

SCHOOL CATALOG



TABLE OF CONTENTS		Page #
	AFFILIATIONS	4
I.	INTRODUCTION	5
	◇ History	5
	◇ Mission Statement	5
II.	FACILITIES	5
	◇ Hours of Operation	6
III.	ADMISSION AND APPLICATION REQUIREMENTS	6
	◇ Notice of Non-Discrimination	6
	◇ Policy Prohibiting Harassment and Discrimination Based on Protected Status	6
	◇ Policy Prohibiting Sexual Harassment and Sexual Misconduct	11
	◇ Admission Requirements	24
	◇ Additional Requirements All Programs	24
	◇ Additional Requirements Vocational Nursing Program	25
	◇ Criminal Background Check Policy	25
	◇ Clinical Requirements	26
	◇ Enrollment Deadline	26
	◇ Enrollment Status	26
	◇ Readmission Policy	26
	◇ English Language Services	26
IV.	TUITION, FEES, AND OTHER CHARGES	27
	◇ Tuition Cost Summary and Other Fees	28
	◇ Payment Arrangements and Issuing of Documents	29
V.	CANCELLATION AND REFUND POLICY	29
	◇ Cancellation Policy	29
	◇ Refund Policy	29
	◇ Refund Policy for Students Called to Active Military Service	30
	◇ Federal Policy on Return of Title IV Funds	30
	◇ Order of Title IV Aid Returned, Based on Financial Aid Disbursed	31
	◇ Responsibility of the Institution & The Student Regarding Title IV Refunds	31
	◇ How to Determine the Date Enrollment Ceased (Withdrawal Date)	31
	◇ Post-Withdrawal Disbursement	31
	◇ Amount to Be Returned by The Student	32
	◇ Refund Policy for Seminar Students	32
	◇ Refunds for Non-Financial Aid Students	32
	◇ Refund Deadline	32
	◇ Amount Due to the School	33
VI.	FINANCIAL AID	33
	◇ Federal Pell Grant	33
	◇ Federal Direct Loan Program	34
	◇ Federal Direct PLUS Loan Program	34
	◇ Federal Supplemental Educational Opportunity Grant Program	34
	◇ Veterans Administration Educational Benefits	34
	◇ Title IV Credit Balance	34
	◇ General Policies	34
VII.	ACADEMIC INFORMATION	35
	◇ Satisfying Program Requirements by Placement Examination	35
	◇ Advance Placement for Experiential Learning	35
	◇ Transferability of Credits	35
	◇ Academic Progress, Grading, Monitoring and Progress Reports	36
	◇ Satisfactory Academic Progress	36

Title	Page #
◇ Program Completion and Length	37
◇ Withdrawal from Courses	37
◇ Repeat Courses or Programs	37
◇ Transfer Courses	37
◇ Incomplete Grades	37
◇ Non-Credit (Audit) and Remedial Courses	38
◇ Probation for Unsatisfactory Academic Progress	38
◇ Academic Progress Status Appeal Procedures	38
◇ Satisfactory Academic Progress: Criteria for Financial Aid	38
◇ Financial Aid Warning	38
◇ Financial Aid Probation	39
◇ Appeal Process	39
◇ Graduation Requirements	39
◇ Credentialing/Licensure Examinations	39
◇ Transcripts	39
VIII. STUDENT SERVICES	39
◇ Career Services	40
◇ Financial Aid Assistance	40
◇ Student Housing	40
◇ Resources	40
IX. ATTENDANCE POLICY	40
◇ Recording Attendance and Absences	40
◇ Attendance Progress Evaluation (Title IV, Financial Aid Students)	40
◇ Tardies/Leaving Class Early	40
◇ Make-up Work	41
◇ Termination Due to Absence	42
◇ Re-Instatement after Absence/Termination	42
◇ Leave of Absence	42
◇ Class Entrance Deadline	42
X. STUDENT CONDUCT POLICY	43
◇ General Conduct Policies	43
◇ Student Parking	43
◇ General Dress Code	43
◇ Additional Dress Code for Vocational Nursing	44
◇ Additional Dress Code for Allied Health Students	44
XI. GRIEVANCE POLICY	44
XII. PLACEMENT ASSISTANCE	45
XIII. PROGRAMS AND COURSE DESCRIPTIONS	46
◇ Vocational Nursing	47
◇ Patient Care Technician	54
◇ Medical Assistant	61
◇ Limited Medical Radiologic Technologist/Phlebotomy Technician	65
◇ Medical Insurance Coder & Billing Technician	71
◇ Home Health Aide / Nurse Assistant	74
XV. GENERAL INFORMATION	77
◇ Faculty and Staff Roster	78
◇ Board of Directors and Advisory Board Members	81
XVI. ACADEMIC CALENDAR	83
◇ Official Vacation Days	85
◇ Class and Break Times	85
◇ School Outcome Rates	86

This catalog contains regulations, procedures and policies that existed at the time this publication went to print. As a private school, Valley Grande Institute for Academic Studies reserves the right to make catalog adjustments at any time to reflect current policy and regulation changes that reflect government regulations.

