPA will be affected, and the student will receive a 0.0 GPA for the course.

W-Withdrawal
When a student withdraws from a course, the “W” will carry the same weight as an “F” or “NP”, and the student will receive a GPA of 0.0 for the course. The student’s cumulative GPA will be affected, and the student will receive a 0.0 GPA for the course. Remedial courses not offered for any program.

Non-Punitive
Pass or No Pass grades are non-punitive and carry no weight toward a student’s cumulative GPA. Students must complete Pass or No Pass courses with a grade of Pass within the maximum time frame (150 percent) for program completion or the student will be determined to not meet satisfactory academic progress.

Transfer Credits
Credit received for transfer courses carry no weight toward a student’s cumulative GPA.

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

Remedial Courses
WestMed College does not offer remedial courses and does not accept courses transferred as remedial. Remedial courses carry no weight toward the GPA.

Non Credit Courses
WestMed College does not offer non-credit courses.

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.

Once a student reaches the cumulative GPA requirements of the program, the student will be removed from probationary status. A student must satisfactorily achieve quantitative and qualitative threshold within three (3) classes of being placed on warning or probation.

**VA Applicant’s Progress Report**
When the grade average of a student is unsatisfactory for a course, the student will be placed on probation for a minimum of one course. A progress report will be made available to the student upon completion of each course. If, during the next progress meeting the student’s grade average is still unsatisfactory, the training will be interrupted and the VA will be promptly notified.

**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 (Note: retaken courses are not eligible for Financial Aid and must be paid out-of-pocket). Students may not repeat a course in which a satisfactory grade has been earned. Students who need to repeat a particular course may be charged a fee or be required to complete academic counseling depending on the program.

VN students who fail term 4 shall only be considered to retake the course if they achieve a HESI score of 750 or above on the Exit Exam and approval of the program director.

**Re-admission Procedures**
Students who have not satisfactorily completed a course in their program over a 12-month period and have been withdrawn or voluntarily dropped 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.

**To re-enroll to complete a program of study:**
1. Meet with the Student Accounts Representative to discuss financial obligations and address past due accounts.
2. Contact the Registrar to evaluate if the program may be completed within the maximum time frame.
3. Meet with the Program Director to discuss any academic issues and develop a plan.
4. Meet with the Admissions Representative to complete the enrollment.
5. Pay a re-enrollment fee.
6. Attend class as scheduled.

**Graduation Requirements**
Paramedic students must pass the program with 80 percent or better. Each student must also pass the comprehensive final within two total attempts. Students must also successfully complete all required clinical hours and externship hours with a competent performance (Pass)
Students must satisfactorily complete 1536 total clock hours of work, and complete each course within the Vocational Nursing Program with a 75 percent or better AND pass the exit exam within the HESI designated “acceptable performance range” or better to successfully pass term four. Students have one attempt at the exit exam provided during the final term. A second attempt is available upon completion of remediation. Only students successfully completing the program and passing the exit exam are recommended to the California Board of Vocational Nurses and Psychiatric Technicians for licensure.
Students receiving recommendation to the BVNPT must have all their documents submitted and be cleared by Student Accounts within two months of exit. Students who fail to submit documents or be cleared financially within this timeframe forfeit their recommendation to the BVNPT and must challenge the state exam.
Students enrolled in all other courses such as Nurse Assistant must pass with 75 percent or better overall.
Medical Assistant Students must satisfactorily complete all classroom modules with at least a 75 percent grade in each module, pass the externship, and be cleared by Student Accounts.

**Documents Awarded**

WestMed College awards certificates of completion to students graduating from the Vocational Nurse, Paramedic, Medical Assistant, and Nurse Assistant programs.

**General Attendance Policy**

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 100 percent of the scheduled clock hours for graduation. 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 of a course. 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 six incidents of absence, tardiness, or leaving early. After the sixth 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 Medical Assistant Program**

Students must complete all make up hours for the Medical Assistant Program per course prior to progressing to the next course. Hours missed are to be made up in the same week missed unless authorized by the Program Director.

**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.

**Attendance Policy for the Vocational Nursing Program**

Students must complete all make up hours for the Vocational Nursing Program within two weeks of time missed.

**Attendance Policy for the Nursing Assistant Program**

Due to the short duration of the Nursing Assistant Program, students must not have more than two absences. Students in the Nurse Assistant program must complete all make up hours in the same week they are missed. If a student is absent from the clinical portion of the program, the student may be dropped from the program.

**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. Students who need to make up an exam must also make arrangements to take the missed exam with instructor, at the instructor’s discretion.

**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.

Students are encouraged to complete a course or module before taking a LOA; however, in certain circumstances, this may not be possible. If a LOA is granted while the student is in progress with a course or module of study, the current course or module is considered incomplete (“I”) and will be subject to the rules associated with this grade.

Being granted a LOA does not guarantee a student will return to the cohort where he/she exited. Upon the student’s return, the program director will work with the student to arrange the completion of the student’s program.

Students may be granted an extension on a LOA as long as the extension plus the original leave does not exceed 180 days within a 12 month period.

Should a student fail to return from a LOA on the scheduled date, the student will be dropped from the program and dismissed from the College.

**Leave of Absence Policy (LOA) for Financial Aid Recipients**

The WestMed College LOA policy is mandated by federal regulation for federal student aid recipients. This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school. A student on an approved LOA will be considered enrolled at WestMed College and would be eligible for an in-school deferment for student aid loans. Students will not receive disbursements of Title IV student loan financial aid funds during an approved LOA. It is important to note that Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the LOA within the guidelines stipulated or if the application is denied. A student who fails to return from an approved LOA may be subject to impacts on both student loan repayment terms as well as the grace period of any aid. If a student does not return from an approved LOA on the preapproved date, the student will be treated as a withdrawn student effective the first day of the leave and a return calculation of Federal Student aid will be performed.

WestMed celebrates accessibility as one of its core values. The College understands that life events may require a student to modify class enrollment and schedules. The LOA policy is designed to provide flexibility for students who need to adjust to life events. Students may have multiple LOAs within a 12 month period provided that the cumulative total does not exceed the allowable amount. College scheduled breaks are included in the 180 leave day limit.

