

SCHOOL CATALOG

January 2011 – December 2011

SCHOOL LOCATIONS

www.unitekcollege.edu

BRANCH CAMPUS OF FREMONT:

1111 Howe Avenue Suite #205

Sacramento, CA 95825

916.641.6500

EFFECTIVE DATE: JANUARY 1, 2011 to December 31, 2011

Unitek College reserves the right to change the content and terms and conditions in this catalog at any time without prior notice, information in this catalog is current at the time of printing.

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WELCOME

Congratulations on choosing Unitek College for your training needs! You have taken a wise first step towards becoming a knowledgeable and skilled professional in the Healthcare industry.

Unitek College has a diverse family of students, faculty and staff. We make every effort to meet the needs of our students, and our healthcare graduates hold us in high esteem. We hope that your experience here will bring a positive change to your life, and you are able to develop your talents and potential to the fullest. Understanding the information in this catalog is important for getting familiarized with the environment at Unitek College and our expectations of each and every student in regards to the highest standards of performance. The policies outlined in this catalog apply to all students of Unitek College. We reserve the right to make revisions.

ABOUT UNITEK COLLEGE

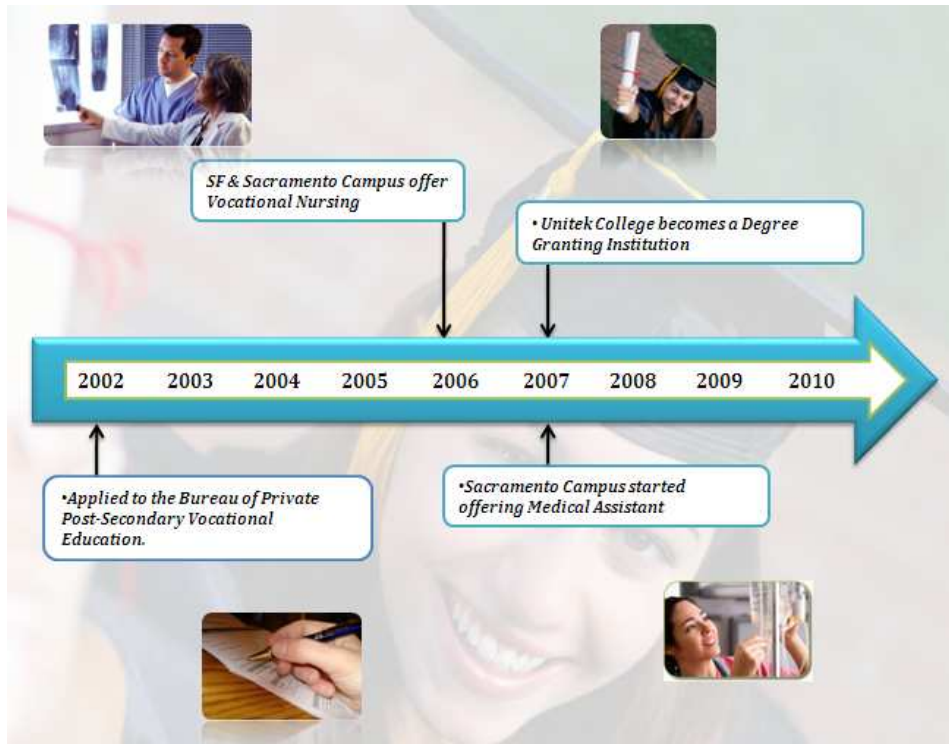
SCHOOL HISTORY

Unitek College LLC is a private institution that was founded by its present CEO and CFO, Paul Afshar PhD, CEO and Shiva Jahan, CFO. Dr. Afshar and Ms. Jahan’s backgrounds include both academic and technical specialties. This provides them with a keen insight regarding what is needed to be an outstanding provider of education as well as the technical expertise to make it all work.

SCHOOL OFFICIALS

- Paul Afshar PhD., Chief Executive Officer
- Shiva Jahan, Chief Financial Officer
- Navraj Bawa, Executive Vice President
- Karon Jones-Chrisman, Campus Director, Director of Education
- Maurice Zakhir, Operations Supervisor

SCHOOL HISTORY TIMELINE



EDUCATIONAL PHILOSOPHY – MISSION STATEMENT

Unitek College's philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employer's needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, Unitek College will:

- Continually evaluate and update educational programs
- Provide modern facilities and training equipment
- Select instructors with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential
- Promote self-discipline so that students may enjoy success on the job and in society

APPROVALS

CALIFORNIA BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

Accredited by the California Board of Vocational Nursing and Psychiatric Technicians for training in vocational nursing.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Unitek College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) Of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.574.7774." This institution's application for approval to operate has been reviewed by the Bureau for Private Postsecondary Education. The approval is granted through March 18, 2015.

FACILITY DESCRIPTION

Unitek College in Sacramento is conveniently located with easy access from several freeways and public transportation. The facility occupies approximately 7,340 square foot with 9 classrooms and labs, library, a cafeteria, in addition to the administrative and clerical areas. The facility houses labs with current industry equipment used in medical facilities. Students get focused attention per their individual learning styles in both lecture and lab time.

PROGRAM DESCRIPTIONS

MEDICAL ASSISTING

Program Overview

This program is designed to produce a medical assistant with a solid education. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical office procedures, medical clinical procedures, as well as special duties, and basic anatomy and physiology. The externship portion included provides practical experience in physicians' offices, hospitals, or other healthcare facilities. The specialized training program expands a student's potential for assumption of supervisory or management responsibility within a medical setting. Solid emphasis is placed on communication, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. This program is based on marketable medical skills.

Unitek College provides a strong foundation in the skills and experience needed to succeed in a career as a Medical Assistant, with in-class instruction combined with hands-on lab experience. The externship provides 'hands-on' opportunity to put into practice the skills learned in the classroom and the lab. Courses covers aspects of medical assisting and include anatomy/physiology, medical terms, typing, transcription, record-keeping, accounting, and insurance processing. Students learn lab techniques, clinical and diagnostics, pharmaceutical principles, medication administration, and first aid. The students study office practices, patient relations, medical law, and ethics.

Lab

The Medical Assisting (MA) program offers separate classroom and lab facilities to accommodate a maximum of 12 students for the classroom and 12 students for the lab. Lab equipment mirrors that found in a medical office setting and include:: micro-hematocrit centrifuge, blood and urine centrifuge, pulse oximeter, electrocardiogram machine, glucose meters, sphygmomanometers (B/P) cuffs, patient height and weight scale, infant height and weight scale, autoclave machine, and a hemoglobinometer.

Corresponding Occupation:

Students receive a certificate of completion upon completing the instructional and externship portions of the program. The program prepares the students to gain employment as an entry level Medical Assistant.

Pricing – Sacramento Campus Pricing

Registration Fee:	\$	150.00*
Books:	\$	139.00**+
Equipment or Kit:	\$	61.00**
Lab Fees:	\$	234.00**
Miscellaneous Fees:	\$	180.00**
Student Tuition Recovery Fund:	\$	15.00*
<u>Tuition:</u>	<u>\$</u>	<u>5,211.00</u>
TOTAL:	\$	5,990.00**

* Non Refundable Fees

** Non Refundable If Used

Program tuition price per unit is \$157.91***

+ A complete list of textbooks used for all programs can be found at: <http://www.unitekcollege.edu/book-list>

Hours:

The program is designed as a 760 hour program of 600 hours of didactic and 160 hours of externship. The program runs as a 37 week or 8 month program. This will consist of 6 modules of 100 hours each. There are 20 hours of

instruction per week. The Medical Assisting Program consists of 300 hours of theory and 300 hours of lab. At the end of the program, the students complete a full time 160-hour externship. The student will earn 33.5 credit units at the conclusion of the program. Maximum class size is 12 students.

Medical Assisting Program Modules

HCMA 91: Introduction to Medical Assisting/ Medical Law	100 Hours	5 semester credit hours
HCMA 92: Principles of Patient Care, Pharmacology, Orthopedic Med	100 Hours	5 semester credit hours
HCMA 93: Cardio-Pulmonary, EKG, First Aid & Emergencies, Digestives Sys	100 Hours	5 semester credit hours
HCMA 94: Eyes, Ears, Nose, Throat, Nervous System, Endocrine System	100 Hours	5 semester credit hours
HCMA 95: Stages of Life - Pediatrics, Ob/Gyn, Geriatrics, Urology	100 Hours	5 semester credit hours
HCMA 96: Computerized Medical Assisting	100 Hours	5 semester credit hours
HCMA 97: Medical Assisting Externship	160 Hours	3.5 semester credit hours

See page 56 for course description

VOCATIONAL NURSING PREREQUISITES

The prerequisite course is a part of the admission criteria to the VN program. The prerequisite course consists of approximately 80 hours/4 credits, which is provided in a three (3) week period. Students are in class 27 to 40 hours per week for the prerequisite course. During this time the student is provided with an introduction to the Vocational Nursing program including program criteria, content, schedules with an emphasis on the demanding fast pace of this program. Students must complete the prerequisite course with an average of 75% or higher. If a student fails prerequisites, the student may be allowed to retake the entire prerequisite course at the next available opportunity; however the student will be required to pay all costs associated with the course.

See page 43 for course description

Vocational Nursing Pre-Requisite Course Pricing:

Registration Fee:	\$	150.00*
Books:	\$	183.00**+^
Student Tuition Recovery Fund:	\$	8.00*
<u>Tuition (Training Costs):</u>	<u>\$</u>	<u>2,809.00</u>
TOTAL:	\$	3,150.00

Program tuition price per unit is \$702.25.*

Please note that per unit price shown above is not utilized for refund calculations, please see refund policy.

* Non Refundable Fees

** Non Refundable If Used

+ A complete list of textbooks used for all programs can be found at: <http://www.unitekcollege.edu/book-list>

***Please note that cost per clock hour shown above is not utilized for refund calculations, please see refund policy.

^ For Purchasing Books refer to page 31

Minimum Charges upon Enrollment: \$ 3,150.00

The Vocational Nursing prerequisite courses are not eligible for Federal Student Aid program funds. Students must successfully complete the prerequisite program prior to becoming eligible to start their academic study in the Vocational Nursing Core program.

There is a maximum class size of 44 students.

VOCATIONAL NURSING CORE PROGRAM

Program Overview:

The goal of this program is to train students to be competent skilled nurses. Upon completion of the program, the graduate Vocational Nurse will be able to:

- Collaborate effectively with clients, families, health care team, and community resources to provide holistic care.
- Assist in the formulation of a systematic problem-solving approach to deliver basic nursing care to clients and implement approaches within ethical-legal limitations.
- Assist in the coordination of patient care as a member of the health care team within the organizational framework of a structured health care setting.
- Assume responsibility as a member of the nursing profession by demonstrating accountability for practice, promoting the practice of vocational nursing and participating in health promotion.

The program is approved by the California Board of Vocational Nursing.