This catalog is not a contract; it serves only as an article of information.

Valley Grande Institute for Academic Studies does not discriminate on the basis of race, color, national origin, sex, disabilities or age in its programs and activities. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Mari Aviles, B.A., M.Ed.
Dean of Education
345 S. Texas Blvd.
Weslaco, Texas 78596
Phone: (956) 973-1945

To the extent that any policy may conflict with federal, state, or local laws, the organization will abide by the applicable federal, state or local law.

The information contained in this catalog is true and correct to the best of my knowledge.



Mari Aviles, B.A., M.Ed.
Dean of Education

For information on admission procedures contact or call:

Valley Grande Institute for Academic Studies

345 S. Texas Blvd.

Weslaco, TX 78596

Facility Designation: Main Campus

Website: www.vgi.edu

Office #: (956) 973-1945

Valley Grande Institute for Academic Studies is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.

Volume Number: 35

Publication Date and Printing: December 2024

Effective Date: December 2024

Valley Grande Institute for Academic Studies

Affiliations:

- ◇ Texas Board of Nursing
- ◇ Texas Medical Board
- ◇ Texas Workforce Commission
Career Schools and Colleges
- ◇ National Center for Competency Testing
- ◇ Weslaco Chamber of Commerce
- ◇ Local Workforce Development Board-Workforce Investment Act (WIA)-(Hidalgo Co.)
- ◇ Workforce Development Board- Workforce Investment Act (WIA) (Cameron Co.)
- ◇ Workforce Solutions, Hidalgo and Willacy counties
- ◇ Department of Veterans Affairs
- ◇ U.S. Department of Education, Title IV Programs
- ◇ Texas Department of Aging and Disability Services

The Accrediting Bureau of Health Education Schools Institutionally accredits Valley Grande Institute for Academic Studies.

- ◇ Accrediting Bureau of Health Education Schools
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
Phone: 301-291-7550
Institutional Accreditation
www.vgi.edu



Valley Grande Institute for Academic Studies programs are approved by:

- ◇ Texas Workforce Commission, Career Schools and Colleges
101 East 15th Street
Austin, Texas 78778
Phone: 512-936-3100
<https://www.twc.texas.gov/programs/career-schools-colleges>



Valley Grande Institute for Academic Studies' Vocational Nursing program is approved by:

- ◇ Texas Board of Nursing
333 Guadalupe St. Suite 3-460
Austin, Texas 78201
www.bon.texas.gov/



Texas Board
of Nursing

Including other approval agencies where applicable for particular programs.

I. INTRODUCTION

History

On September 14, 1992, the Texas Board of Vocational Nurse Examiners (BVNE) approved the Vocational Nursing program for Valley Grande Academy in Weslaco, Texas. The approved program allowed high school seniors interested in nursing careers to take non-professional nursing courses such as anatomy and physiology for nurses for high school credit, while also receiving credit from the Vocational Nursing Department. The program was founded by Professor Andrew Leonie, B.A., M.S., Ph.D., C.C.C., and started with 12 nursing students as a post-secondary program of Valley Grande Academy. Valley Grande Institute for Academic Studies is now a private institution independent from Valley Grande Academy but still reflects its original Christian beginnings in its non-sectarian philosophy, focusing on the development of the "whole" person.

After obtaining approval from the Texas Higher Education Coordinating Board for four different associate degree programs (which are no longer offered), the school changed its name to Valley Grande College of Health and Technology. Subsequently, on September 7, 2001, the school's Board of Directors and Advisory Board voted to rename it Valley Grande Institute for Academic Studies.

Valley Grande Institute for Academic Studies, a non-profit organization, is overseen by an Advisory Board consisting of community members interested in post-secondary education. The Institute offers quality career education to residents of the Rio Grande Valley, preparing them for career opportunities.

The school campus currently comprises four buildings in downtown Weslaco, Texas, with the Administration building located on Texas Blvd. Three additional buildings house classrooms, laboratories, and instructors' offices. Valley Grande Institute for Academic Studies is accredited by the Accrediting Bureau of Health Education Schools. This accreditation is institutional in nature, and some of the programs are approved by their respective licensing agency. The Institute is a residential school, and all programs are offered on campus.

Mission Statement

"Valley Grande Institute for Academic Studies is dedicated to providing excellence through a sense of pride, creativity, and innovation."

Core Values: VGI Cares

- Value and Virtuous
- Generosity and Growth
- Innovation and Integrity
- Compassion and Cooperation
- Ambition and Achievement
- Respect and Resilience
- Empathy and Excellence
- Success and Service

Valley Grande Institute's Objectives are to:

- develop and maintain an effective and accessible learning environment.
- offer courses and programs that can fulfill the student's personal desires and needs, while at the same time making the student a useful participant within society.
- provide programs that will serve as "stepping stones" of opportunity for careers, or higher education.
- assist every student to find success whether in their new career in the healthcare field or personal intellectual endeavor.
- have students demonstrate qualities of ethical behavior.