To request a formal LOA, students will need to follow the steps outlined below. Students who receive Federal Student Assistance (FSA) in the form of loans and grants, and who will have a break in attendance of 14 days or more, may be subject to recalculation and/or return of unearned FSA monies unless they have an approved LOA on file. Students who do not return from an approved LOA will be withdrawn from the College with regard to all financial aid consideration effective the start date of the LOA. Further information for FSA students may be obtained from their financial aid advisor. Students who are not on FSA, or who do not have a federal loan in deferment, are not required to request a leave of absence but may choose to do so.
Students requesting a leave of absence must:

1. Inform their financial aid advisor of their request and discuss financial aid implications, as appropriate.
2. Submit a written and signed request for Leave of Absence and include the following information:
3. Beginning and ending dates of the LOA requested
4. Reason for the LOA request. The following are acceptable reasons for a leave of absence: military, medical, jury duty, loss of job, family emergency, employment emergency or other reasons which demonstrate the student’s circumstance.
5. Late requests may be considered for approval if they include an explanation of the unforeseen circumstances that prevented the earlier submission of the request.

All students are encouraged to submit requests as soon as possible to allow the College adequate time to process the request.

A LOA approval must meet the above criteria and the reason for the request must be approved by the program director and director of education.

All LOA requests start the day following the student’s last date of attendance at WestMed College, unless otherwise requested and approved by the program director and director of education. Once approved, the LOA will be entered into the student’s record and the student will be reported as an approved LOA student. It is the student’s responsibility to determine how this status may affect any external institution or agency.

Requesting a LOA does not grant a drop or withdrawal from the current class of attendance.

**Special notes for financial aid students regarding a LOA:**

Financial aid students must contact their Financial Aid Advisor as early as possible upon determining that they would like to request a LOA to discuss the impact on student aid. Students who do not return from an approved LOA will have all future loan disbursements canceled. The loan repayment grace periods established on all previously disbursed loans will have begun as of the first day of the student’s approved LOA. Therefore, if the student does not return from an approved LOA, the student may have exhausted some or all of the grace period and may be required to enter into immediate repayment on previously disbursed loans. Students will need to contact their lender regarding grace period rules and requirements.

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.

**Deployed Military Leave of Absence Policy**

A student required to take a leave of absence (LOA) due to military deployment will not have a loss of academic credits earned, institutional scholarships awarded or application/registration fees paid when returning from deployed status. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

**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.

**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.

**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, Merced Branch Campus
330 East Yosemite Avenue, Suite 201
Merced, CA 95340-9165

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.

**Student Record Retention**

Students are advised and cautioned that state law requires this educational institution to maintain College and student records on-site for a five-year period. Transcripts are maintained indefinitely. 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.

**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. 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.

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 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 campus.
2. Include in the request, both justification and documentation of the special circumstances that necessitate an exception to a published College policy.
3. Submit the completed application with any supporting documentation to the registrar’s office.

Upon receipt of a CAS request, the CAS coordinator sends out an acknowledgment 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.

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, veteran assistance, 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 associate vice president of academics to address academic and policy issues. The office 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 program faculty. In cases where a student repeatedly fails exams, 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 Campus Director. Applications for accommodations for a disability may be sent to:

WestMed College  
Attn: Registrar  
330 E. Yosemite Ave  
Suite 201  
Merced, CA 95340

**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. 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 Regulations
Computers are available at the College locations for use by students, faculty, and staff. By using any WestMed College computer, students agree to comply with the computer and internet access policy and additionally agree to follow these regulations:

Students must sign in to use the computer. They may be asked to show identification.
Students may not install privately owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
Students may not bring food or drink into the classroom.
Students may use computing resources for College-related purposes only.
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 users.
Students may not save files to the computer or change the computer settings. To save files, students are encouraged to bring a USB drive.

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.

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 Technology Policy
WestMed College provides students with the newest and best technology. The use of technology devices and electronic textbooks is one way in which WestMed accomplishes this goal. This technology will be used daily in the classroom, lab, and clinical and is covered by the student’s tuition charges for programs using electronic textbooks.

Not all programs utilize electronic textbooks and devices.

Rules for Technology Use
• Students must attend an orientation for the computer.
• Computers must be brought to every class with charged batteries so that they may be used for the entire class time. No extension cords will be allowed.
• Computers may not be shared among classmates.
• Students are responsible for having all required books, assignments, etc. on their computer for class.
• Students may not access sites that are inappropriate or not used for schoolwork. Example: Twitter, Facebook, adult websites, etc. During class time, the instructor may require all devices have their WiFi access turned off. Whenever this is required, all students must comply.
• Students may not be on other sites during class or lab but must be on the material for that class or lab.
• If the computer is broken it is the student’s responsibility to purchase a new one and the student will be responsible for all the assignments, etc. during the time the computer is not available. The computer and
all the associated eBooks are required daily.

- The computer can be easily broken and the screen shattered, so the student is responsible for protecting the computer from damage.
- It is recommended the student purchase a cover to help protect the computer.
- Failure to comply with the above rules will result in disciplinary action up to, and including, dismissal.

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)

Hours of operation: Pacific Time (PT) excluding holidays and breaks:
- Monday–Thursday 10 am–10 pm; Friday 10 am–6 pm
- Saturday 8:30 am–5 pm; Sunday 10 am–5 pm

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 (mm/dd/yy)
e-Reference resources provide access to the online version of many standard reference encyclopedias and handbooks.
e-Books represent over one-third of the library’s book collection and are selected to support academic research. E-books are listed in the library’s catalog: 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
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

Center for Excellence for Veteran Student Success
WestMed College is committed to the success of its veteran students. In order to support the needs of our veteran students, the services of the National University Center of Excellence for Veteran Student Success (CEVSS). The CEVSS’s mission is to promote the holistic development and achievement of student veterans through the integration of academic, career, networking, and wellness services. Made possible by a Department of Education Fund for the Improvement of Secondary Education (FIPSE) grant, the Center serves as a centralized point for veteran students that focuses on four key areas: 1) easing veterans’ transition to campus life, 2) increasing retention, 3) achieving educational and career goals, and 4) providing a higher quality of life.

Facilities and Equipment
The San Jose branch of WestMed College is located at 3031 Tisch Way, Suite 3PW, San Jose, California, 95128. It occupies 23,000 square feet of classroom space and offices in a modern building with ample parking for tenants, students, and guests. The general office environment is spacious and orderly. There are several administrative offices, 12 classrooms, two computer labs, two lab/equipment rooms, a nursing simulation room, a computer/learning resource 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. The library/computer lab consists of computers, printers, TVs, a resource working area, and a full selection of books, magazines, and journals. The skills lab is outfitted with hospital beds, unisex low- and high-fidelity manikins, as well as several pieces of equipment relative to healthcare professions.