Lab

The lab consists of 3 labs, 2 skills labs and 1 simulation lab; each has 3 patient care stations, set up as individual care areas, which accommodate 3 to 4 students at a time; study area for students with 2 tables and 8 chairs; cabinets with library books and films, storage cabinets for supplies, whiteboard; all necessary equipment such as: IV poles, enteral feeding pumps; blood pressure cuffs, scales; 3 mannequins and 4 pedi mannequins; equipment for treatments and procedures; pt transfers; medication administration set ups.

Corresponding Occupation:

Student receives a certificate of completion on completing the program. The program prepares the students to be able to sit for the state board exam. Upon passing the NCLEX-PN exam, employment as an entry-level Licensed Vocational Nurse can be obtained.

Vocational Nursing Program Pricing:

Registration Fee:	\$	150.00*
Books:	\$	587.00**^
Equipment or Kit:	\$	212.00**
Lab Fees:	\$	59.00*
Miscellaneous Fees:	\$	617.00*
Student Tuition Recovery Fund:	\$	98.00*
<u>Tuition(Training Costs):</u>	<u>\$</u>	<u>37,127.00</u>

TOTAL: \$ 38,850.00

Program tuition price per unit is \$1302.70.79***

Minimum Charges upon Enrollment \$ 150.00

* Non Refundable Fees ** Non Refundable If Used

^ For Purchasing Books & Supplies refer to page 10

+ A complete list of textbooks used for all programs can be found at: <http://www.unitekcollege.edu/book-list>

Core vs. Alternate Standing:

The students who passed the prerequisites with the highest grade and who score the highest points in the interview will be *given priority assignment for* the core seats. In the event that two or more students have the same grades in the prerequisites, points assigned in the interview will be utilized to make the final student selection for core seats. Students who, having successfully completed the prerequisites, and who have met all of the admission criteria, but were not given priority assignment, will be assigned the first available core seats in the next scheduled VN program.

Hours:

The Vocational Nursing Core Program consists of 1569 clock hours, 603 hours of theory and 966 hours of lab and clinical application. The program consists 45 weeks. Students will earn 53 credit units at the conclusion of the program. Class is held approximately 40 hours per week.

Semester I

VN100: Nursing Fundamentals (223 clock hours)

VN102: Anatomy & Physiology (55 clock hours)

VN104: Gerontology (31 clock hours)

VN106: Nutrition (24 clock hours)

VN101: Clinical I (144 clock hours)

Semester II

VN108: Pharmacology (56 clock hours)

VN110: Medical Surgical Nursing I (97 clock hours)

VN112: Medical Surgical Nursing II (120 clock hours)

VN103: Clinical II(288 clock hours)

Semester III

VN114: Pediatrics (43 clock hours)

VN116: Maternal/Newborn nursing (39 clock hours)

VN118: Medical Surgical Nursing III (91 clock hours)

VN120: Professional Development/Leadership & Supervisory (30 clock hours)

VN122: Psychology – Mental Health Nursing (24 clock hours)

VN105: Clinical III (304 clock hours)

Maximum class size is 36 students.

See page 59 for course descriptions

Chapter 6.5 Section 2873 (VN Practice Act). Equivalency to Graduation From Accredited School.

Any person possessing either the education or the experience, or any combination of both the education and the experience, equivalent to that acquired in an accredited school of vocational nursing may be licensed as a vocational

nurse under the provisions of this chapter, provided that he successfully demonstrates to the board that he possesses the necessary qualifications, and successfully passes such examinations or tests as may, from time to time, be required by the board.

Title 16, Division 25, Chapter 1, Article 4, section 2516 of the California Code of Regulations outlines the requirements for licensure as an VN. Persons who desire to qualify for licensure under Section 2873 of the code must meet the licensing requirements. Licensing requirements are as follows:

- Complete a Nursing board approved vocational nursing program, such as Unitek College's.
- Complete the program with a 75% average or better
- Finger Printing and background check through LiveScan
- File a completed application with the necessary fee
- Be cleared through the Dept of Justice and the FBI
- Nursing board checks all requirements and gives approval to sit for NCLEX exam

ITEMS THAT MAY AFFECT LICENSING ELIGIBILITY

Identified Cognitive or Physical disability: The healthcare field requires good cognitive and physical ability. Unitek College will make any reasonable accommodation to assist our students to succeed however, students must meet the minimum cognitive and physical requirements to safely and successfully complete the program and function as an employee in the field. Any prospective student who has a known cognitive or physical disability should inform their Admissions Representative so that a meeting with the program director may be scheduled. Students are given a self-evaluation tool to help them determine if they might have difficulty in meeting the program and job requirements. The program director is available to assist the student if needed. And to discuss the potential challenges they may face attempting to complete their program requirements and successfully gain employment. All nursing students must complete a thorough background check prior to being admitted into the nursing programs. Students whose background checks include information that reflect any criminal activity may be prevented from obtaining a nursing license. The information is confidential and all students are encouraged to speak with representatives on the nursing boards to discuss the information and obtain guidelines on which to base decisions to request admission into nursing programs. In addition please be aware that clinical facilities may not allow the student to rotate through the facility based on the gravity of the criminal activity findings.

ACADEMIC POLICIES ADMISSIONS

GENERAL SCHOOL ADMISSION REQUIREMENTS

All applicants are required to complete a personal interview with an Admissions Representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives.

Once an applicant has completed and submitted the Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded. The school follows an open enrollment system. The following criteria must be met at the time of application:

- 18 years of age or older
- Furnish proof of high school completion by providing the school with the High School diploma, official transcript or GED certificate, a copy of which will be placed in the student file.
- Achieve a passing score on the required admissions exam.

Students must take and pass the applicable entrance exam:

- Medical Assistant – SLE exam with score of 17 or above or alternate exam (WBST)
 - There will be no provisional status approval for SLE exams
- Vocational Nursing – CPAT exam with a minimum score in each area:
 - 45 or above in English
 - 45 or above in Language
 - 45 or above in math

Students will have the opportunity to take CPAT 2 times with a time period of 48 hours prior to repeating the exam. After the 2nd attempt they will be provided opportunity to take the SLE with the score of 19 being required. There will be no provisional status approval for CPAT or SLE exams

PROGRAM SPECIFIC ADMISSIONS PROCESS

MA ADMISSIONS PROCESS

Prospective students must:

- Meet with an Admissions Representative
- Pass the Scholastic Level Exam (SLE) with the required passing score of 17 or above
- Begin making financing arrangements and determination of financial aid eligibility
- Complete & Sign Enrollment Agreement
- Be Accepted to the school
- Complete Financing arrangements

VN ADMISSION PROCESS

Prospective students must:

- Meet with an Admissions Representative
- Pass the CPAT Exam with a passing score of 45 or above in English, 45 or above in Language, and 45 or above in Math
- Begin making financing arrangements
- Complete Admissions Interview
- Complete & Sign Enrollment Agreement
- Be Accepted to the school
- Complete Financing arrangements and all documents **PURCHASING BOOKS**

Unitek College purchases Books & Supplies from various vendors, often at volume discounts, and includes them by default within the total fees paid by a student. This method is called “inclusive tuition” and reduces the burden on students to find and purchase all required Books & Supplies themselves. You may opt out of paying inclusive tuition by initialing this section, which will obligate you to acquire all necessary books & supplies by the scheduled first day of class. By opting out of inclusive tuition and agreeing to purchase the required books & supplies yourself, the total fees charged to you by Unitek College at the time of enrollment will be reduced by the then-current total costs paid by Unitek to acquire the books & supplies.

LEARNERS WITH SPECIAL NEEDS

Unitek College is committed to Equality of Opportunity and positively values the participation of learners with Special Needs. Unitek College is committed to the admission of all qualified students without regard to an applicant’s race, color, religion, sexual orientation, or disability if they are able to meet the physical and academic requirements of the programs. We further commit ourselves to make reasonable accommodations and provide information in order to render the academic programs and support services of the school accessible to all persons. Every effort is made to

individually and appropriately serve students and to enable them to attain success and reach their educational goals. For students who need to request accommodations they must present a formal physical or cognitive evaluation by a professional in the field that outlines areas in which the student would need reasonable assistance or accommodations to complete classroom, clinical rotations, or externship training. Learners with Special Needs are encouraged to contact the ADA Coordinator at Unitek College Fremont Main Campus regarding needs.

PROOF OF HS DIPLOMA OR GED DEADLINES

All students must show proof of their High School Diploma or equivalent in order to complete the enrollment process to the school.

Provisional Admittance

A student can be provisionally admitted pending proof of High School or equivalent. A provisionally admitted student will have the following deadlines in which to provide proof or be terminated from their program:

- ✓ MA – Upon Enrollment
- ✓ LVN – By the end of the pre-requisite course

Students must provide proof in one of the following formats:

- Copy of A US High School Diploma or transcript from a state approved or US Department of Education approved school
- Copy of a G.E.D. certificate
- Copy of Homeschooling completion certificate
- Copy of an Associate’s Degree obtained from a US Department of Education Accredited school
- Copy of a Bachelors Degree obtained from a US Department of Education Accredited school
- Masters Degree obtained from a US Department of Education Accredited school
- A foreign HS Transcript, Associates Degree Transcript, Bachelors Degree Transcript, Masters Degree Transcript that has been evaluated to be the equivalent of a US High School Diploma.

COURSE CREDIT CALCULATION

Clock hour to semester credit hour conversions are calculated as follows:

SEMESTER CREDIT HOURS - MA:

- One semester credit hour for at least 15 hours of classroom contact; or
- One semester credit hour for at least 30 hours of supervised laboratory/shop instruction; or
- One semester credit hour for not fewer than 45 hours of externship experience.

SEMESTER CREDIT UNIT – VN:

- Credit calculations for academic purposes per the CA Board of Nursing are as follows:
- One semester credit unit for 18 hours of classroom contact; or
- One semester credit unit for 54 hours of clinical or in house clinical lab.

TRANSFER OF CREDITS

Credit earned at another college that is accredited (*by a Department of Education approved accrediting agency*) may be evaluated for transfer to an eligible Unitek College program if a grade of "C" or better was earned. Unitek College maintains a written record of the previous education and training of all healthcare students.

Medical Assisting

Transfer of semester or quarter credit hours are not accepted for Medical Assisting program.

VN Course Requirements

Transfer of credit units shall be given for related courses completed within the last ten years from an accredited institution that is recognized by the Department of Education. Successful completion of course content with a minimum passing grade of "C" is required. No semester credit units shall be granted for partial courses. The maximum hours that may be granted for Vocational Nursing is 1038 hours.

List of courses that may be accepted:

- Successful completion of vocational/practical nursing courses.
- Successful completion of registered nursing courses.
- Successful completion of armed services nursing courses.
- Successful completion of courses that are equivalent to courses in the program as determined by the director of the nursing program.