II. FACILITIES

Valley Grande Institute for Academic Studies is located in the city of Weslaco, which is situated in the Rio Grande Valley.

The Institute is comprised of four buildings. The three classroom buildings are on Missouri street, one block north of the Compass Bank. The Administration Building is located on 345 S. Texas Avenue, one block east of the three classroom buildings. This building houses the Administrative offices, Registrar's office, Financial Aid Department, and Attendance and Business Office.

The classroom facilities are approximately 32,000 sq. feet in area, and include a Resource Center with computers linked to the internet, classroom laboratories equipped with industry recommended equipment, E.K.G. lab, X-ray lab, lounge areas, restrooms, furnished faculty offices and classrooms for each of the programs. Parking areas adjoin each of the classroom buildings.

Hours of Operation

Office hours are from 8:00 AM to 6:00 PM. To make an appointment after hours, please call (956) 973-1945 or 1-888-973-1945.

Vocational Nursing classroom hours are generally scheduled from 8:00 AM to 4:30 PM Monday through Friday. Vocational Nursing clinical times are generally scheduled from 6:30 AM to 4:00 PM.

Allied Health programs are scheduled up to six hours per day, 8:00 AM to 2:00 PM, Monday through Thursday, for daytime classes. Allied Health evening classes are scheduled from 4:00 PM to 10:00 PM, Monday through Thursday.

Valley Grande Institute for Academic Studies reserves the right to curtail or expand program offerings, depending on economic conditions and student demand for the program. The Institution also reserves the right to make schedule changes when necessary.

III. ADMISSION AND APPLICATION REQUIREMENTS

NOTICE OF NONDISCRIMINATION

Valley Grande Institute for Academic Studies does not discriminate or tolerate discrimination or harassment against individuals on the basis of sex, sexual orientation, gender identity, gender expression, pregnancy (including related conditions), parental status, marital status, family status, religion, race, color, ethnicity, national origin, age, disability, genetic information, or veteran status (collectively, "Protected Status") in its employment, admissions, and/or education programs and activities.

This Policy covers Prohibited Conduct that occurs on campus, in connection with an official Institute program or activity (regardless of location), and off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the Institute's programs and activities, or when the Institute, in its sole discretion, has an identifiable interest in the off-campus conduct. The Institute will provide a prompt and equitable response to any report of prohibited Harassment or Discrimination as set forth in this policy.

Questions and concerns, including questions and concerns about sex, sexual orientation, gender identity, gender expression, and pregnancy-related harassment and discrimination, may be referred to the Valley Grande Institute for Academic Students Title IX / EEO Coordinator or to the U.S. Department of Education Office for Civil Rights.

Monica Benavides, LVN
Title IX/EEO Coordinator
Valley Grande Institute for Academic Students
Building A1, Room 103
414 S. Missouri
Weslaco, TX 78596
(956) 973-1945 ext. 307
mbenavides@vgi.edu

Office of Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201
Phone: (214) 661-9600
Fax: (214) 661-9587
Email: OCR.Dallas@ed.gov

POLICY PROHIBITING HARASSMENT AND DISCRIMINATION BASED ON PROTECTED STATUS

Valley Grande Institute is committed to providing a work and educational environment free of discrimination and harassment. The Institute does not discriminate or tolerate discrimination or harassment against individuals on the basis of sex, sexual orientation, gender identity, gender expression, pregnancy (including related conditions), parental status, marital status, family status, religion, race, color, ethnicity, national origin, age, disability, genetic information, or veteran status (collectively, "Protected Status") in its employment, admissions,

and/or education programs and activities.

Prohibition Against Harassment and Discrimination

The Institute prohibits harassment and discrimination on the basis of sex, gender, sexual orientation, gender identity, gender expression, race, color, ethnicity, religion, national origin, age, disability, genetic information, veteran status, or citizenship status (collectively, "Protected Status") in its employment, admissions, and education programs and activities by administrators, faculty, staff, students, volunteers, contractors, applicants and guests. This Policy covers Prohibited Conduct that occurs on campus, in connection with an official Institute program or activity (regardless of location), and off-campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the Institute's programs and activities, or when the Institute, in its sole discretion, has an identifiable interest in the off-campus conduct. The Institute will provide a prompt and equitable response to any report of prohibited Harassment or Discrimination as set forth in this policy

Prohibition against Retaliation

Retaliation against a person who engages in protected activity under this policy is prohibited. Protected activity under this policy includes but is not limited to reporting an incident that may implicate this policy, assisting in providing information relevant to an investigation, or otherwise participating in the investigation, resolution or adjudication process, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Interaction with the Policy Prohibiting Sexual Harassment and Sexual Misconduct

This policy addresses Harassment and Discrimination on the basis of a Protected Status. Sexual Harassment and Sexual Misconduct are handled under the Institute's Policy Prohibiting Sexual Harassment and Sexual Misconduct.