The Merced Branch Campus is located at 330 East Yosemite Avenue, Suite 201, Merced, CA 95340. It has 6,996 square feet of space available. It is equipped with three classrooms, skills lab, simulation lab, student lounge, and administrative offices. All classrooms are equipped with state-of-the-art audio and visual equipment. The skills lab is outfitted with hospital beds, unisex low- and high-fidelity manikins, as well as several pieces of equipment relative to healthcare professions.

The Chula Vista Campus of WestMed College is located at 660 Bay Boulevard, Chula Vista, CA 91910. 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 room, a skills room, a computer/learning resource 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.

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 room, 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.
Housing
WestMed College campuses does not provide on-campus housing. While the College has many career services, student housing assistance is not provided. Housing is available throughout Santa Clara County, Merced County, Fresno County, San Diego County, and neighboring communities. The median cot to rent is as follows- Santa Clara County: $2,566; Merced County: $864; Fresno County: $718; San Diego County: $1,639.

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.

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.

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

Civility in the Classroom: A Code of Classroom Etiquette
Freedom of speech and expression is valued not only throughout society but also, 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 statues, 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.

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.

“Discrimination or Harassment Complaints”, The Appeal Process

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.

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:

1. The student must submit a written appeal to WestMed College within five days of the end date of the course.
2. 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.
3. 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 education department of WestMed College for final review and consideration. The decision of the department is final.

**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

WestMed College Cancellation and Refund Policy
**Student’s Right to Cancel**

A student has the right to cancel the enrollment agreement without any penalty or obligation, and receive a full refund (excluding the application fee) within seven days after signing the enrollment agreement and making an initial payment.

A student has the right to cancel the enrollment 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 $60 application fee and STRF fee after signing the enrollment agreement) if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

After the end of the cancellation period, the student has the right to stop classes at any time, and the right to receive a refund for the portion of the course in terms of clock hours not completed (prior to the completion of 60 percent of the program). If an electronic device has been provided to the student for their program it must be returned to the College at the time of cancellation.

If the student has completed more than 60 percent of the program, the full tuition is considered earned, and all equipment and supplies can be retained by the student. The student will not receive a refund.

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

<table>
<thead>
<tr>
<th>WestMed College, San Jose Main Campus</th>
<th>WestMed College, Merced Branch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>3031 Tisch Way, Suite 3PW</td>
<td>330 East Yosemite Avenue, Suite 201</td>
</tr>
<tr>
<td>San Jose, CA 95128</td>
<td>Merced, CA 95340</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WestMed College, Fresno Branch Campus</th>
<th>WestMed College, Chula Vista Branch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 E. River Park Place West, Suite 101</td>
<td>660 Bay Boulevard, Suite 110</td>
</tr>
<tr>
<td>Fresno, CA 93720-1551</td>
<td>Chula Vista, CA 91910-5200</td>
</tr>
</tbody>
</table>

Any written expression indicating the student does not wish not to be bound by the enrollment agreement may also serve as a Notice of Cancellation of the 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 and properly addressed with proper postage.

The student will receive any refund due within 30 calendar days of the student’s official withdrawal date, as outlined in the College’s withdrawal and refund policy with the exception of R2T4 refunds to the Department of Education or the Lender.

**Withdrawal from the Program**

A student may withdraw from the school at any time after the cancellation period (described in the WestMed College General Catalog) and receive a pro rata refund if the student has completed 60 percent or less of the scheduled hours of the program. For the Paramedic Program, only didactic hours, lab hours, and specialty clinical hours of the program are used to calculate eligibility for a refund. A student’s last day of attendance will be used to calculate the refund. The refund will be a percentage of the tuition listed on the first page of the enrollment agreement; it will not include the $60 application fee and STRF fee. In addition, the cost of any WestMed College equipment not returned in good condition within 14 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 the student has completed more than 60 percent of the scheduled hours of the program all equipment and supplies can be retained by the student. The tuition is considered earned and the student will receive no refund.

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

- The student provides a written Notice of Cancellation to WestMed College at the campus address in which the student is enrolled
- 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 14 consecutive calendar days. In the event a student fails to attend class for 14 consecutive calendar days, the student will be officially withdrawn on the last date of recorded attendance.  
A student failed to return after a leave of absence.

For the purpose of calculating the amount of the refund, the date of a student’s withdrawal will be the last date of recorded attendance. The refund amount will equal 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 the enrollment agreement) less the cost of any equipment not returned in good condition within 30 days of withdrawal.  
In the event a student fails to attend class for 14 consecutive calendar days, the student will be withdrawn on the 14th consecutive calendar day of absence and will be officially withdrawn on the last date of recorded attendance. A student’s refund will be calculated on the date the student is officially withdrawn.  
A student who is withdrawn due to 14 consecutive calendar days of absence is eligible for a refund for the portion of the program not completed, including the 14 day absent period. All refunds will be issued within 30 days of the student’s official withdrawal date, with the exception of R2T4 refunds to the Department of Education or the Lender. For additional information please refer to page 53.  
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.

WestMed College Financial Aid Refund Policy
As part of the Higher Education Amendments of 1998, Congress passed new provisions on October 29, 2010 regarding refund policies and procedures for students who have received Federal Student Assistance and are considered withdrawn from school. Based on WestMed College policies, a student is considered “withdrawn” if not in attendance for 14 consecutive days.

The Federal Return of Title IV Funds (R2T4) policy was effective October 29, 2010, and governs all federal grant and loan programs, including Federal Pell Grant, SEOG, Stafford/Direct Loans (subsidized and unsubsidized,) and PLUS loans.

This federal regulation assumes that awards of Federal Student Aid funds are earned in proportion to the number of days attended for the period funded. If a student is considered withdrawn from the College, a calculation is then performed to identify the total scheduled financial assistance the student earned and is therefore entitled to receive. If the student receives (or the College receives on the student’s behalf) more financial aid than is earned, the unearned funds must be returned to the Department of Education. If the student receives (or the College receives on the student’s behalf) less financial aid than the amount earned, the student may be able to receive those additional funds.

If it is determined that the student received excess funds that must be returned, the College shares the responsibility of returning those funds. The College’s portion of the funds to be returned is equal to the lesser of:  
The entire amount of the excess funds, or  
The total in tuition and fee charges multiplied by the percentage of unearned aid received.
Calculation of Refund

Example of a Withdrawal Refund

A student enrolls in the 1320 clock-hour Paramedic program that costs $17,670. Additional program charges are $343 for books, $190 for computer resources and $81 for uniforms, for a total cost of $18,377. The didactic portion of the paramedic program consists of 644 clock hours. If the student has paid for the entire program, withdraws after completing 322 hours of the program, or 50 percent of the program (and not completing 322 hours of instruction), while keeping the books, uniforms and computer resources, the refund calculation would be:

$18,377 - $343 - $190 - $81 = $17,670 (Adjusted Amount)

$17,670 x (322/644) = $8,835 (Final Refund Amount)

NOTE: This is provided as an example only. Tuition is based on location.