How to apply for transfer of credit for Vocational Nursing Program:

Any student who wishes to have their credit units assessed for transfer needs to notify their Admissions Representative at the time of enrollment and fill out the credit granting request form and provide official sealed transcripts and course descriptions at their scheduled entrance interview.

Notification & Appeal – VN Program

Vocational Nursing Program students will be notified of the decision within 10 school days. Equivalency shall be determined based on content and hours of course under consideration. Any student who wishes to appeal a decision may schedule an appointment to meet with the Nursing Director within 30 days of denial. Students can appeal the decision and request to have a committee meeting called. The committee will hear the student's appeal and review the transcripts provided and will make a final decision as to whether the original decision stands, or if credit should be granted. Any student wishing to appeal the decision utilizing the committee will incur a \$100 non-refundable expense.

Methods by which tuition and fees are adjusted for credits granted

Credits from transfer units for the Nursing Program are adjusted financially as they relate to the number of credit hours being granted for those courses. Total tuition is then recalculated and monies are either 1) collected according to the new tuition amount due or 2) refunded once final loan disbursement is received or adjusted.

CREDIT EVALUATION POLICY FOR VA STUDENTS

Unitek College will inquire about each veteran or eligible person's previous education and training, and require transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR INSTITUTION

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

Student's Responsibility for Satisfying Academic Requirements:

Although Program Directors and Faculty assist students in planning their programs, each student must assume *complete responsibility* for compliance with the instructions and regulations set forth in this catalog, the student handbook and course syllabi; in addition, the student is responsible for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

**GRADING
GRADING – MA PROGRAM**

The programs consist of multiple modules or courses. Each of these modules or courses may have various parameters that you can receive or lose marks on. Typically these parameters cover professional development, class participation (includes oral Q&A sessions and projects), Skills (includes lab work and homework), quizzes, tests and final exam. The maximum possible score in each category for various modules or courses may differ based on the program you enroll in and will be given to you before you begin the program.

At course completion the total marks you earn are divided by the total maximum possible marks to arrive at the percentage you received. This percentage grade is converted to a letter grade using the scale below:

PERCENTAGES	GRADE	GRADE POINT AVERAGE QUIVALENT
90% & Above	A	4.0
80%-89%	B	3.0
70%-79%	C	2.0
69% or Below	F	0

At the end of all semesters or courses in the program, you will receive a cumulative grade point average (CGPA). The cumulative grade point is a weighted average of all grades in all modules or courses of the program. The point equivalent as mentioned above is used to calculate the CGPA. For example, if a student gets A, A and C respectively, the CGPA is calculated as:

$$\text{CGPA} = \frac{(5 * 4) + (5 * 4) + (5 * 2)}{(5 + 5 + 5)} = \frac{50}{15} = 3.33$$

GRADING FOR VN PROGRAM

Grading scale for nursing differs from that of the general college grading system. An average of 75% is the minimum required for passing any course.

Conversion of numerical to letter grade are as follows:

Letter	Numerical	GPA
A	90 – 100	4
B+	84.45 – 89.99	3.5
B	79.45 - 84.44	3.0

C	74.45-79.44	2.5
F	74.44 and below	0

Program Progression

The Vocational Nursing Program consists of 3 semesters and 15 courses. The students must complete the courses in each semester with an overall average of 75% or higher in order to progress to the next semester.

Lecture courses All lecture courses are graded in the following manner: 90% exams, 10 % written or other self directed assignments. Students must demonstrate competence with an AVERAGE of 75% in all exams to receive the additional points available from the written assignments.

Clinical courses:

All clinical courses are graded in the following manner: 80 % clinical performance, 20 % written assignments. Students must demonstrate clinical competence with an average of 75% in performance to receive the additional points available from the written assignments.

Lab:

All skills tested in the lab are given a grade of Pass or Fail. The student will have 3 opportunities to pass. If the skills are not passed, the student will not progress to the next level.

Assignments/Tests/Quizzes

Test and Quizzes may be announced or unannounced to the students. Examinations will be administered at the completion of a unit, module and at the completion of each course.

ACADEMIC YEAR DEFINITION

An academic year at Unitek College consists of a minimum of 26 weeks for the Vocational Nursing program and 30 weeks of instructional time for all other programs. Instructional time is defined as a week where regular scheduled instruction occurs on at least one day or examinations occur. Scheduled vacation time does not include any vacation periods, homework, and orientation sessions, advising sessions or remediation sessions.

REMEDIATION POLICY

VN Program Remediation

Please see the individual program student handbook for the specific program remediation policy. All students are advised when performance is not consistently 75% or greater. Mandatory remediation is provided for all students.

MA Program Remediation

Please see the individual program student handbook for the specific program remediation policy.

GRADE APPEAL PROCESS

Students have the right to formally appeal the final grade in a course when he/she has a legitimate basis for the appeal. Appeals are limited to situations in which the student believes the grade was a mistake in calculation, demonstrable bias, gross negligence, or misapplication of stated criteria. The following steps should be taken to appeal the final grade in a course:

The written appeal must first be directed to the instructor of the course within 5 days following the receipt of the final grade. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. Appeals based on a desire to improve a grade through additional work or re-testing are not acceptable. If, after the student has consulted with the instructor, the appeal cannot be resolved, proceed to step 2.

The student should appeal in writing, using the Grade Appeal form, to the Program Director within 5 days of the appeal meeting with the instructor. An informal meeting will be arranged to hear both sides of the complaint and attempt to resolve the matter through a negotiated settlement. The decision of the Program Director will be final.

ATTENDANCE POLICY

For students to successfully complete their program work, regular class attendance is necessary. Each program maintains a schedule of class meeting days and times. Daily attendance is maintained in each module or course. It is the student's responsibility to maintain an accurate record of hours attended for all class sessions. Automatic termination from the program will result from fourteen (14) consecutive scheduled class days or clinical days of absence.

Program Specific Guidelines

All absences after three must be made-up in the VN program. Automatic termination from the program will result from seven (7) or more absences in any combination of theory or clinical. For additional details, please refer to specific program attendance guidelines provided on the first day of class.

Any MA student who misses 4 class days in a module will be on attendance probation. If a student misses 6 class days or more of the class days they will fail the module. If a student misses a total of 38 days (25%) of the total didactic hours of the program will be automatically dismissed from the program.

TARDINESS/EARLY DEPARTURE

Students who arrive after attendance has been taken or who leaves class early will receive a tardy on their attendance record.

Tardies: 6 = 1 absence

Arriving Late Or Leaving Early: Lecture, Lab or Clinical Rotations Constitutes a tardy.

Guideline: Theory – Student arriving after the attendance has been completed is considered tardy

- Students leaving half hour before the completion of class is considered a tardy

Clinical – Students arriving after start time and after start of report is considered tardy

MAKE-UP WORK

When you return from an absence, it is the student's responsibility to meet with the instructor and make up any work missed. All homework and projects that were due at the time your absence began must be submitted on the first day back in class unless special arrangements have been made with your instructor. You may not be allowed to make up any quizzes or exams administered during your absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration. Note: some classes or particular exams may not allow makeup's for missed exams.

LEAVE OF ABSENCE POLICY (LOA)

The institution permits students to request a (LOA) if there are legitimate, extenuating circumstances that require the students to interrupt their education. Students may take a leave of absence from the college for a maximum of 180 days. All leave of absence requests must have a defined end date that allows students to return to academic study at the point the leave was initiated. This end date may require the leave of absence to be less than the maximum days allowed due to scheduling of courses.

In order for a student to be granted a LOA, the student must provide a school official with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school. Students will only be considered for a leave of absence if they are making satisfactory academic progress. If a student is not making satisfactory academic progress they will be required to withdraw and re-apply for re-admission. If the leave of absence request is approved by the institution an approval meeting is required with a school official to review the LOA and its requirements. A copy of the request - dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student's file. Additional charges will not be assessed during an approved leave of absence.

An approved leave of absence granted for a MA student may only be granted at the end of a semester. If an MA student must request a leave of absence during a module the student would have an opportunity to withdraw from the course, or accept the grade at the point they last attended.

Depending on circumstances of the request an approved leave of absence for VN students may only be granted at the end of a semester. If a nursing student must take a leave of absence before the completion of the semester, upon return the student will be required to complete all courses for which a grade had not been earned at the time the leave was approved.

The institution will make every attempt to ensure that students can re-enter at the point at which they went on leave and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, the student's request for an LOA will have to be denied. Students may be granted an LOA only if the courses required for the continuation of their studies are scheduled on their return date.

As a part of the leave of absence agreement, students may be required to complete a skills check off prior to returning to their program. However, students will not be charged for the time or supplies required to complete the check off. Any student who wishes to repeat a module or semester they have already completed successfully will be charged the corresponding tuition.

SPECIAL CIRCUMSTANCES

Military Leave of Absence

Unitek College stands ready to support those students who are members of the armed forces. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA). For purposes of granting an MLOA, **military obligation** is defined as (a) deployment, (b) mobilization leading to deployment, or (c) attendance at a military school or college.

Students must contact their program director to request the MLOA and forward a copy of their military orders to Unitek College registrar for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting the request for the MLOA. Unitek College will allow for all US Military active and reserve duty members (serving all branches) to be placed on MLOA status for acts of war and/or civil defense. Students must provide official state and or government documentation.

Jury Duty

If a student needs to be placed on LOA status for Jury Duty, Unitek College will provide students with an official school letter. Nonetheless, the student will need to show proof of Jurors Subpoena.

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module/ semester to be offered.

- They will be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Financial aid, if any, may be affected.

RETURNING FROM A LEAVE OF ABSENCE

When a student is scheduled to return from a Leave of Absence, it is their responsibility to notify the school official of their intent to return to academic study. The student is required to re-register for the academic period from which they were granted a leave of absence. The school official will notify the registrar who then reinstates the students' academic record. The student cannot register for classes until this is done.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy. A failure to return to the study at Unitek College from a leave of absence is considered a withdrawal as of the last date of attendance. Conditions for return from leaves of absence include the student continuing to fulfill payment arrangements with the College while on their approved leave of absence. Failure to fulfill financial obligation can result in withdrawal.

SATISFACTORY ACADEMIC PROGRESS

Regardless of Full Time Status, Part Time Status, Degree program, Certificate program or whether they have taken Financial Aid; All students are expected to maintain satisfactory academic progress while enrolled in their respective program of study at Unitek College. Satisfactory academic progress (SAP) is a measure of the student's qualitative and quantitative progress toward the successful completion of their respective program or course of study. To maintain academic progress, each student must meet the required standards of the following three criteria:

Qualitative Progress:

Achieve a cumulative GPA of 2.0 that is equivalent to 70% for MA and 2.5 or 75% for VN.

Quantitative Progress:

Progress at a satisfactory rate toward completion of their programs; and complete the training programs within 1.5 times the planned program length.

QUALITATIVE EVALUATION

Satisfactory Academic Progress is measured at the completion of each semester.

- Medical Assisting includes three-5 week modules in each semester.
- Vocational Nursing includes 15 weeks in each semester.