All allegations of sex discrimination which fall within the definition of Sexual Harassment occurring within the Institute's education programs and activities as defined by the Policy Prohibiting Sexual Harassment and Sexual Misconduct are handled exclusively pursuant to the procedures outlined in that Policy. All other acts of discrimination—including acts of sex discrimination which do not fall within the definition of sexual harassment occurring within the Institute's education programs and activities as defined by the Policy Prohibiting Sexual Harassment and Sexual Misconduct—are handled pursuant to this Policy.

If a case alleges violations of both the Policy Prohibiting Sexual Harassment and Sexual Misconduct and this Policy, these charges may be simultaneously investigated and adjudicated by the same set of investigators and adjudicators.

Reporting Complaints of Prohibited Conduct

Community members who experience or witness Prohibited Conduct should submit a complaint to:

Monica Benavides, LVN
Title IX/EEO Coordinator
(956) 973-1945 extension 307
mbenavides@vgi.edu
Building A1, Room 103
414 S. Missouri
Weslaco, TX 78596

While verbal reports of Prohibited Conduct will be received and responded to as appropriate considering the wishes of the reporting individual(s) and the circumstances of each case, the Institute strongly recommends reports of violations of this Policy be submitted in writing. The written complaint should identify the parties involved; describe the Policy violation, including when and where it occurred; and identify by name or description any witnesses and/or evidence. Written complaints will be treated as confidentially as practical and shared only on a need-to-know basis, including as necessary to investigate or resolve the complaint.

Supportive Measures

Regardless of the complaint resolution process utilized in response to a complaint of Prohibited Conduct, the Institute will, to the extent practicable based on the Institute's resources, provide supportive measures and resources to restore or preserve equal access to the Institute's education programs and activities and/or employment. Supportive measures are available to assist employees and students relating to a reported matter, regardless of whether they are the Complainant or Respondent, and whether or not a formal complaint is filed.

Complaint-Resolution Process

A. Receipt of a Complaint and Preliminary Assessment

Upon receipt of a complaint, the Title IX/EEO Coordinator (or their designee) will conduct a preliminary inquiry designed to assess:

1. the institutional policy or policies potentially invoked by the alleged conduct,
2. the appropriate Institute official to respond to the complaint, and
3. the best path of resolution for the complaint.

In the event the Title IX/EEO Coordinator determines there are no reasonable grounds for believing the conduct at issue constitutes a violation of this Policy, the Title IX/EEO Coordinator will close the complaint.

There may be reports that do not constitute a policy violation. The Title IX/EEO Coordinator may refer Bias Incidents that do not rise to the level of Prohibited Conduct to other offices/departments as appropriate. Bias Incidents may be addressed in a variety of ways, including but not limited to: counseling regarding the alleged conduct, directives to end the conduct, training, mediation, restorative justice, or other forms of alternative resolution.

B. Informal Resolution

The Title IX/EEO Coordinator will determine whether informal resolution is an appropriate mechanism of resolution based on the information provided about the incident. Options for informal resolution include, but are not limited to, counseling regarding the alleged conduct, directives to end the conduct, training, mediation, restorative justice, or other forms of alternative resolution. If an informal resolution is determined to be appropriate, the Title IX/EEO Coordinator or their designee will meet separately with both parties to discuss an informal resolution based on the information available. If the proposed resolution satisfies the Institute's obligation to provide a safe and non-discriminatory environment for the Institute Community, the resolution will be implemented, and the matter will be closed. Equal Opportunity Services will maintain records of all reports and conduct referred for informal resolution.

C. Formal Resolution Procedures

If the Title IX/EEO Coordinator determines that a formal investigation is warranted to resolve a complaint, the Institute will determine whether a Respondent is responsible for a violation of this Policy and what, if any, corrective action is appropriate, in accordance with the procedures described below.

1. Assignment of Investigator

The Title IX/EEO Coordinator will appoint a trained investigator or investigative team. The investigator(s) may be the Title IX/EEO Coordinator, an employee of the Institute, or an external investigator engaged to assist the Institute in its fact gathering.

2. The Investigation

The investigation will be conducted in a manner appropriate in light of the circumstances of the case. The investigation may include, but is not limited to, conducting interviews of the Complainant(s), the Respondent(s), and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident); reviewing law enforcement investigation documents, if applicable; reviewing personnel files; and gathering, examining, and preserving other relevant documents and physical, written, and electronic evidence. The parties will be afforded an opportunity to identify relevant witnesses and evidence to the investigator.