<table>
<thead>
<tr>
<th>Cancellation /Refund Schedule</th>
<th>Student receives a refund of...</th>
<th>WestMed College retains...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student who withdraws...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>During the first three days of signing the Enrollment Agreement</td>
<td>100% of tuition</td>
<td>0% of tuition.</td>
</tr>
<tr>
<td>After the first three days of signing the Enrollment Agreement but before the end of the Cancellation Period*</td>
<td>100% of tuition</td>
<td>0% of tuition.</td>
</tr>
<tr>
<td>After the Cancellation Period but within the 60% portion of the program</td>
<td>Pro rata amount</td>
<td>Pro rata amount</td>
</tr>
<tr>
<td>After the 60% point of the program</td>
<td>0% of tuition</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>

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

If a student is absent for 14 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.

Special Note for Paramedic and Medical Assistant Students

For the Paramedic and Medical Assistant Programs, tuition is charged for the theory and lab portions only and refund calculations will exclude externship/internship hours.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 the third party.

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was complete.
2. The school's failure to pay refunds or charges on behalf of a student to a 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 school.
3. The school'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 school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed, or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Vocational Nursing
Requirements for vocational nurse licensure are specified in the California Vocational Nursing Practice Act. There are four (4) methods by which one may qualify for the licensure examination, which must be successfully completed prior to applying for licensure. Each method is designed to provide an individual access into the job market as an entry-level practitioner.

**Method #1:** Graduation from a California “accredited” Vocational Nursing Program.

**Method #2:** Graduation from an Out-of-State “accredited” Practical/Vocational Nursing Program.

**Method #3:** Completion of equivalent education and experience.
- Pharmacology - 54 Hours
- Paid Bedside Nursing Experience - 51 Months Verification of Skill Proficiency.

**Method #4:** Completion of education and experience as a corpsman in the United States military.
- Twelve (12) months active duty rendering direct bedside patient care.
- Completion of the basic course in nursing in a branch of the armed forces.
- General honorable discharge from the military

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 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 NREMT examination and complete 48 hours of continuing education every two years to maintain licensure.

**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 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.

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.

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.
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.
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 Post-secondary 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, or by fax (916) 263-1897.

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

BVNPT Grievance Policy
Student’s Right to Contact the Board of Vocational nursing and Psychiatric Technicians
Any questions or problems concerning this College that have not been satisfactorily answered or resolved should be sent to the following:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945

ABHES Complaint Process
ABHES reviews complaints against an accredited institution or program that relate to the accreditation requirements set forth in the Accreditation Manual. If a complaint raises a question of possible violation of these requirements, the institution or program will be given the opportunity to respond to the complaint. If a violation is found, ABHES will take enforcement action as necessary.
The complaint process against an accredited institution or program is as follows:

1. All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at www.abhes.org. The written complaint and supporting documentation must be emailed to Complaints Specialist, info@abhes.org, or mailed to Complaints Specialist, 7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043. Complaints must be in sufficient detail and clarity to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint.

2. Complaints must be made within 90 days of the last event that is material to the complaint.

3. Within 15 business days of receipt of the complaint, ABHES will make an initial assessment whether the complaint states a possible violation of accreditation requirements. For the purposes only of this initial assessment of the complaint, ABHES will accept facts alleged in the complaint as true. A complaint must be in sufficient detail to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. A complaint that lacks sufficient detail will be dismissed and the complainant so notified. If the facts as alleged appear incomplete and it appears that further information is needed to assess the complaint, ABHES will so inform the complainant, who must then provide the information requested in order for ABHES to process the complaint further.

4. If the facts as alleged do not constitute a violation of accreditation requirements, ABHES will inform the complainant and the file will be closed. The complainant may request in writing, directed as set forth in paragraph one above, that a decision to close the complaint at this stage be reviewed by the Executive Committee. The Executive Committee will consider such request within 30 business days and will either affirm the decision to close the complaint or reopen the case and direct the institution or program to respond. The complainant will be notified of this decision.

5. If the facts as alleged would constitute a violation of accreditation requirements if found to be true, then ABHES will forward the complaint to the institution or program for response. In forwarding the complaint, ABHES will identify possible violations of accreditation requirements associated with the complaint. This list is to assist the institution or program in responding and is not to be taken as conclusive since in the course of the investigation it may be determined that there is evidence of noncompliance with other accreditation requirements not set forth in the list. The institution or program has a maximum of 30 business days from the date of the letter from ABHES to respond to the complaint. The response must provide documentation and/or evidence relevant to the complaint sufficient to permit a clear analysis to be made. The response may, (a) deny the allegations of the complaint and present evidence to the contrary, (b) admit the allegations of the complaint but seek to demonstrate the notwithstanding the allegations there is no evidence of violation of an accreditation requirement, (c) whether admitting or denying the allegations of the complaint, document actions taken to assure that any potential violation has been corrected and to assure that violations do not occur in the future.

6. Within 15 business days of receipt of the response, ABHES will determine whether there is sufficient information upon which to determine whether it appears more likely than not that there is a violation of an accreditation requirement. ABHES may request additional information from either the complainant or respondent if it believes such is information is necessary to the resolution of the case and will reevaluate the response after the institution or program has had an opportunity to submit such additional information.

7. If it appears more likely than not that there is no violation, ABHES will inform both the complainant and the respondent that the case has been closed. If it appears more likely than not that there may be a violation of an accreditation requirement, the case will be referred to the Executive Committee for action.

Within 30 days of receipt of a case, the Executive Committee will; (a) determine that there is no violation and dismiss the case, (b) request additional information, (c) order the institution or program to take specific actions to bring it into compliance, (d) issue a show cause order, or (e) refer the case to the Commission for action up to and including withdrawal of accreditation.

If the Executive Committee dismisses the complaint notice of the decision of will be provided both the complainant and the respondent. In all other cases the complainant and the respondent will be notified of the disposition of the case once it becomes final.

8. Complaints referred to the Commission for action will be handled pursuant to Sections C and D of Chapter 3 of the Accreditation Manual.