Students will be required to obtain the following benchmarks:

Achieve a 2.0 GPA at each semester checkpoint in their academic program; students must maintain a cumulative grade point average (CGPA) of 2.0 or above to be considered for graduation for the MA program. For the VN program students must achieve a 2.5 GPA at each semester checkpoint in their academic program and must maintain a cumulative grade point average (CGPA) of 2.5 or above to be considered for graduation.

QUANTITATIVE EVALUATION

Students are expected to complete their program in 150 percent (rounded down) of the normal time frame. If a student has been approved for a Leave of Absence, the LOA weeks will not count towards the normal time limit

(150%). In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. To continue enrollment in an academic program, students must successfully complete at least 67 percent of the cumulative course credit hours attempted in each semester.

The effect of the following on Satisfactory Academic Progress:

- Incompletes: An incomplete Grade will not be factored into a student's GPA and utilized for determining Satisfactory Academic Progress as the course has not been completed. However, when the time allowed to complete the course expires the grade will become and F and will be applicable to the satisfactory academic progress.
- Withdrawals: Any courses that a student withdraws from will be considered when considering satisfactory academic progress.
- Repeated courses: Any repeated courses will be considered when considering satisfactory academic progress.
- Transfer credits – All grades earned from transfer credits that are granted are calculated into the total GPA for the student and will be calculated in when determining Satisfactory Academic Progress.

ACADEMIC PROBATION

Students who fall below the cumulative (C) GPA cutoffs are deemed to be on Academic Probation. Students who fail to raise their CGPA to meet satisfactory academic progress within each programs defined timeline will be academically dismissed. A school official will conduct an advising session when the student is being placed on academic probation and the student will be given an advising form indicating that they are on probation, how long the probation period will last, and, the conditions the student must meet regarding SAP to be eligible to come off of probation. A student placed on an academic probation status is deemed to be making satisfactory academic progress and remains eligible for financial aid.

The student will have a second meeting with the school official at the end of the 1st assigned probation period to inform the student if: 1.) They are being removed from academic probation, or 2.) They have failed to achieve the necessary requirements and are eligible for a subsequent probation period, or, 3.) They will be terminated from their program. If they are being terminated, the school official will send official letter informing them of their termination.

DISMISSAL POLICY – ALL PROGRAMS

Students can be terminated:

- If their academic performance is below the standards set by Unitek College and it is identified that the student cannot successfully complete the program
- Automatic withdrawal from the program will result from unexcused fourteen (14) consecutive scheduled class days or clinical days of absence for the MA program.
- Automatic withdrawal from the VN program will result from absences of 7 or more days in any combination of theory, clinical, or lab. Please see the VN Handbook for specific criteria for these programs
- A student who is on an approved leave of absence and does not return as scheduled from the leave of absence will be terminated from Unitek College.
- A student who is determined by Unitek College to have violated the standards of professional conduct as detailed in the student code section or is involved in crime on campus will be terminated.

Academic Dismissal

Students will be dismissed from Unitek College for failure to make satisfactory academic progress by the end of their second semester of probation. Students who have not met the published standards for academic progress will be

dismissed. If the student is academically dismissed, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal. Students who have been dismissed are prohibited from taking or continuing in coursework at any Unitek College campus or online, regardless of circumstance or pending appeal. Students must successfully appeal a dismissal in order to re-enter any Unitek College campus or program.

If the student is readmitted after successfully appealing his/her dismissal, the student will re-enter on probation, and, be required to meet the standards for academic progress within the returning semester or be dismissed without appeal. Unitek College will graduate students who were on probation only if the standards for academic progress were met prior to being eligible for graduation.

Please note that students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the maximum allowable time frame.

Other Reasons for Dismissal

Students may be dismissed from Unitek College for other reasons than those stated above if the institution determines that they cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program. Unitek College reserves the right to administratively dismiss students for violations of academic honesty or student conduct standards. If the student is administratively dismissed, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal.

Dismissal normally occurs when the Student Conduct Committee, Department Committee, or Academic Affairs Committee makes a decision for dismissal and communicates that decision to the student.

STUDENT RIGHT TO APPEAL

Appeal of Academic Probation, Disciplinary Action, Dismissal

Students have the right to appeal academic probation, dismissal, and disciplinary actions, as well as final decisions of any other dispute resolution procedure. Students who believe they have extenuating circumstances or believe that they have been treated in an arbitrary or biased fashion or without adherence to the Unitek College policies and procedures may file an appeal. The appeal must clearly state, in writing, and in the student's own words, the reason(s) for the appeal.

Any student, who feels they have been unjustly put on probation, or, wishes to challenge their termination, must file an appeal letter with the school official or program director. This letter must be received within 3 business days of being notified of their probationary status. This letter must include reasons why the student should be allowed to continue, a solution to fix the current situation and a description of how the student will benefit by continuing the program. The Appeal Committee will make the decision as to whether the student may continue with the program within 5 working days. The student's instructor will not be a part of the Committee making the decision. This appeal letter can have two possible outcomes: 1) the student is terminated from their program at Unitek College for lack of meeting satisfactory academic progress (SAP), or 2) the Committee determines the student can benefit from the program and can progress towards a successful graduation. If the student is allowed to continue, they will no longer be eligible for financial aid and the student must make up any payment portions due to financial aid in order for them to continue. Students will be informed by the Program Director verbally and in a signed letter that if SAP is not reached after the probation period ends, they are no longer eligible for any financial aid. If students have additional questions beyond the explanation in the letter, they may request to speak with the finance department for an advising session on the ramifications of losing financial aid.

If a student does not think that the advisory committee made a fair judgment, the student can make one final appeal to the Chief Academic Officer. The appeal must be made in writing within 3 business days of the Appeal Committee's decision, and must include the initial appeal letter and an explanation stating why they feel that the Appeal Committee did not justly hear their case and why it should be re-considered. The Chief Academic Officer will give the case a final review and determine if the Appeal Committee made an appropriate decision or decide to overturn the decision. The student will be notified of the School Director's decision within 3 days of receiving the request. This decision is final and no other appeals will be heard.

California Student Right to Appeal

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, 1.916.574.8200.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement. The maximum allowable time frame is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program. All grades are included in the maximum allowable credit hours attempted under the maximum program completion time calculations.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below. Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the semester credit hours/units attempted. Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the semester credit hours/units attempted. Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be terminated. No further probationary status is allowed.

COURSE COMPLETION INCOMPLETE

If you are unable to complete the requirements of a module or course due to an emergency or other justifiable reason, you may petition your instructor to award you an "incomplete". An incomplete grade (I) may be assigned when, in the judgment of the instructor, the student is unable to complete the requirements of a module or course because of unforeseeable emergency and justifiable reasons. A grade of "I" signifies that all of the required coursework was not completed for a grade at the end of the semester the course was attempted. To receive points for the module or course, the incomplete work must be finished by the designated period assigned by the program director. If the student does not make up the work within the required time frame and to the instructor's satisfaction, then the "I" will lapse to an "F" and be computed in the cumulative grade point average. A grade of "I" can only be assigned for a course when all of the following criteria have been met:

The student had previously been making satisfactory progress in the course, as determined by the course faculty
The student was unable to complete some of the coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student IN WRITING and be deemed an acceptable explanation by the course faculty prior to the end of the semester.

Program Specifics

MA– The time allotted to complete the work to achieve a grade for the course is one week after the end of the module. If the set requirements are not met the grade will become an F.

VN– When the incomplete is assigned the requirements and timeline to complete will be set. If the set requirements are not met by the due date the grade will become an F.

MULTIPLE ATTEMPTS

A student may not attempt a course without submitting an appeal and receiving an approval to the appeals and grievance committee. Charges will apply to repeat the course.

MAKE UP WORK

A student is responsible for all work assigned and missed during an absence, and, it is the responsibility of the student to contact the faculty member for any available make-up work; in periods of extended absence contact should be attempted prior to the missed classes. A student anticipating an absence, for any reason, should notify the appropriate academic administrator to ensure they are eligible for make-up work.

SPECIAL CASES

IMPACT OF COURSE REPETITIONS, WITHDRAWALS, INCOMPLETES, PASS/FAIL, LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

- If a student is required to repeat a course, all attempts of the course are counted towards the GPA and hours of completion. The last grade earned for the repeated course is counted towards completion. The grade obtained for both attempts will show on the transcript.
- If a student withdraws from a course and receives a "W," then it counts as hour's attempted and "0" grade points are computed in the cumulative grade point average.

If an MA student receives an incomplete from a course, then the course counts as hours attempted and are computed in the cumulative grade point average. The student has one week to complete the incomplete work and receive a final grade in the module. If the student does not make up the work within the required time frame, then the "I" will lapse to an "F" and be computed in the cumulative grade point average.

Transcript Definitions

WP – Withdrawn Passing

WF – Withdrawn Failing

Z – Scheduled for course but never attended

R – Repeat

I - Incomplete

You may petition for an incomplete a maximum of two times during your program duration. The time spent on completing the work, cannot be used to make up accrued absences from class.

WITHDRAWAL FROM A MODULE – MA

Week One

For courses longer than five days, when students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or Program Director. Either the Program Director or Education Director must then approve the withdrawal request. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA.

Week Two through the End of the Module

To withdraw from a module after the first week, students must request approval from the instructor. The program director will approve requests for withdrawal. Extreme academic or personal hardship is considered the only justification for withdrawal. Students who must interrupt their academic studies during a module must follow the withdrawal procedures published in the student services guide. Financial aid and/or tuition costs may be affected.

Withdrawal status remains on the student's transcript. Those who are contemplating withdrawing from a module should be cautioned that:

- 1) The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- 2) They may have to wait for the appropriate module to be offered;
- 3) They must repeat the entire module from which they elected to withdraw prior to receiving a final grade.

WITHDRAWAL OR DISMISSAL FROM VN

VOLUNTARY WITHDRAWAL:

The student may at anytime initiate withdrawal from the Nursing Program. Any student wanting to withdraw from the Nursing Program must:

- Notify the instructor and director of the nursing program
- Have an exit interview with the Program Director
- Complete a statement of withdrawal form at the exit interview
- Failure to follow this process will seriously compromise consideration for readmission
- Any student not completing this process will be ineligible to re-enter the program.

ADMINISTRATIVE WITHDRAWAL/PROBATION [NURSING PROGRAMS]:

A student can be administratively withdrawn or placed on probation at any time during the nursing program for the following reasons (but not limited to):

- Failure to comply with the rules and regulations as stated in the nursing handbook
- Absences or tardiness that exceeds the days allowed in the attendance policy
- Failure to achieve the required average of 75% in any course and/or failure to meet the objectives and requirements of that course as stated in the individual course syllabi
- Failure to achieve passing grade on clinical evaluations as described in the nursing student handbook
- Insubordination or failure to comply with hospital policies, including discourteous conduct to the public, patients, physicians, instructors or other students
- Dishonesty including, but not limited to theft, cheating on tests or any misrepresentation on applications or hospital records (commission or omission)
- Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication on the premises of the College or any health care facility, or conviction of a misdemeanor involving either
- Participation in, or being present at gambling activities on premises of the College or any health care facility
- Nonpayment of tuition and fees
- A student who has demonstrated behavior or conducts that has jeopardized or potentially jeopardized the health or safety of a patient.
- Probationary status & conditions will be established on an individual basis after meeting with faculty & director.