3. Advisors

Participants may be accompanied by an advisor of their choice during any meeting under this policy, including investigatory interviews. Advisors may not speak on behalf of the participant or make a presentation, but they may ask to briefly suspend any meeting, interview, or proceeding to consult with their advisee. In order to preserve the integrity of the process, if an advisor is also a witness in the case, the procedural aspects of this policy may be amended to accommodate the witness's testimony and role as an advisor. Accommodations, including the scheduling of meetings, interviews or hearings, will not be made for advisors if they unduly delay the process.

4. The Investigator's Report and Conclusions

The investigator(s) will make conclusions as to whether the Respondent violated any provision of this Policy. The standard of proof shall be by a preponderance of the evidence. A written report of the investigator's findings and conclusions may be shared with the Title IX/EEO Coordinator and the Administrator(s) with authority to take action against the Respondent based upon their status at the Institute (e.g. employee or student).

Determination of No Policy Violation. If the investigator(s) determines that the Respondent did not violate any provision of this policy, the Administrator will determine and document the appropriate resolution of the complaint and notify the parties of that determination. Appropriate resolutions may include, but are not limited to, dismissal of the complaint, conferences with one or more of the parties, and the introduction of remedial and community-based efforts such as educational initiatives and/or trainings.

Determination of a Policy Violation. If the investigator determines there is sufficient information to find, by a preponderance of the evidence, that the Respondent violated this Policy, the matter will be referred for corrective action.

Issues not Covered by this Policy. During the course of an investigation, allegations or information may arise that are outside of the scope of this Policy. Other Unprofessional/ Inappropriate Conduct or Bias Incidents identified during the course of an investigation may be relevant to a finding, recommendations, and/or result in corrective action. Other issues not related to this Policy may also be referred to the appropriate administrator for follow up and action.

Regardless of the determination, both parties will be provided an opportunity to review a copy of the report.

5. Corrective Action

If the Respondent is found responsible, corrective action will be addressed as follows:

- a. For Policy violations by employees (including staff, faculty, and students acting in their capacity as student employees), the Dean of Education or their designee will consult with the individual's supervisor and department head to determine appropriate corrective action up to and including termination of employment. Applicable policies will be followed in carrying out such corrective action.
- b. For Policy violations by contractors, vendors, volunteers, and other third-parties, the Dean of Education will consult with the contracting department to determine the appropriate resolution, up to and including termination of a contractual relationship or barring individuals from campus.
- c. For Policy violations by students, the Dean of Education will determine appropriate corrective action, up to and including expulsion from the Institute, in accordance with applicable policy and procedure for student conduct.

6. Appeals

Appeals of findings of responsibility or sanctions, if any, against Respondents will be handled by the Office of the Dean of Education. Volunteers, third-party contractors, etc. do not have appellate rights. They are in their role at the Institute's discretion and their role can be terminated at the Institute's discretion as well.

Knowingly Filing a False Complaint

Knowingly filing a false complaint is a violation of this Policy. Such conduct may result in corrective action up to and including separation from the Institute. Such allegations will be referred to the appropriate administrator(s).

Academic Freedom

This Policy is not intended to inhibit or restrict academic freedom.

Terms and Definitions

“Complainant” means an individual who is alleged to be the victim of Prohibited Conduct.

“Discrimination” is conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment because of their Protected Status.

“Harassment” as used in this Policy is verbal and/or physical conduct (i) that is severe or pervasive, (ii) that is based on an individual's Protected Status, and (iii) that unreasonably interferes with the individual's work or academic activities, or that creates an intimidating, hostile, or offensive Institute environment.

“Bias” generally refers to any belief, attitude, behavior or practice that reflects, appears to be motivated by, or is perceived by the victim or victims to be motivated by an assumed superiority of one group over another. Bias is expressed through prejudice or discrimination and can be overt or covert. Bias can be directed against individuals or groups, but it can also be institutionalized into policies, practices and structures. While freedom of expression and the open exchange of ideas are a vital part of the educational discourse, bias activity dehumanizes people, erodes individual rights, debilitates morale, and interferes with the effectiveness of work and learning environments.

“Bias Incident” is an act involving a member of the Valley Grande community directed at a member or group because of their Protected Status. A bias incident can occur whether the act is intentional or unintentional.

“Other Unprofessional/Inappropriate Conduct” is behavior or conduct that is unprofessional and/or inappropriate for the educational and/or working environment, but does not fit the definition of Prohibited Conduct as defined by this Policy, or Sexual Harassment or Sexual Misconduct as defined by the Policy Prohibiting Sexual Harassment and Sexual Misconduct.

“Prohibited Conduct” includes Discrimination, Harassment, and Retaliation as defined in this policy and may result in disciplinary action when committed by Institute faculty, staff, and students, as well as third-parties within the Institute's control (such as contractors, volunteers, visitors, etc.).

“Protected Status” is defined in the Prohibition Against Harassment and Discrimination section, and includes sex, gender, sexual orientation, gender identity, gender expression, race, color, ethnicity, religion, national origin, age, disability, genetic information, veteran status, and citizenship status.