9. ABHES’s conflict of interest provisions apply to the investigation and resolution of complaints.

10. Anonymous complaints: ABHES accepts anonymous complaints but will require the institution or program to respond only if in the absence of the identity of the complainant it can be determined that the facts if true as
alleged indicate a possible violation of accreditation requirements. Complainants are cautioned that every complaint must be in sufficient detail to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. When the identity of the complaint is a material fact necessary to permit the institution or program a full and fair opportunity to respond or the lack of identity of the complainant makes it impossible to determine with reasonable certainty that a violation of accreditation requirements may have occurred, then the anonymity of the complainant may be a basis for dismissing a complaint. Notifications to complainants and requests to complainants for additional information otherwise set forth in this section are not applicable to anonymous complaints.

11. Requests for complainant confidentiality: ABHES will consider requests from complainants that their identity be withheld from the institution or program named in the complaint. ABHES will in its discretion attempt to honor such requests but in no case can ABHES guarantee that the identity of a complainant will remain confidential after a written complainant is made to ABHES. If ABHES determines that it is more likely than not that an accreditation violation occurred if the allegations of the complaint are taken to be true and that the individual identity of the complainant is a material fact necessary to determining whether a violation occurred or necessary to permit the respondent a fair and equitable opportunity to respond, then ABHES will reveal the identity of the complainant as necessary to resolve the case.

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:

    Office of the President
    WestMed College
    330 E. Yosemite Ave, Suite 201
    Merced, CA 95340

Any students who feel that they have been subjected to discrimination by a student or by WestMed College may file a complaint with the campus director.

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

Visa Services
WestMed College does not provide visa services.

Program Delivery Methods
All WestMed College programs listed in the General Catalog are offered via residential learning.

Experiential Learning
WestMed College does not award credit for prior experiential learning.

Distance Education
WestMed College does not have any distance education programs.

Student Financial Aid Policies and Procedures
There are various types of financial aid available to assist students who qualify. For specific information regarding financial aid programs and the College’s Financial Aid policies and procedures, please see the policies below or visit the College’s Financial Aid Advisor. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin.

General Information
Payment arrangements must be made and approved by the Student Accounts Office if you plan to attend courses before receiving financial aid. Students pending receipt of financial aid will be subject to late fees.

If you are scheduled to complete your program during a school year, you must submit all required documents to our office 90 days prior to your last date of attendance. Financial aid awards will be processed only for those students (first time or returning) who are currently enrolled at the College.

Eligibility for financial aid is based on your course schedule at the time of application. Therefore, if your schedule changes after the award is processed, your financial aid will be subject to delays and/or cancellation. Please speak to your financial aid advisor before making a schedule or program change.

Students who need to make corrections to their Student Aid Report must submit the report to the Financial Aid Office by June 30, 2016.

Federal Eligibility Requirements
In order to qualify for student financial assistance, students must meet all federal eligibility requirements.

Eligibility Requirements
The student must:
Have a high school diploma or a General Education Development (GED) Certificate
Be a U.S. citizen or an eligible non-citizen
Be enrolled in an eligible program and evaluated by the Registrar (excludes program studies with less than 900 clock hours and 26 weeks of instruction, and continuing education courses)
Demonstrate financial need as determined by the need analysis process, when required by program regulations
Have a valid Social Security Number
Maintain Satisfactory Academic Progress, as defined by the College Financial Aid Office
Not owe an overpayment on any Title IV educational grant or be in default on a Title IV educational loan
unless satisfactory payment arrangements are made to repay or otherwise resolve the overpayment or default. Sign a statement of Educational Purpose stating the student will use the federal student aid funds only for expenses relating solely to attendance at the College. Register with Selective Service, if required to do so. Complete the verification process if selected by the DOE.

Note: A student’s eligibility for any of the federal programs may be suspended or terminated by a court as part of a conviction for possessing or distributing drugs.

Tip: Speak with your financial aid advisor before making a program change or dropping classes. It could delay or cancel your student aid.

Important Dates

<table>
<thead>
<tr>
<th>Aid Type</th>
<th>Application Deadline</th>
<th>Processing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>June 30, 2017</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Students who need to make corrections to their Student Aid Report must submit the report to the Financial Aid Office by June 30, 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William D. Ford Loans (WDF) Subsidized, Unsubsidized, and PLUS</td>
<td>June 30, 2017</td>
<td>June 30, 2017</td>
</tr>
</tbody>
</table>

Financial Aid Calendar 2016-2017
A calendar of deadlines and critical dates for students applying for financial aid at WestMed College

January 1, 2016
Apply for financial aid. Students must file a new Free Application for Federal Student Aid (FAFSA) annually.

June 30, 2017
Federal grant deadline. Last day to file the FAFSA.

June 30, 2017
Financial Aid verification/processing deadline. Students must submit all requested forms by this date in order to receive financial aid for the award year.

Completion of a student’s academic year:
Students apply for and are awarded aid during different times of the year. Each student’s academic year will vary. Generally, students are eligible to reapply when they successfully complete all courses in the previous loan period. In addition, 26 weeks of in-class instruction must be completed.

Financial Aid Programs

Grants
Federal Pell Grant is a grant program to help students with tuition cost. This program assists students who are working toward a first bachelor’s degree.

Award range: $598 to $5,815
Applications: FAFSA
Application deadline: June 30, 2017
Date funding begins: July 1, 2016

Subsidized Federal Stafford Loans
Federal Stafford Student Loan is a loan program to assist students with educational expenses. Stafford recipients are not required to make payments or pay the interest during full-time attendance or the first six months after the student’s last day of attendance.
Unsubsidized Federal Stafford Loans
Unsubsidized Federal Stafford Loan is a program available to students who may not qualify for a Subsidized Stafford Loan or for students who may qualify for only a partial Subsidized Stafford Loan. The interest rate is fixed at 3.76% for loans first disbursed on or after 7/1/16 and before 7/1/17. The terms and conditions are the same as the Subsidized Stafford Loan, except that the borrower is responsible for the interest that accrues while the student is in school and during the grace period.

Loan Amount: Students may receive both Subsidized and Unsubsidized Stafford Loans totaling up to the applicable Stafford limit (based on grade level.)

Maximum annual and aggregate loan limits for Subsidized and unsubsidized Direct Loans, by type of student and number of years in school.