REINSTATEMENT POLICY

Students who have been terminated or who have voluntarily withdrawn may apply for reinstatement by following the process in the student services guide. Students who were withdrawn or voluntarily withdraw from their program for unsatisfactory performance may be permitted only one opportunity for re-admission. Re-entry must be no later than 6

months for MA and 1.5 years for VN programs from withdrawal date; otherwise the student must re-start at the beginning of the program. Students may be reinstated when the next module or semester they need is available. If students achieve a cumulative GPA of at least 70 percent by the end of that semester/module for MA and at least 75 percent for VN, they will be considered to be making satisfactory academic progress. No re-admission is guaranteed and is based on availability of space and recommendation of the Program Director. If a student has been terminated for failure of a course for a second time they must request an appeals committee meeting to be considered for reinstatement. Students must follow the appeals and grievance policy detailed in the catalog.

COURSE RETAKES

Nursing Programs (VN)

Students who fail any course within a semester will be withdrawn from the program. When the student re-applies for re-admission they must retake the failed course(s) but are only allowed one additional try (a total of 2 tries per course). When repeating courses is required, the length of the program **must not** exceed 1.5 times the planned program length. Note that because of the schedule of the program modules, certain semesters might not be available for immediate enrollment. The failing grade and the second grade earned in the course will be entered on the student transcript. However, only the second grade will be averaged into the GPA when satisfactory academic progress is being assessed.

Medical Assisting Program

Students who fail a module must retake it but are only allowed one additional try (total of 2 tries). If repeating the module is required, the length of the program must not exceed 1.5 times the planned program length. Note that because of the schedule of the program modules, a certain module might not be available for immediate enrollment. The failing grade and the second grade earned in the course will be entered on the student transcript. However, only the second grade will be averaged into the GPA when satisfactory academic progress is being assessed.

Retake Fees (all programs)

Effective November 5, 2010, any students who need to retake a course for unsuccessful completion (due to not passing the course or withdrawal from the course) will be charged tuition at the currently established rate for that course and all remaining courses in the program as well as registration fee at a reduced rate.

EXTERNSHIP

Medical Assisting

Externships are a part of the program as an opportunity to transition from a student to the professional field. Students will obtain full time (40 hour work weeks) hands on experience in a medical clinic that has been determined to meet the program experience requirements set by Unitek College. Externships are required to begin immediately after the classroom portion of the training is completed. While on externship, you will function as an employee of that organization-- learning how to apply your hands on skills and knowledge. Externships for Medical Assisting are 160 hours. Please note that while on externship, school holidays do not apply. Students are required to work their normal shift as set by the externship site and their holiday schedules.

Unitek College will work with each student to assist in arranging one externship site (for applicable programs) in order for them to complete the requirements of the program. It is the responsibility of the student to meet the externship guidelines set by the college and the externship location. Students are not allowed to change externship sites from the one they were assigned to. If a student is dismissed from a site for not following the guidelines, it will be their responsibility to find a replacement externship site in order to meet the program requirements. Students are given 10 school days in order to make arrangements for a new site, or they will be terminated from the program for non completion.

In order to complete externship and graduate from the MA program, the student must:

- Submit final timecard(s) showing that the required hours are completed w/ manager's signature
- Submit completed site evaluation and Time sheet
- Complete the student survey
- Attend the Alumni Success workshop to begin the job search.

For Vocational Nursing Program

Clinical rotations occur throughout the program while the didactic portion is being taught. Specific assignments and locations are provided to students prior to the rotations beginning. Shifts and sites of clinical rotations vary and students are responsible to have dependable transportation to meet the demands of clinical rotations. Please refer to the nursing handbook and program calendars provided on the first day of class for specific guidelines.

EXTERNSHIP ELIGIBILITY REQUIREMENTS

Eligibility to participate in the extern or clinical portion of a program requires completion of all pre-requisite course work at minimum accepted levels. It is the student's personal and financial responsibility to obtain any required immunizations that are specific to a clinical site the students is assigned to and are in addition to those required for admission to the program in order to participate in the externship/clinical training. Externship/Clinical rotation courses are scheduled as the last module in a program and require receipt of confirmed final payment of tuition. All externships and clinical rotations are on an unpaid basis.

EXTERNSHIP PARTICIPATION REQUIREMENTS

In order to participate in externship, the following criteria may be required: (Please see Program Specific criteria in the Student Handbook and the Externship Performance Agreement provided by Career Services).

- Attend the Career Services Seminar, Career Development Workshops and Externship Orientation on scheduled Friday's
- Do a mock interview with Career Services
- Provide records of all required immunizations by the set deadlines.. Immunizations are to be completed on the students own personal time.
- Attend any site specified orientations, interviews or drug testing
- Provide your own transportation during the extern or clinical training period
- Review and sign the extern performance agreement form
- Review the Unitek College Externship Checklist, obtain all required signatures and return the form to the externship/clinical coordinator/instructor
- Keep an accurate time sheet and submit it weekly to Career Services
- Return to campus as scheduled for class sessions, if any
- Assist your sites supervisor in timely completion of evaluations and assure that they are returned to the Career Services department upon completion
- Comply with the standards of dress, conduct and attendance as established by Unitek College
- Comply with additional standards of professional behavior as established by the clinical facility; and follow the established safety procedures at the training facility and always use the appropriate

ACADEMIC APPEALS & GRIEVANCE PROCEDURES

Policy

Unitek College upholds the fundamental values of learning: honesty, respect, fairness, and accountability. We promote and uphold the importance of personal and academic honesty. It is the policy of Unitek College to make all attempts to address and resolve academic appeals and grievances that students may have. An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating.

Procedure

Any appeals or grievances must be initiated by contacting the instructor or individual with whom the grievance arose, as soon as the discrepancy has been identified. An effort to resolve the matter informally should be made. If student is not satisfied with the decision, the student may appeal in writing to the Program Director. The Program Director will investigate the appeal and/or grievance thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the appeal and/or grievance. If the review by the Program Director determines that the appeal was unfounded, the original decision will stand. If the student is not satisfied with the outcome, he or she may, within 5 days of the determination, request in writing that the Academic Appeals and Grievance Committee be convened.

The Academic Appeals and Grievance Committee at Unitek College consist of:

- Three full-time faculty members
- Two full-time administration members
- One student.

If the final decision by the committee is not acceptable to the student, they may submit their appeal and/or grievance to applicable agencies:

DCA at the following address: DCA/BPPVE, 1625 North Market Blvd, Ste S202, Sacramento, CA 95834.

Board of Vocational Nursing: 2535 Capital Oaks Drive, Suite 205, Sacramento, CA 95833-2945

California Student Right to Appeal

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, 1.916.574.8200.

STUDENT SERVICES

STUDENT COUNSELING SERVICES

Current students are offered a confidential and free program that provides professional assistance and valuable resources to help resolve issues that interfere with the student's success at school. Unitek College has contracted with Student Resource Services for students to utilize telephone or face-to-face counseling & coaching for challenges such as balancing school, work and life; relationship & parenting concerns; stress & anxiety; legal concerns; financial counseling & planning. This is a free service available to all Unitek College students.

ACADEMIC ADVISING

The role of academic advising at Unitek College is to provide information about academic progress, programs and available resources; in addition, the faculty is available to help students to think critically and to empower them to explore options and make decisions about their education.

Students who require academic advising can request an appointment to speak with their instructor, the Director, or Chief Academic Officer of the school for advising sessions.

SERVICES OF ADMISSIONS REPRESENTATIVE

An Admissions Representative will talk to the students prior to the start of their program, and will go over their educational and career goals with them. The Admissions Representative will assist students in finding the best training program to match their educational goals. The Admissions Representative will make any necessary arrangements for any entrance exams and will assist with enrollment agreements once a student decides to attend Unitek College.

TUTORING

Tutoring services are available to all students throughout their program. A student can request tutoring assistance at any time. Note: The VN program requires remediation if certain grades are not achieved. Please see program specific student handbook

EMPLOYMENT ASSISTANCE

In order to qualify for employment assistance, you must have completed the training program and satisfied all financial obligations to Unitek College. The Career Services Coordinator will work to assist graduates with enhancing their professional skills and job searching techniques to successfully obtain employment. Your success in this relationship will depend largely on:

- Your attendance at all one-on-one sessions, meetings, seminars and workshops;
- Submitting your resume as scheduled by the Career Services staff;
- Your use of a personal job search file
- Your compliance with standards of conduct and job search appearance at all times during your job search.

At Unitek College employment assistance consists of the following:

- Career development planning, career coaching and interviewing skills
- Assist students create a professional resume and cover letter, establish references, and prepare thank you notes/letters
- Career Development seminars and workshops
- Build on Communication and Public Speaking skills
- Job search techniques and networking skills
- Professional development in a business setting
- Review dress for success strategies
- Hospital volunteer opportunities
- Electronic and “Hot” Job leads

The Career Services staff is here to assist graduates in obtaining employment after graduation but cannot and will not guarantee employment.

GRADUATION

Graduation is the culmination of many months of hard work. Unitek College will provide you with your program completion certificate once you have completed all program requirements within the maximum completion time with the required academic performance of grades and attendance and have no outstanding dues. If you would like to participate in commencement, you will be responsible for paying applicable cap and gown fees. There is an option of purchasing graduation pictures for an additional fee.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- Complete all required classroom modules or semesters with a grade of at least C or 70 percent (75% for VN program);
- Successfully complete the total number of hours in an approved externship and receive satisfactory evaluations from the externship facility, if applicable;
- Complete all program requirements.
- Satisfy all financial obligations with the school.
- Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.
- Successfully complete the career workshop and mock interview

GENERAL SCHOOL POLICIES

INSTRUCTIONAL SCHEDULE

Monday-Friday	8:00am – 10:30pm
Saturday	Testing By Appointment Only
Sundays	Closed

HOLIDAY/VACATION SCHEDULE

Student Holidays 2011	
Martin Luther King Jr. Day	1/17/2011*
President's Day	2/21/2011*
Memorial Day	5/30/2011
Independence day	7/4/2011
Labor Day	9/5/2011
Thanksgiving Day holiday	11/24/2011 and 11/25/2011
Winter break	12/19/2011-12/30/2011
Return to school	1/2/2012

* Please note that MLK and President's holidays are days off ONLY if they do not interfere with the program hours

CLASS SESSIONS

Please note these are examples of class schedules and are subject to change.