“Respondent” means an individual who has been alleged to be the perpetrator of prohibited conduct.

“Retaliation” includes, but is not limited to, any behavior, adverse action, treatment, or condition that intimidates, threatens, coerces, discriminates against or is taken against a person for the purpose of interfering with their rights under this policy or otherwise participating under this policy. This includes direct or indirect behavior or actions taken by an individual or at the direction of a party or someone participating under this policy. Any behavior that has the purpose or effect of intimidating or improperly influencing any individual's participation in the investigation or adjudication process may also be retaliation. Any act of actual or threatened Retaliation may be investigated and adjudicated as a separate violation of this policy. Retaliation may also result in immediate removal from the Institute. Any person who believes they have been subjected to Retaliation should immediately report this to the Compliance Officer/Title IX Coordinator. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude

that any party has made a materially false statement in bad faith.

POLICY PROHIBITING SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Valley Grande Institute does not discriminate on the basis of sex, pregnancy (including related conditions), as well as applicable state and local laws that prohibit sex and gender-based discrimination, including sexual misconduct such as sexual harassment, sexual assault, dating violence, domestic violence, and stalking in the Institute's education program or activities, and is required by law, including Title IX and 34 CFR Part 106 and Title VII of the Civil Rights Act of 1964 not to discriminate in such a manner.

This requirement to not discriminate extends to admission and employment. Inquiries about the application of Title IX and 34 CFR Part 106 and Title VII of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964 to Valley Grande Institute can be referred to the Title IX/EEO Coordinator or to the U.S. Department of Education.

Valley Grande Institute's Policy Prohibiting Sexual Harassment and Sexual Misconduct provides information about options and obligations for reporting sexual harassment and sexual misconduct, as well as information about rights, resources, response, investigation, and resolution of reports and complaints.

Other forms of discrimination on the basis of sex are handled under the Institute's Policy Prohibiting Harassment and Discrimination Based on Protected Status.

Prohibition against Sexual Harassment and Sexual Misconduct

Valley Grande Institute prohibits sexual harassment and sexual misconduct, which include acts of sexual assault, sexual exploitation, intimate partner violence, domestic violence, dating violence, and stalking, all as defined in this policy. Retaliation is also prohibited. The Institute will provide a prompt and equitable response to any report of sexual harassment, sexual misconduct, and/or retaliation as set forth in this policy.

Reporting

Any person may report sexual harassment and sexual misconduct to the Institute's Title IX/EEO Coordinator and/or to law enforcement. A report to the Title IX/EEO Coordinator results in a review under the Institute's administrative process, while a report to law enforcement results in a criminal process. Either, both, or neither of these options may be pursued. To make a complaint of sexual harassment or sexual misconduct, an individual may contact one or more of the following:

Administrative Complaint to the Institute

Monica Benavides, LVN
Title IX/EEO Coordinator
(956) 973-1945 extension 307
mbenavides@vgi.edu
Building A1, Room 103
414 S. Missouri
Weslaco, TX 78596

To make a report against the Title IX/EEO Coordinator or raise any concern about bias or conflict of interest of the Title IX/EEO Coordinator, contact the Dean of Education and submit the [Valley Grande Institute Information and Resolution Form](#).

Criminal Complaint to Law Enforcement

An individual who has been the victim of a crime has the right to choose whether to report the matter to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

Anonymous Reporting

Allegations that the Policy Prohibiting Sexual Harassment and Sexual Misconduct has been violated may also be reported anonymously using the Institute's online reporting form or by contacting the Campus Conduct hotline at 866-943-5787 or through the Campus Conduct online reporting form. The Institute's ability to respond to anonymous reports may be limited. Anonymous reports will be included in the Institute's required disclosures.

Confidential Reporting Options

Any information conveyed by faculty, staff, students, or other individuals in a circumstance where the communication is confidential or privileged by law (e.g., attorney-client privilege, HIPAA, etc.) will be confidential.

Individuals who are confidential resources and who receive information on a confidential basis are only required to share information with the Title IX Coordinator/EEO about the type of incident reported. Individuals designated as confidential or who receive information under circumstances confidential or privileged by law will not share information that violates an expectation of privacy without consent, unless otherwise required by law to do so.

Off-campus clergy, health and mental health professionals, victim advocates, and rape-crisis counselors can also provide confidential assistance. Off-campus resources can be found at this link.

Responsible Employees and Mandatory Reporting Requirements

Except for the employees designated as "confidential" above, all non-student employees are designated as Responsible Employees and are required to report Sexual Harassment and Sexual Misconduct to the Title IX Coordinator/EEO in circumstances where the employee witnesses or receives information in the course and scope of employment, and this information is about the occurrence of an incident that the employee reasonably believes is Sexual Harassment or Sexual Misconduct, and when the incident was committed by or against someone who was a Valley Grande Institute student, employee, or contractor at the time of the incident.