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Year in School</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent undergraduate student (except those whose parents are unable to obtain PLUS loans)</td>
<td>First</td>
<td>$5,500 – No more than $3,500 of this amount may be in subsidized loans</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>$6,500 – No more than $4,500 of this amount may be in subsidized loans</td>
</tr>
<tr>
<td>Independent undergraduate student (and dependent students whose parents are unable to obtain PLUS loans)</td>
<td>First</td>
<td>$9,500 – No more than $3,500 of this amount may be in subsidized loans</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>$10,500 – No more than $4,500 of this amount may be in subsidized loans</td>
</tr>
</tbody>
</table>

Aggregate Stafford Loan Limits
Dependent Undergraduate: $31,000 - No more than $23,000 of this amount may be in subsidized loans.
Independent Undergraduate: $57,500 - No more than $23,000 of this amount may be in subsidized loans.

Fees
Loan Origination Fee: 1.068% Loan fee for loans first disbursed on or after October 1, 2015, and before October 1, 2016. Beginning October 1, 2016, this fee will rise to 1.069%.

Federal Parent Loans for Students (PLUS)
PLUS is a loan program to assist parents of the undergraduate dependent students with educational costs. For Direct PLUS Loans first disbursed on or after July 1, 2016, and before July 1, 2017, the interest rate is 6.31%. Like the unsubsidized Stafford Loan, the interest is not subsidized by the government. Parent borrowers are generally expected to start making payments on their Direct PLUS Loan once the loan is fully disbursed (paid out). However, they may request a deferment while their child is enrolled at least half-time and for an additional six months after the child graduates, leaves school, or drops below half-time enrollment.

Loan Amount: For each academic year, a parent may borrow up to the student’s cost of attendance minus other aid, per undergraduate dependent student.

Fees: 4.272% loan fee for loans first disbursed on or after October 1, 2015, and before October 1, 2016. Beginning October 1, 2016, this fee will rise to 4.276%.

Note: Award ranges and aid types are tentative.

Steps to Follow to Apply for Financial Aid
The process of “need analysis” is required to determine which financial aid program(s) will assist you in meeting your educational goals. To determine the award package, 2015 income (taxed and untaxed) and for some students, current assets (excluding home equity) will be analyzed. To expedite this process, please follow the steps below.
How to Apply for Financial Aid
Planning ahead and applying for financial aid can help students obtain an education, which might otherwise be outside their financial reach. To be considered for federal and state financial aid, students must complete the process of “need analysis.” Need analysis is the method used to estimate the amount of money students and their families can reasonably contribute toward the cost of education. For the current school year, a student’s awards will be determined using the previous year’s income (taxed and untaxed) and current assets. Other factors that are considered include the student’s marital status and the number of dependents.

The data to complete a “need analysis” is collected when a student completes the Free Application for Federal Student Aid (FAFSA). Information on completing the FAFSA is available in the Financial Aid Guide, available from a financial aid or admissions advisor at all campuses or online at www.westmedcollege.edu. The Financial Aid Guide explains how to submit a FAFSA, which students must complete and sign with the federal processor for evaluation. To expedite the application process, students are encouraged to apply online at www.fafsa.ed.gov.

Important Note: The FSA ID — a username and password — has replaced the Federal Student Aid PIN as of May 2015 and must be used to log in to certain U.S. Department of Education websites. The FSA ID confirms identity when accessing financial aid information and electronically signing Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to www.fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, www.studentloans.gov, and www.studentaid.gov. When logging in to one of the websites listed above, click the link to create an FSA ID, or go to https://fsaid.ed.gov/npsa/index.htm and select ‘create an FSA ID.’ In case of dependent students, a parent must also create an FSA ID.

Step 1 — Application
Free Application for Federal Student Aid (FAFSA)
Complete the FAFSA at www.fafsa.gov. If you are a dependent student, at least one parent must sign the FAFSA. San Jose Campus - Enter the Title IV code: 040883, 3031 Tisch Way, 100 East Plaza, San Jose, CA 95128-2530 Merced Campus - Enter the Title IV code: E02077, 330 East Yosemite Avenue, Suite 201, Merced, CA 95340-9165.

Remember to also list your housing status (on-campus; with parent; or off-campus)
Sign the FAFSA online using your FSA ID or mail in your signature page with-in 14 days, so your application may be processed.

Application deadlines: The federal processor must receive the FAFSA by June 30, 2017 for the 2016-2017 school year. If you need further assistance in completing your application, contact the Financial Aid Office at the campus you attend. An appointment may be required.

Step 2 — What you should expect
After filing the FAFSA, you will receive the following responses:

Federal Student Aid Center
Student Aid Report (SAR)- All applicants who apply for financial aid will receive an e-mailed SAR. Please review the report for accuracy, and make corrections if necessary. Please retain a copy of your SAR for your records.
Note: If you do not write in WestMed College as your college choice in step six of the FAFSA, it will be necessary for you to make that correction once you receive your SAR.

Verification Process
The Federal government requires a percentage of financial aid applicants to complete a process called “Verification.” This is a process used by the U.S. Department of Education to check the accuracy of information you reported on the FAFSA. If selected for verification, you will be notified by your Financial Aid Representative.

2015 IRS tax return transcript — As part of the verification process, if unable to transfer your tax information
electronically into your FAFSA using the IRS DATA RETRIEVAL TOOL, you will be required to submit a copy of your 2015 IRS tax return transcript (and your spouse’s, if married and you filed separate returns, and your parent’s return if you are considered a dependent student).

Note: 2015 IRS tax return transcript(s) are required --not photo copies of the income tax return. To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 1.800.908.9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.

Step 3 — Financial Aid Process

Eligibility for Financial Aid is Determined
Applications/documents submitted to the Financial Aid Office will be reviewed for accuracy and completeness, and your enrollment will be verified. A Financial Aid Representative will calculate your aid package based on a Student Aid Report (SAR) prepared by the Federal Student Aid Center.

Student Loan Applicants (PLUS)
If you are eligible for a loan, the Financial Aid Office will certify your loan request and transmit it to the Federal Direct Loan Program. Upon transmittal of your request, a notice will be sent to you explaining your award package (type of loan and amount). Once the U.S. Department of Education (DOE) approves the request, an Electronic Funds Transfer (EFT) will be issued to WestMed College, and you will be notified via e-mail that your funds have arrived.

Dependency Status
An important step in establishing financial aid eligibility is determining whether a student can apply as a self-supporting student (independent student). Students who can answer yes to any of the conditions listed below will be considered independent:

1. Were you born before Jan. 1, 1993?
2. As of today, are you married? (Also answer “Yes” if you are separated but not divorced.)
3. At the beginning of the 2016–17 school year, will you be working on a master’s or doctorate degree program? Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
4. Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
5. Are you a veteran of the U.S. armed forces?
6. Do you now have—or will you have—children who will receive more than half of their support from you between July 1, 2016, and June 30, 2017?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
9. Has it been decided by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you? (You also should answer “Yes” if you are now an adult but were in legal guardianship immediately before you reached the age of being an adult in your state. Answer “No” if the court papers say “custody” rather than “guardianship.”)
10. At any time on or after July 1, 2015, were you determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by (a) your high school
or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program?