CLASS SESSIONS

Medical Assisting Morning Session (8:00am – 12:00pm Monday to Friday)

Medical Assisting Evening Session (5:30pm – 10:30pm Monday to Thursday)

Vocational Nursing Pre Req's (9:00am- 3:30pm)

Vocational Nursing Pre-Req's Transition Session 9:00am – 3:30pm

BREAK TIME

Unitek College encourages students to take designated breaks during the course schedule. Class instructor will implement and supervise all break periods during classroom training hours. During break time, students need to abide by both California State and Unitek College Rules and Regulations, which include, but are not limited to the following requirements:

- Smoking is permitted only in outside designated smoking areas and must be at least 25 feet or greater from any entrance or intake vent.
- Students are allowed to receive and use cell phones only during break time. During class time, cell phones, iPods, and MP3 Players must be turned off.
- Students are not allowed chewing gum or chewing tobacco on campus.
- Students must return to class promptly after break.
- Students are not permitted to return with food or drinks. Water in closed containers may be allowed per instructor.
- Students are not permitted to take breaks in stairway, hallways, offices and/or classrooms.
- Students are not permitted to have visitors, without prior approval by managing staff and/or instructor.
- The school is not responsible for any personal items

Failure to comply with these rules and regulation may result in disciplinary actions.

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

Students are encouraged to work in study groups outside of the classroom for learning and test preparation. To encourage students to utilize study groups, they are placed in small groups to work on projects throughout their course. This has proven effective in helping some students who would not seek out other students on their own. The school library and lunchroom area are available for the students to congregate. Students can use offsite facilities as well.

LIBRARY

The Unitek College library www.library.cengage.com is accessible 24 hours a day/ 7 days a week from any computer with full internet access (including student's home computers). Students will receive a login code to access the library on the first day of class. Available on site is library area that contains computer access, books, magazines, journals for in house use during the hours of Monday to Friday 8am to 6pm and other times by appointment. Students need to check in with the front desk prior to accessing the library. Students may also access the online Sacramento Public Library (<http://www.saclibrary.org/>) utilizing directions provided at the computer station. The Sacramento Public library is located 8 miles from Unitek College's campus at 9845 Folsom Blvd, Sacramento, CA 95827-1397.

CANCELLATION & REFUND POLICY:

STUDENT'S RIGHT TO CANCEL

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

You have the right to cancel your enrollment in a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later less the \$150

registration fee. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days or earned clock hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 1111 Howe Avenue Suite 205 Sacramento, CA 95825.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days or earned clock hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen consecutive scheduled class or clinical days for the MA/PT programs
- The student has failed to attend class for 7 days in any combination for the VN or LVN to RN programs.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days or clock hours in the program), multiplied by the number of days scheduled to attend or clock hour earned (depending on program), prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of fourteen consecutive absences from scheduled class or clinical days.

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.

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

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

STUDENT CONDUCT CODE

There is a generally accepted definition of professional student conduct: behavior that reflects favorably on the student, Unitek College, and the profession for which the student is training. Unprofessional conduct includes, but is not limited to:

- Verbal and physical altercations
- Lying, cheating, plagiarism
- Sexual harassment
- Vulgar and offensive language or actions
- Threats of violence
- Possession of weapons, illegal drugs, or being under the influence of-alcohol or-illegal drugs
- Any action that violates state or federal law or is a violation of policy in an extern or clinical facility

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek College. Certain activities are not considered appropriate to a campus, and are prohibited by the administration of Unitek College. No smoking or eating is permitted in classrooms, halls or labs. Drinking or being in possession of weapons, or being under the influence of alcoholic beverages or controlled substances on Unitek College campuses is prohibited. A student may be suspended from training to allow Unitek College to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

Unitek College will be the sole judge of the quality of evidence revealed during the investigation, and the sole judge of what constitutes unprofessional conduct. A student who is determined by Unitek College to have violated the standards of professional conduct will be terminated.

COPYRIGHT POLICY

Unitek College recognizes the Copyright Act of 1976, which grants authors, publishers, and creators control over the copying, distribution, and performance of their original works. The College’s goal is for students and faculty to have access to materials and software and does not condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Unitek College prohibits violations of copyright, license restrictions, and authorial integrity. Distributing or receiving materials protected by copyright without permission of the copyright owner may be a violation of federal or state law and/or College policy. Violations may be grounds for sanctions or termination and may be subject to civil or criminal

penalties. Civil remedies can include an award of monetary damages (substantial statutory damages by per work infringed, or actual damages and of equipment used to produce the copies.

It is the responsibility of those reproducing materials to make sure the reproduction is consistent with US Copyright law. Unitek College reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

File Sharing

Computer use by students in our classrooms and labs are strictly for educational purposes. The sharing of copyrighted works is prohibited over Unitek College's network through the use of e-mail, web-pages, and peer-to-peer file sharing software. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities. This policy applies to computers owned by Unitek College as well as personal computers that may be using the Unitek College network.

HARRASSMENT/SEXUAL HARASSMENT

In accordance with Title VII and Title IX of the Education Amendments of 1972, Unitek College provides a school and working environment free from all forms of harassment, including sexual harassment. Unitek College also maintains an environment in which all students and employees model this behavior and are treated with dignity and respect. No person shall be subjected to sexual overtures or conduct be it either verbal, visual or physical, which are intimidating, hostile, offensive, or unwelcome. Such conduct by employees or students is deemed unacceptable behavior and will not be tolerated by Unitek College.

The Administration of Unitek College considers harassment a serious offense. Violation of this Policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident, and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Unitek College has designated a responsible officer, outlined procedures for seeking resolution, and developed procedures for filing and processing complaints, including timelines and decision-making authority. Unitek College has established procedures that provide a person accused of harassment the opportunity to respond to allegations. These procedures ensure adequate communication of the Policy to all students and employees.

Sexual harassment may include, but is not limited to:

- 1) Sending suggestive or obscene letters, notes, invitations; making derogatory comments, slurs, jokes, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
- 2) Continuing to express sexual interest after being informed that the interest is unwelcome;
- 3) Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a recommendation or college application will be denied;
- 4) Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;

- 5) Engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

DRUG-FREE CAMPUS

Unitek College is committed to maintaining a drug-free campus for students and employees in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988. Unitek College, in compliance with federal law, is providing all students with the following statement regarding the unlawful possession, use or distribution of illicit drugs or alcohol on its campus or at any college event. The unlawful possession, use or distribution of any illicit drug or alcohol by students on campus property or at college activities or events is prohibited. The use of drugs and alcohol may pose significant health risks including hangovers, blackouts, general fatigue, impaired learning, dependency and death.

Unitek College strives to create a safe, disciplined, and drug-free school that is conducive for students to achieve high academic standards while in attendance at the school. In order to foster the environment of learning the school allows no use or distribution of illicit drugs or alcohol on campus or at any campus events. Advertising or the promotion of alcohol or alcohol events are banned from the school premises.

According to the American Council for Drug Education, alcoholism is the habitual abuse and addiction to alcohol and alcoholic beverages. This chronic condition affects more than 10 million Americans, claiming the lives of 100,000 each year. An estimated 4.5 million young adults under the age of 24 are alcoholics, with alcohol-related accidents noted as the primary cause of death during adolescence. The disease of alcoholism is very debilitating and ravages an individual's physical as well as mental health. There are signs or behavioral indicators to alert concerned family or friends of potential alcoholism.

A copy of the complete Drug Free Campus Policy can be found online at: <http://www.unitekcollege.edu/consumer-information>

DRESS CODE – ON CAMPUS; WHEN UNIFORMS ARE REQUIRED

Students must wear the uniform designated by the College, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on college property, including parking and social areas.

Uniform:

Blue scrubs must be worn at all times for all events on campus for MA. All apparel must be clean and in good repair. Pants must be hemmed so they do not touch the floor. Cuffing of pants, or cutting on the side is not permitted. For VN students blue scrubs are required for all campus related activities with the exception of the skills lab. Please see VN Handbook for specific nursing criteria.

Outerwear:

A solid-colored (white, blue, black, or gray), non-logo jacket or sweater may be worn. A zip front or button-up sweatshirt/jacket may be worn; no pullovers are permitted. Although outerwear may be hooded, hoods may not be pulled up.

Head Covering:

Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for documented religious beliefs.

Shoes:

White or black shoes, leather/leather-like material are permitted. Canvas, sandals, open-toed or open-heeled shoes, clogs, and flip-flops are unacceptable. Socks or stockings are to be worn at all times and are to cover the ankle. Socks/stockings should be white or neutral in color.

Underwear:

Should not be visible. White t-shirts/undershirts may be worn with scrub tops, must be tucked in and not hang below the hem of the scrub top. Knitted thermal garments are not acceptable for wear at the clinical site.

Hair/Nails:

Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual's face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or mustaches must be neat. Nails must be clean and trimmed close to the fingertips (approx. ¼ inch past fingertips). Artificial nails of any type and nail polish (other than clear) are not permitted for safety/health reasons per Center for Disease Control (CDC) guidelines..

Jewelry:

Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime-sized loop) may be worn in each ear lobe. Jewelry other than a wedding band and wristwatch is not permitted, including bracelets of any style. Fingernail, facial, tongue and nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces' are not permitted unless a high neck undergarment covers them.

Tattoos:

Tattoos must be completely covered at all times, both on campus and at the clinical site.

Fragrance:

Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab.

ID:

Photo identification badge provided by the school is required at all times on campus and at the clinical site. Badge must be clean, in very good condition, and free of any decorative items.

Other:

Makeup must be modest.

Failure to comply with the Dress Code may result in being dismissed from class or clinical rotation, resulting in the student being marked absent for the day. Absences can result in dismissal from the program due to failure to meet required program-required contact hours.

DRESS CODE – ON CAMPUS WHEN UNIFORMS ARE NOT REQUIRED (PRE-REQUISITES ONLY)

Students are also expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on college property, including parking and social areas. In addition, the standards detailed above for outerwear,

head covering, shoes, undergarments, hair, nails, jewelry, tattoos, hygiene, odor and other are applicable to all students while on campus or at a clinical site whether in uniform or not.

Attire:

Attire should reflect a professional and businesslike status. Shorts, sweats, low cut blouses or muscle shirts, and midriff-baring clothing are not appropriate. Skirts must not be shorter than 2 inches above the knee.

Failure to comply with the Dress Code may result in being dismissed from class with the student being marked absent for the day. Absences can result in failure to meet required course hours and withdrawal from the prerequisite program.

VACCINATIONS

Unitek College does require immunization verification from a licensed physician prior to the enrollment into a program. Immunization information includes but is not limited to the chart below. Based on the program of interest, additional immunization verification may be required.

PROGRAM IMMUNIZATION REQUIREMENTS

Immunizations to include:

- Mumps, Measles and Rubella positive Titer;
- Varicella positive Titer;
- Hep B positive Titer;
- D/T and tetanus within 10 years
- TB Screen: 2 step PPD Skin Test; if positive must get a Chest X-ray within one year
- Flu and H1N1 Flu immunization record documented for current season (no older than 1 year) **.
- Vaccination is strongly recommended but not mandatory at this time. Drug Testing may be required for certain facilities for students

** If student chooses to decline, they must submit a signed waiver. However, students must be advised that if it is a requirement by clinical facility they may not be placed, and may not be able to complete the program.