This reporting responsibility applies regardless of where the incident occurred (on or off campus) and regardless of whether the individual(s) are still affiliated with the Institute. An employee is not required to report an incident in which they are the victim. In addition, employees are not required to report information shared during an organized, public awareness event sponsored by the Institute or a student organization, such as "Take Back the Night" or similar events.

Employees are not required to report information received when they are not acting in the course and scope of employment or if the incident took place at a time when none of the individuals involved were affiliated with the Institute, but are encouraged to do so. Reporting is important so that the Title IX Coordinator/EEO can provide information related to rights and resources that may be beneficial to the person who has reportedly experienced misconduct or take action to otherwise protect the Institute community.

Responsible employees must promptly submit reports of all information known to them to the Title IX/EEO Coordinator via phone, email, in person, or by web (preferred):

Monica Benavides, LVN
Title IX/EEO Coordinator
(956) 973-1945 extension 307
mbenavides@vgi.edu
Building A1, Room 103
414 S. Missouri
Weslaco, TX 78596

[Valley Grande Institute Information and Resolution Form](#)

External Reporting Options

To make a report outside the Institute about the handling of cases:

Office of Civil Rights

U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201
Phone: (214) 661-9600
Fax: (214) 661-9587
Email: OCR.Dallas@ed.gov

Employees may also contact the following to complain of sex discrimination, sexual harassment, or the handling of cases:

U.S. Equal Employment Opportunity Commission
San Antonio District Office
5410 Fredericksburg Rd.
San Antonio, Texas 78229
Phone: (800) 669-4000
Fax: (210) 281-7690

Texas Workforce Commission
Civil Rights Division
101 E. 15th Street
Guadalupe CRD
Austin, Texas 78778-0001
Phone: (512) 452-4778
Fax: (512) 463-2643 or (512) 463-2755
EEOIntake@twc.state.tx.us

Response to Reports of Sexual Harassment and Sexual Misconduct

The Institute will respond to all reports of Sexual Harassment and Sexual Misconduct, regardless of whether the acts took place on or off campus, and will take these reports seriously. All members of the Institute community have the right to have Sexual Harassment and Sexual Misconduct promptly, fairly, and equitably investigated and resolved through established procedures that include an objective evaluation of all relevant evidence (including both inculpatory and exculpatory evidence), and do not utilize credibility determinations based on a person's status as a Complainant, Respondent, or witness.

Such processes will be conducted by impartial individuals who have received training on handling sexual harassment and sexual misconduct matters in a way that protects the safety of the participants and promotes accountability, and who do not have a conflict of interest or bias for or against Complainants or Respondents generally or individually. For the purposes of this policy, bias means actual bias, not the mere appearance or possibility of bias. Any party who believes one or more of these institution officials has a material conflict of interest or bias must raise the concern promptly so that the institution may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for the purposes of appeal or otherwise.

The policy will be implemented fairly regardless of the parties' identification with any protected class or their role in the process. The Title IX/EEO Coordinator or designee may investigate a matter in accordance with this policy, regardless of whether there is a participating complaining party. Support and resources will be offered to all individuals involved.

Once the Title IX/EEO Coordinator receives information about an allegation of sexual harassment and sexual misconduct, the Title IX/EEO Coordinator or their designee will seek more information about the incident, the people involved, potential witnesses and evidence, the date, time, and location, etc. The Title IX/EEO Coordinator or their designee will promptly contact the person who has reportedly experienced sexual harassment and sexual misconduct to provide written information about the individual's rights under applicable Institute policy and supportive measures, accommodations, and resources that are available. The individual will be asked how they would like the Institute to respond, and can request from a range of administrative responses including no administrative response, only accessing resources, informal resolution, or filing a formal complaint.

If the individual who has experienced sexual harassment and sexual misconduct requests that the Institute not respond or investigate,

the Institute will make a decision regarding whether or not to conduct an investigation after considering the seriousness of the reported incident; whether the Institute has received other reports of misconduct by the same alleged individual(s); whether the reported incident poses a risk of harm to others; whether the Complainant is a minor; and all other relevant factors, as determined by the Institute. The Institute will inform the individual of the decision whether or not to investigate. When the Institute determines it is necessary to investigate a report despite the potential Complainant's request, the Institute will do so in accordance with the confidentiality requirements of applicable law. When the Institute determines it will not undertake an investigation, the Institute will still take reasonable steps, consistent with the law and Institute policy, to protect the health and safety of the community.

A Respondent may be alleged to have engaged in conduct that constitutes sexual harassment and sexual misconduct. The Respondent is presumed not responsible for the conduct alleged to violate this policy until a determination regarding responsibility is made at the conclusion of the process.

Decisions about whether a Respondent has violated this policy will be by a preponderance of the evidence standard. Information protected under a legally recognized privilege (e.g., medical and mental health records, attorney-client privilege, etc.) will not be used in a process under this policy unless the person holding the privilege has waived the privilege. If the alleged conduct or conduct discovered during the investigation of the allegation does not constitute Title IX Prohibited Sexual Harassment, the Institute may still address the conduct under other applicable policies, rules, or expectations for the Respondents' conduct.