Students who do not qualify as independent students must provide parental information on the FAFSA application or they will be disqualified. Students with special circumstances should contact the Financial Aid Office.

**Step 4 — Verification Process**

The U.S. Department of Education (DOE) requires a percentage of financial aid applicants to complete a process called “Verification.” This process is used to check the accuracy of information the student gave when applying for federal financial aid. The Financial Aid Office will notify students who are selected by the DOE to complete this process.

**Items Subject to Verification**

Adjusted Gross Family Income (AGI)
Untaxed income/benefits
U.S. taxes paid
Assets (excluding home equity)
Independent student status
Financial support
Family size
Number of family members attending college

In order to verify the student’s AGI, the student must file his/her 2015 Federal Income Tax Return and submit a copy to our office. Financial aid applications will not be accepted for processing with an IRS extension. IRS extensions will be accepted with written proof granted by the IRS or Form 4868 and copies of W-2s. Additional documentation may be required when conflicting information is found in the student’s record.

**Completed Process (PELL and Direct Loan Applicants)**

When all required verification documents are reviewed, the student may receive one of the following:

Financial aid applicants:
A follow-up e-mail or letter requesting additional information, OR
An email indicating the process has been completed, a Financial Aid Award Letter, and a Confirmed Budget Worksheet.

**Academic Year**

The academic year (AY) consists of at least 900 clock hours and 26 weeks of instruction. Generally, students are funded for two payment periods. The first payment period is composed of at least half of the coursework in the academic year as measured in clock hours and weeks of instruction.

The second payment period comprises the remaining coursework in the academic year. Students must successfully complete their first payment period before student loan funds will be released for the second period and be in current attendance. Because students apply for and are awarded aid during different times of the year, each student’s academic year may be different.

**Withdrawn Status for Financial Aid Recipients**

Students who officially withdraw from the College, or for whom a break in attendance of 14 days occurs in their course schedule during the academic year, will be considered withdrawn and the following will occur:

**Recipients of Federal Grants**

All future aid will be canceled. Students who resume their coursework during the school year will be reprocessed for eligible aid.
* WestMed College’s winter break between December and January courses is excluded when determining withdrawn status.

Student Loan Recipients

Loan Disbursements
The College will return student loan funds to the borrower’s lender if the funds arrive after or during a break in which the student is considered withdrawn. The College will also cancel any future scheduled disbursements.

Request for Refund
The College will return funds held on account (the student’s credit balance) to the lender in accordance with Federal Regulation if a student:
Is considered withdrawn, and
Has not completed the number of clock hours as certified in the original loan period

Repayment
The College will report the student’s last date of attendance if the student is considered withdrawn. This notification will initiate student loan repayment. The grace period or the actual payments will begin on any outstanding student loan(s) from the student’s last date of attendance.

Federal Refund Policy
If a student is considered withdrawn from the College, federal regulations require a calculation be performed according to a specific formula that identifies the total scheduled financial assistance the student earned and is therefore entitled to receive. If a student is considered withdrawn from the College before completing 60 percent of a payment period, the student may have to repay unearned federal monies that were already disbursed at the beginning of the payment period.

Deferred
The College will process a deferment for a period of one term (a six-month period); however, the deferment period ends if/while the student is withdrawn. Also, if a student changes their schedule and is considered withdrawn after a deferment is processed, the lender will be notified and repayment on the loan will be initiated.

Funding Requirements
Students receiving financial aid at the College will be awarded based on an academic year of 26 weeks of in-class instruction and a minimum of 900 clock hours of instruction. Student loan recipients may apply for second academic year funding upon successful completion of all courses in the prior loan period. All grades must be posted from the student’s prior academic year. In addition, 26 weeks of in-class instruction must be completed.

Student Loan Deferment
Federal subsidized Stafford loan borrowers are eligible for a federal interest subsidy whereby the federal government, rather than the student, pays the interest on a student’s outstanding loan during the time the student is in school. During an authorized deferment of repayment, unsubsidized Stafford borrowers are eligible for the same deferment as subsidized Stafford borrowers. However, a deferment for an unsubsidized Stafford borrower only applies to the principal loan amount.

Deferments for Parent PLUS applicants vary. Please contact your lender for details.

Loan Deferment Procedures
Receiving deferment is not automatic. You must apply for it. For Perkins Loans, contact your school. For all other loans, contact your servicer. If you’re not sure who your servicer is, you can go to NSLDS at HYPERLINK “http://www.nslds.ed.gov” and use your PIN to access all your federal loan information, including contact information for your loan servicer.
To find out about the types of deferment options, go to www.studentaid.ed.gov/repaying.

*You must continue making payments on your student loan until you have been notified that your request for deferment has been granted. If you don’t, and your deferment is not approved, you will become delinquent and may default on your loan.*

To be eligible for loan deferment, students must be in attendance at least half-time and meet the following: have completed at least the first class in their enrollment.

Deferment forms cannot be processed until students have started their program of study. The College cannot accommodate students who request deferment forms prior to beginning their program.

Deferment forms are only certified for the official class dates of enrollment regardless of the length of the class. The College provides lenders with data on student status but does not grant or deny deferment. The Clearinghouse only reports enrollment status to the National Student Loan Data System (NSLDS) for Stafford/PLUS borrowers.

**Return of Title IV Funds**

As part of the Higher Education Amendments of 1998, Congress passed new provisions regarding refund policies and procedures for students who have received Federal Student Assistance and are considered withdrawn from school. Based on WestMed Colleges policies, which are made in accordance with federal regulations, a student is considered “withdrawn” if not in attendance for 14 consecutive days.

The Federal Return of Title IV Funds (R2T4) policy was effective October 7, 2000, and governs all federal grant and loan programs, including Federal Pell Grant, SEOG, ACG, SMART, Perkins Loan, Stafford/Direct Loans (subsidized and unsubsidized,) and PLUS loans.

This federal regulation assumes that awards of Federal Student Aid funds are earned in proportion to the number of clock hours attended for the period funded. If a student is considered withdrawn from the College, a calculation is then performed to identify the total scheduled financial assistance the student earned and is therefore entitled to receive. If the student receives (or the College receives on the student’s behalf) more financial aid than is earned, the unearned funds must be returned to the Department of Education and/or the appropriate lender. If the student receives (or the College receives on the student’s behalf) less financial aid than the amount earned, the student may be able to receive those additional funds.