The following are the immunizations are required by the clinical facilities for LVN and RN programs. These immunizations assist in decreasing risks and ensuring student and patient safety. All students must provide proof of immunization prior to starting the core curriculum of the Vocational Nursing Program. The immunization proof must be, no older than 3 years prior to completion of the prerequisites.

1. Physical Examination Form including CBC and UA Lab Report
 - A. Serologic documentation of a positive MUMPS, MEASLES and RUBELLA immune titer. If negative, 2 MMR vaccinations (given 4-8 weeks apart), followed by a titer
 - B. Serologic documentation of a positive VARICELLA titer. If negative, two immunizations (given 4-8 weeks apart) with the Varicella vaccine, followed by a titer. A history of chicken pox does NOT satisfy this requirement.
 - C. DT/T Tetanus (No older than 10 years)
2. Hepatitis B
 - A. Serologic documentation of a positive HEPATITIS B surface antibody titer. If negative, immunization of three Hepatitis B vaccines complete, followed by a titer.
3. Flu Shot
4. PPD (TB)
 - A. Step # 1 and Step # 2 (2 Separate tests, must be a minimum of 10 days w/max of 30 days apart max)
 - B. or CXR-if TB /PPD is positive

FIELD TRIP LIABILITY

In most cases If students have the opportunity to participate in a field trip, it is voluntary. Unitek College will not provide transportation to or from any field trip events nor will it assume responsibility or be held liable for any injury to person and/or damages or loss of property suffered by any student for any reason while attending the field trip event. Unitek College and its' principals, owners, agents and employees are hereby released from every claim, liability or demand from personal injury, property damage or loss or other damages resulting from or in any way associated with any field trip event. Please see program specific student handbook for more information.

LIKENESS, IMAGE & VOICE AUTHORIZATION

The student understands that as a student of Unitek College, ("Unitek"), their name, likeness (photo), and or comments may be used by Unitek College for commercial use including training documents and or videos and various advertising media after a student completes their program. Students will have the opportunity to accept or refuse to have their likeness, comments or name used in any commercial or training material. Unitek College copyrights all Unitek College training documents and various advertising media, in which a student appears. Unitek College has the right to use and distribute these productions at its sole discretion. Students do not receive any compensation for Unitek College's use and distribution of any advertising documents, training videos and or audio recordings containing the student's likeness, image, or voice, such as any royalties, license fees, or otherwise. Students have no intellectual property rights over these productions, including any copyright, trademark, or any other ownership or proprietary rights. Unitek College has the right to use and distribute these productions at its sole discretion.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Right to inspect and review records

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Unitek College is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. A fee will be charged for copies. A parent or eligible student can provide a written request to the registrar's office that they would like to inspect their educational records and an appointment time will be offered for the review in a timely manner but to occur no later than 45 days from the request.

Right to seek an amendment of inaccurate information

Parents and eligible students have the right to make a written request to the registrar that Unitek College correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to request to a formal hearing if done so in writing to the registrar's office. After the review the student will be notified of the final decision, if the College still decides not to amend the record, the parent or eligible student has the right to provide a written statement with the record commenting on the contested information and it will be placed in the students file.

Generally, all schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows Unitek College to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Unitek College may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may elect to have directory information withheld by contacting notifying the Registrar's office with a written request to have their information withheld.

Complaints regarding the failure to comply with FERPA should be directed:

Family Policy Compliance Office / U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

GENERAL POLICIES

WEATHER EMERGENCIES

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

DISABLED STUDENTS

Disabled students should make arrangements to meet with the school director and our onsite ADA coordinator prior to the start of class to review facilities and required accommodations. A variety of services are tailored to the students needs in an effort to equalize educational opportunities for students as they move toward their vocational goals. Support services are provided on an individual needs basis and should be discussed with the campus director.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours. The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

PREGNANCY

You are responsible for notifying your instructor when you have received confirmation of a pregnancy. Your classroom training will continue if you present a written statement from your physician that you are clear to continue with your program and able to meet all requirements.

In cases where a student either did not complete classroom training requirements, is unable to obtain a release from her physician, or an appropriate facility cannot be confirmed for clinical, externship or preceptorship, an assessment will be made to determine if the student meets the qualifications to be placed on a leave of absence until delivery of

her child. For these students, the clinical or extern portion of training will begin when written release from the physician is received by Unitek College.

In those cases where the student does not meet the qualifications to be placed on a leave of absence, the student will be withdrawn from the program and may apply for reinstatement after the delivery. Reinstatement is contingent upon written release from the obstetrician and the results of skills assessment.

CRIME ON CAMPUS

It is Unitek College's policy to report all crimes to the law enforcement agency with jurisdiction at that campus. In the event that you are a victim of crime on campus, it should be reported immediately to the Program Director, who will complete the report and refer you to the appropriate resources in the community.

In the event that a student is accused or suspected of committing a crime on campus, Unitek College will cooperate in full with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including termination, in the event that the student is determined to have violated the standards of professional conduct as established by Unitek College. A copy of the complete Campus Security policy can be found online at:

<http://www.unitekcollege.edu/consumer-information>

PROFESSIONAL LIABILITY

Unitek College provides professional liability insurance for each student during periods of externship or clinical rotations and clinical training. The student assumes these responsibilities:

- Perform all skills as trained;
- Perform only those skills for which the student received training; and
- Perform skills only under the direction of the appropriate extern or clinical supervisor.

PERSONALIZED STUDENT ID

This card will grant access to the classroom, lab, and student library. Students are responsible to wear their ID badge at all times while on campus or at a clinical site.

STATEMENT OF NON-DISCRIMINATION

The school upholds the following Policy relating to discrimination:

"To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under, any program or activity sponsored by or conducted by Unitek College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

STATEMENT REGARDING BANKRUPTCY

Unitek College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Complaints

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916.574.7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Any questions a student may have that have not been satisfactory answered by the institution may be directed to
Bureau for Private Postsecondary Education

P.O. Box 980818
Sacramento, CA 95798-0818
www.bppe.ca.gov
916-574-7720

COLLECTION OF TUITION

Unitek College checks to confirm if finances are up to date at the following intervals:

- 1) At the end of each semester or term
- 2) At the midpoint of the program (after 3 modules)

In the case of a student being delinquent on tuition payments the following will occur:

- 1) Phone call regarding late payment
- 2) Certified letter regarding late payment
- 3) If no payment arrangement has been made within 14 days of the original payment due date, the student will be withdrawn from the program
- 4) Withdrawn students are notified via certified mail.

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, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay 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.
- 3) 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 California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the 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 completed.
- 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 cost.
- 4) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- 5) An inability to collect on a judgment against the institution for a violation of the Act.

COURSE DESCRIPTIONS

MEDICAL ASSISTING PROGRAM MODULES

HCMA 91: Introduction to Medical Assisting/ Medical Law	100 Hours	5 semester credit hours
HCMA 92: Principles of Patient Care, Pharmacology, Orthopedic Med	100 Hours	5 semester credit hours
HCMA 93: Cardio-Pulmonary, EKG, First Aid & Emergencies, Digestives Sys	100 Hours	5 semester credit hours
HCMA 94: Eyes, Ears, Nose, Throat, Nervous System, Endocrine System	100 Hours	5 semester credit hours
HCMA 95: Stages of Life - Pediatrics, Ob/Gyn, Geriatrics, Urology	100 Hours	5 semester credit hours
HCMA 96: Computerized Medical Assisting	100 Hours	5 semester credit hours
HCMA 97: Medical Assisting Externship	160 Hours	3.5 semester credit hours

HCMA 91– Introduction to Medical Assisting/ Medical Law

Course Description: This module is designed to introduce the student to the healthcare industry, explores the attitudes and behaviors expected of the medical assistant healthcare worker, attitudes and behaviors of the patient population with an emphasis of interpersonal behaviors, nuances of being a good student, entry level assisting in the clinical laboratory, vital signs, telephone techniques, written communications, and the function and use of computers in the medical environments.

HCMA 92 – Principles of Patient Care, Pharmacology, Orthopedic Medicine

Course Description: This course has been designed to introduce the student to patient assessment and documentation through hands on application of interviewing and documentation practices, assisting with physical examination by positioning and draping a patient, setting up correct instruments and supplies, explaining the procedures to the patient, and maintaining patient safety before, during, and after the procedure, calculation of dosages for injection, by mouth medications both liquids and solids, transdermal, inhalation, instillation, and topical administration of medications using various formulas of medical dosage calculations performed in homework and

class work assignments, positioning and draping patients for diagnostic imaging all performed as a hands-on activity with lectures and demonstration reinforcement.

HCMA 93 – Cardio-Pulmonary, EKG, First Aid & Emergencies, Digestives System

Course Description: This course is designed to introduce the student to the systems and duties of the medical assistant in the prevention of disease and the promotion of behaviors that will reduce the spread of pathogens to the patient, the healthcare environment, and to the general public. Introduction to the Respiratory, Cardiovascular, and Gastroenterology with condition and disease based nutritional education. The student will be exposed to assisting and performing EKG, Respiratory testing assisting. Intradermal injections will be emphasized in this module.

HCMA 94 – Eyes, Ears, Nose, Throat, Nervous System, Endocrine System

Course Description: This course has been designed to introduce the participant to the entry level understanding and hands-on skills required of a Medical Assistant in today's work environment. The introduction of the basic anatomy and physiology of the Eye, Nose, Throat, Central Nervous System, Endocrine System, and formation on the content of the Blood System will facilitate the learning and understanding of the diseases and malfunctions of these systems as they apply to assisting the physician in the examination and performing minor procedures done in the office and clinics. This module includes patient education performed by the medical assistant in the patient preparation for examinations and procedures. Academic and clinical theory, and hands-on experience with phlebotomy. The student has real-world experience accompanied by the health information processes and management required in the workplace.

HCMA 95 – Pediatrics, OB/GYN, Geriatrics, Urology

Course Description: This Course is designed to familiarize the participant in the basic concepts of and assisting with Male and Female Reproductive Systems, Obstetrics/Gynecology including calculation of the EDD, Urology, Pediatrics, and Geriatrics. Hands on experience in Surgical Asepsis, with identification and handling of surgical instruments. The course covers minor surgery techniques, suture materials and suturing, with suture removal, autoclave wrap, autoclaving, surgical hand scrub, gloving with sterile gloves, removal of contaminated gloves, donning a sterile gown, patient skin prep, pouring solutions onto a sterile field. Performing chemical and physical urinalysis and preparation of urine specimen for microscopic examination, assisting the geriatric patient with sensory impairments. Performing height/weight pediatric measurements with circumference of head, chest and abdominal girth taken.