The portion of federal grants and loans that a student is entitled to receive is calculated on a percentage basis. The percentage is determined by comparing the total number of clock hours in the specified payment period to the number of days completed before withdrawing from the College.

In general, loan disbursements and grants cover a specific period of time and number of clock hours called the payment period. Once more than 60 percent of the payment period has been completed, all (100 percent) of the financial aid award received for that period is considered earned.

**Important Note:** If a student is considered withdrawn from the College (officially or unofficially) before completing 60 percent of a payment period, the student may have to repay unearned federal monies that were already disbursed at the beginning of the payment period.

If it is determined that the student received excess funds that must be returned, the College shares the responsibility of returning those funds. The College’s portion of the funds to be returned is equal to the lesser of:

The entire amount of the excess funds, or
The total in tuition and fee charges multiplied by the percentage of unearned aid received.
If the refund calculation determines that the College is not required to return all of the excess funds, then the student must return the remaining amount. Any loan funds that a student is required to return must be repaid according to the terms of the promissory note. If any grant funds must be returned, the law allows the repayment amount to be reduced by 50 percent. This means that a student who has received too much in grant funds will only be required to return half of the excess amount.

If there is a return of any unearned financial aid by the College, the student will be billed accordingly. In such cases, the student will be required to make arrangements with the Student Business Services Office to pay the amount refunded to the Department of Education or the lender within 45 days of the date of the College’s notification. In addition, the student will not be eligible for any further federal financial aid until the balance is paid.

**Additional information Sources**
California Student Aid Commission [www.csac.ca.gov](http://www.csac.ca.gov)
College is Possible [www.collegeispossible.org](http://www.collegeispossible.org)
Scholarship Search and Financial Aid Calculator [www.fastweb.com](http://www.fastweb.com)

The U.S. Department of Education has created the Student Financial Aid Ombudsman to work with student loan borrowers to informally resolve loan disputes and problems with the following federal loans:

William D. Ford Federal Direct Stafford Loans: Subsidized and Unsubsidized Direct Stafford Loans, and Direct PLUS Loans (for parents and grad students)
Tuition and Fees

General Fees for WestMed College
WestMed College does not offer student tuition discounts of any sort.

Application Fee $60 (Non-refundable)
Re-enrollment Fee $60 (Non-refundable)
Transcript Fee $15 (Per copy fee for each transcript including Continuing Education courses.)
Expedited Transcript Fee $30
Student ID Replacement $5
Retesting Fee $100 (Charged upon entering remediation following a failed course final exam.)
Graduation Fee $25
Returned Check Charge $20
Late Payment Fee $25 (Charged when tuition payment is not received by the payment due date.)
Additional Uniform Fee $25 Per set
Technology Replacement Fee $200
Ear Bud Replacement $5.00

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

San Jose Main Campus Current Schedule of Charges for 2016-2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Computer Resources</th>
<th>Uniforms</th>
<th>Books</th>
<th>STRF ($0.00 per $1,000)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic Program</td>
<td>$17,670</td>
<td>$190</td>
<td>$174</td>
<td>$343</td>
<td>STRF ($0.00 per $1,000)</td>
<td>$18,377.00</td>
</tr>
</tbody>
</table>

Merced Branch Campus Current Schedule of Charges for 2016-2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Computer Resources</th>
<th>Uniforms</th>
<th>Books</th>
<th>STRF ($0.00 per $1,000)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Nursing</td>
<td>$29,760</td>
<td>$190</td>
<td>$81</td>
<td>$309</td>
<td>STRF ($0.00 per $1,000)</td>
<td>$30,340.00</td>
</tr>
<tr>
<td>Nurse Assistant Program</td>
<td>$1,627</td>
<td>N/A</td>
<td>$81</td>
<td>$129</td>
<td>STRF ($0.00 per $1,000)</td>
<td>$1,837.00</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$11,160</td>
<td>$190</td>
<td>$81</td>
<td>$276</td>
<td>STRF ($0.00 per $1,000)</td>
<td>$11,707.00</td>
</tr>
</tbody>
</table>

1STRF: Student Tuition Recovery Fund – amount is subject to change
If an electronic device, books, and uniforms have been provided to the student for their program it will be charged to the student at the time of withdraw or drop. If the student has completed more than 60 percent of the program, the full tuition is considered earned. The student will not receive a refund. Refer to the refund policy. Expenses for programs with prerequisite requirements such as CPR and health clearance are not covered in the cost of tuition.
Additional Fees for Students
Based on an assessment by administration in June 2015, these fees are offered in ranges of:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Scan (DoJ/FBI)</td>
<td>$71</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>$35 and up</td>
</tr>
<tr>
<td>10 Panel Drug Test</td>
<td>$35 and up</td>
</tr>
<tr>
<td>TB Test</td>
<td>$20 and up</td>
</tr>
<tr>
<td>Immunizations and Titers</td>
<td>$35 and up</td>
</tr>
<tr>
<td>Hepatitis B Series</td>
<td>$49.50 and up</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation</td>
<td>$70</td>
</tr>
<tr>
<td>Certified Background Account</td>
<td>$70</td>
</tr>
</tbody>
</table>

Note: All fees subject to change by provider.
## WestMed Program Schedules

### San Jose Class Schedules

(Schedule is subject to change)

<table>
<thead>
<tr>
<th>Paramedic Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/2016</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Merced Class Schedules

(Schedule is subject to change)

<table>
<thead>
<tr>
<th>Vocational Nursing Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/26/2016</td>
<td>09/22/2017</td>
</tr>
<tr>
<td></td>
<td>10/17/16</td>
<td>01/11/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Assistant Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2016</td>
<td>4/6/2017</td>
</tr>
<tr>
<td></td>
<td>7/29/2016</td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>8/26/2016</td>
<td>6/1/2017</td>
</tr>
<tr>
<td></td>
<td>9/23/2016</td>
<td>6/29/2017</td>
</tr>
<tr>
<td></td>
<td>10/21/2016</td>
<td>7/27/2017</td>
</tr>
<tr>
<td></td>
<td>11/18/2016</td>
<td>8/24/2017</td>
</tr>
<tr>
<td></td>
<td>9/4/2016</td>
<td>06/09/16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nurse Assistant Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Fresno Class Schedules

(Schedule is subject to change)

<table>
<thead>
<tr>
<th>Paramedic Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Chula Vista Class Schedules

(Schedule is subject to change)

<table>
<thead>
<tr>
<th>Paramedic Program</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>