HCMA 96 – Computerized Medical Assisting

Course Description: The student will be provided with techniques to accurately schedule and reschedule appointment using the matrix system, telephone interviews of new patients, customer service and professional conduct. Accurate billing and coding will allow the student to be able to develop a payable insurance document and emphasis is made on collection strategies. Human Resource information will allow the student to be proactive in their own job search as well as assist their employer to select candidates for the facility. Management of the practice skills are essential to the smooth running of a business practice. Banking and Billing and Coding practices allows the student to become familiar with the accurate completion of these duties. Written Communications/ Record Keeping Computer.

HCMA 97 – Medical Assisting Externship

Students will be assigned to complete a 160 hour externship in a medical office or clinic, and a grade and time sheet will be obtained.

VOCATIONAL NURSING PROGRAM

VOCATIONAL NURSING PREREQUISITES

The following topics are covered in the prerequisites:

<ul style="list-style-type: none"> • Skills 	<ul style="list-style-type: none"> • Learning Inventory
<ul style="list-style-type: none"> • Study Colors (Identification of Personality types) 	<ul style="list-style-type: none"> • Introduction to:
<ul style="list-style-type: none"> • Nursing related specific topics: 	<ul style="list-style-type: none"> • Levels of education in nursing and role of the VN.
<ul style="list-style-type: none"> • Communication in health care 	<ul style="list-style-type: none"> • Web search related to nursing
<ul style="list-style-type: none"> • Critical thinking with related activities 	<ul style="list-style-type: none"> • Medical Terminology as related to anatomy and physiology
<ul style="list-style-type: none"> • Microbiology and Infection Control 	<ul style="list-style-type: none"> • Dosage Calculation - Math for meds
<ul style="list-style-type: none"> • Anatomy and Physiology (overview /intro to several primary systems) 	<ul style="list-style-type: none"> • Skeletal System
<ul style="list-style-type: none"> • Muscular System 	<ul style="list-style-type: none"> • Cardiovascular System
<ul style="list-style-type: none"> • Respiratory System 	<ul style="list-style-type: none"> • Digestive System
<ul style="list-style-type: none"> • Urinary System 	<ul style="list-style-type: none"> • Nervous System
<ul style="list-style-type: none"> • Pre-Requisites Purpose: Identify the student's: 	<ul style="list-style-type: none"> • Study skills
<ul style="list-style-type: none"> • Learning styles 	<ul style="list-style-type: none"> • Ability to maintain fast pace
<ul style="list-style-type: none"> • Organizational skills 	<ul style="list-style-type: none"> • Ability to follow directions
<ul style="list-style-type: none"> • Ability to pass quizzes with a score of 75% or higher. 	<ul style="list-style-type: none"> •

In addition, the prerequisites assist in identifying at risk students who may not succeed in the core classes of the Vocational Nursing Program. It also provides an opportunity to counsel them and develop plans of action consisting of (Examples):

- Changes in study habits
- Setting goals
- Developing study guides and tutoring of the students as indicated.

This course must be completed with a score of 75% or better in order to be eligible to enter the core vocational nursing courses.

VOCATIONAL NURSING CORE PROGRAM

Semester I

VN100: Nursing Fundamentals (223 clock hours)
VN102: Anatomy & Physiology (55 clock hours)
VN104: Gerontology (31 clock hours)
VN106: Nutrition (24 clock hours)
VN101: Clinical I (144 clock hours)

Semester II

VN108: Pharmacology (56 clock hours)
VN110: Medical Surgical Nursing I (97 clock hours)
VN112: Medical Surgical Nursing II (120 clock hours)
VN103: Clinical II(288 clock hours)

Semester III

VN114: Pediatrics (43 clock hours)
VN116: Maternal/Newborn nursing (39 clock hours)
VN118: Medical Surgical Nursing III (91 clock hours)
VN120: Professional Development/Leadership & Supervisory (30 clock hours)
VN122: Psychology – Mental Health Nursing (24 clock hours)
VN105: Clinical III (304 clock hours)

SEMESTER I

VN 100: Nursing Fundamentals

Course description: This course provides an introduction to the nursing profession and technical instruction towards mastery of entry level nursing skills and competencies. Subject matter includes: Nursing history and trends, trans-cultural nursing & health (spiritual and cultural diversity), human needs and wellness, community health, therapeutic communication, nurse client relationships, terminology and abbreviations, legal-ethical issues in nursing, safety and emergency preparedness, admissions, transfer and discharge, feeding and elimination, pain management, body mechanics, infection prevention and control; Nursing Process (inclusive of data collection / assessment and basic charting), medical and surgical asepsis. The following are the skills competencies in this course; hand washing, vital signs, body mechanics / personal hygiene, enemas, Foley insertion, sterile gloving and dressing, insertion and management of nasogastric and percutaneous feeding tubes.

VN 102: Anatomy & Physiology I

Course description: This course provides instruction as related to anatomy and physiology. Subject matter includes: Overview of Body Systems and Body functions; Integumentary system; Musculoskeletal system; Gastrointestinal system, Genitourinary system; Reproductive Systems; Respiratory System; Cardiovascular System; Blood & Lymph and Immune Systems; Endocrine System; Neurological System and Sensory System.

VN 104: Gerontology

Course Description: This course provides instruction and skills on care of the older adult / geriatric client. Subject matter includes: Care of the adult early, middle, late; care settings; effects of aging on the systems of the body; risk factors; care setting; assessment and interventions in providing holistic care; losses; elder abuse; diagnostics test and procedures, mini mental assessment; dementia; legal-ethical issues as related to the older adult. The Nursing Process is utilized as the foundation for all nursing interventions.

VN 106: Nutrition

Course Description: This course provides instruction and technical skills related to basic nutrition; special diets and nutritional need of the compromised clients. Subject matter includes: Basic precepts and guidelines; Cultural, social and religious influences; Excesses and deficit in nutrition; Diets: therapeutic diets, house diets, modified diets; special nutritional needs and nutritional support, as it relates to nursing.

VN 101: Clinical I

Course description: This course provides detailed education and training, with direct client / patient interaction and care in a clinical / work based experience setting, long-term care facility. Direct patient care is provided focusing on the client's / patients individual needs for the geriatric client / patient. The Nursing Process is utilized as the foundation for all nursing interventions.

SEMESTER II

VN 108: Pharmacology

Course Description: This course provides introduction to the basic principles of pharmacology. Content: drug regulations, classifications as relates to body systems and diseases, categories, factors affecting medication administrations, abbreviations and symbols, systems of measurements, delivery systems, calculations for drug administration, principles and methods of drug administration.

VN 110: Medical Surgical Nursing I

Course Description: This course provides detailed instruction and training related to nursing procedures and care of the individual client with medical surgical disorders. Subject matter includes: Care of client with Integumentary System disorders; Care of the client with Musculoskeletal System disorders; Care of the surgical client and Care of the client with Cancer / Oncology; Death and Dying. Content is taught focusing on the client's needs across the lifespan. The Nursing Process is utilized as the foundation for all nursing interventions. It includes classroom and lab time.

VN 112: Medical Surgical Nursing II

Course Description: This course provides further detailed instruction and training related to nursing procedures and care of the individual client with medical surgical disorders. Subject matter includes care of the clients / patients with: Disorders of the gastrointestinal system; Disorders of the Genitourinary System; Disorders of the Blood, Lymph and Immune Systems Disorders of the Cardiovascular System inclusive of Peripheral Vascular Disorders; Disorders of the Respiratory System; Rehabilitation Nursing and communication. Content is taught focusing on the individual client's needs. The Nursing Process is utilized as the foundation for all nursing interventions. It includes classroom and lab time.

VN 103: Clinical II

Course description: This course provides detailed education, instruction, training, and work-based experience with direct patient care, in a variety of settings. The Nursing Process is utilized as the foundation for all nursing interventions.

SEMESTER III

VN 114: Pediatric Nursing

Course description: This course provides detailed instruction on the care of the pediatric client, subject matter includes: Growth & Development, Care of the child with acute and chronic childhood diseases and disorders, from infancy through adolescence. Assessment of: Health maintenance, interventions for acute and chronic disorders and diseases, and children with special needs.

VN 116: Maternal/ Newborn Nursing

Course description: This course provides instruction on care of the woman during the stages of pregnancy and care of the newborn. Subject matter includes: Prenatal care, assessment of normal pregnancy, fetal development, discomforts of pregnancy, intervention for care of the newborn, post-partum care, possible complications, high risk pregnancy, high risk labor and delivery, high risk newborn, inclusive of concepts applicable to basic needs and support of the family during the period of change. The Nursing Process is utilized as the foundation for all nursing interventions. Course includes classroom, lab time.

VN 118: Medical Surgical Nursing III

Course description: This course provides further instruction and continuation of medical-surgical health problems of the adult. It incorporates the knowledge necessary to make the transition from student to graduate vocational nurse. Subject matter includes care of the client with: Disorders of the Reproductive Systems; Sexually Transmitted Disease; Disorders of the Endocrine System; Disorders of the Neuro-sensory Systems, inclusive rehabilitation nursing and patient education. Include classroom and Simulation labs. Content is taught focusing on the client's / patient's needs across the lifespan. The Nursing Process is utilized as the foundation for all nursing intervention.

VN 120: Professional Development

Course description: Study of the importance of professional growth. This course provides instruction on the changing roles and skills needed for successful transition from student vocational nurse to licensed vocational nurse. Subject matter includes: Role transition, legal-ethical requirements, practice acts, rules and regulations, leadership qualities and styles, management styles, career pathways, job seeking skills and NCLEX-PN preparation.

VN 122: Psychology / Mental Health Nursing

Course Description: This course provides the study of human behavior with emphasis on emotional and mental abnormalities and disorders; behavior therapy and psychiatric medications; coping mechanisms and nursing responsibilities. Subject matter includes: Mental health team and centers; therapeutic communication / defense mechanisms; psychiatric disorders, treatment and nursing interventions; substance abuse and addictions; assessment of mental functioning, effects of illness/hospitalization, interventions for mental health disorders abuse and dependencies with evaluation of outcomes.

The course provides instruction in skills lab and clinical experience in a variety of facilities / settings: long-term, acute, sub-acute, mental health, and developmental facilities.

VN 105: Clinical III

Course Description: This course provides detailed education, training, clinical / work-based experience and focusing on direct patient care, in a variety of setting. Care is provided to meet the needs of the individual client / patient across the life span, with application of mental health concepts. The Nursing Process is utilized as the foundation for all nursing interventions.

POLICY AND PROGRAM CHANGES

Unitek College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Unitek College reserves the right to make changes in equipment and materials and modify curriculum as approved by accrediting bodies. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students.

Unitek College regularly evaluates feedback received through our Advisory Board as well as information received from students through regular evaluations. Based on feedback, Unitek College agrees to implement changes to improve the quality of the programs offered.

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.

All information in the content of this school catalog is current and correct and is so certified as true by



(Margarita Valdes)
Chief Academic Officer