The Institute's process is separate from any related criminal matter. Although the Title IX/EEO Coordinator may determine it is appropriate to temporarily delay Institute action so any related criminal investigation is not compromised, the Institute will not delay its action until a criminal matter is complete. In addition, the Institute uses a different standard of proof and different evidentiary standards, so the outcome of the Institute's process is independent of any criminal matter.

Supportive Measures

Supportive measures are available to assist faculty, staff, and students relating to a reported matter, regardless of whether they are the Complainant or Respondent, and whether or not a formal complaint is filed. Supportive Measures are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge. Supportive measures are administrative actions and not sanctions. Such measures include, but are not limited to:

- administrative no contact orders;
- arrangements to provide on campus support or enforcement of judicial restraining orders issued by the court;
- on-campus housing accommodations, such as modification of living arrangements;
- academic accommodations, such as reassignment of classes, as available, or removal from classes (Note: an individual who chooses to drop a course in which the other party is enrolled will be permitted to do so without academic penalty.);
- changes to on-campus working situations (e.g., alternate work location, change in duties, alternate work hours, provision of information related to a leave of absence, etc.);
- accommodations in transportation, such as parking;
- referral for on-campus or off-campus counseling, health, and mental health support (Note: to the greatest extent practicable, the Institute will ensure that each party is offered counseling by an individual who does not provide counseling to any other person involved in the incident);
- information and accommodations relating to student financial aid through Student Financial Services;
- referral for off-campus support;
- referral for visa and/or immigration assistance;
- referral for possibilities of off-campus legal assistance;
- assistance with reporting the matter to law enforcement; and
- other reasonable accommodations and resources requested by an individual.

Supportive measures are designed to preserve or restore equal access to the Institute's education program or activity without unreasonably burdening the other party. To the extent practicable, the Institute will provide equal access for participants under this policy who have a disability. Individuals who have a disability may request that the Institute consult with appropriate individuals about any needed accommodations. Accommodations and protective measures will be kept confidential to the extent the Institute is able to do so while providing the accommodation. The Title IX/EEO Coordinator designee will also provide information about on-campus and off-campus support and resources to the individuals involved.

Preserving Evidence

Individuals who have experienced Sexual Misconduct are encouraged to preserve evidence to the greatest extent possible in order to aid with proving an alleged criminal offense, to provide evidence in an administrative action, or to aid in securing a protective order. Evidence of an act of sexual misconduct and the attacker's identity may be left on the victim's body. In addition, anyone who may have ingested an unknown substance (such as a date rape drug) should also be screened. Some experts recommend that someone who has experienced Sexual Misconduct not wash in any way until after a special forensic examination is performed. However, even if a person has already washed themselves or believes that too much time has passed for the collection of physical evidence, the forensic exam may still identify and preserve extremely important evidence such as the information provided verbally.

In addition, anyone who experienced sexual harassment or sexual misconduct should preserve all other potential evidence, such as text or social media messages, emails, phone messages, photos or videos, etc. One way to do this is to save this information to the cloud or email it to themselves or a trusted friend. Information can be secured with the use of a password or encryption.

Administrative Leave and Emergency Removal from Campus

The Institute reserves the right, in its sole discretion, to take whatever measures it deems necessary in response to an allegation of Sexual Harassment or Sexual Misconduct in order to protect individuals' rights, personal safety, and the welfare or safety of the Institute community, including but not limited to banning someone from all or part of campus, conducting an emergency removal of a student, or placing someone on administrative leave pending the outcome of an investigation. Any such action will be made after an individualized safety and risk analysis, and will be in accordance with applicable Institute policy.

An Emergency Removal for Title IX Prohibited Sexual Harassment is appropriate when there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment or Sexual Misconduct. If the Institute determines that Emergency Removal is justified, the Respondent(s) will be notified and will have the opportunity to challenge the decision immediately following the removal. To challenge the decision for emergency removal, student Respondents must request an appeal in writing to the Dean of Education. Emergency Removal for other violations will be in accordance with established Institute processes.

Confidentiality

The identity of the individuals involved in a process governed by this policy will be treated as sensitive information and in accordance with applicable law, unless waived in writing. Identifying information will be shared by the Institute as necessary to coordinate the response to an incident, implement interim or supportive measures, take action under this policy, and investigate and adjudicate a report. In addition, identifying information may also be shared by the Institute with law enforcement as necessary to conduct a criminal investigation of the report, a healthcare provider in an emergency, and the individuals involved in a process under this policy to the extent necessary and as required by law.

The Institute is required by law to publicly disclose certain crime statistics and information pertaining to reports, investigations, and outcomes under this policy. The Institute will not disclose the identity of any individual in publicizing these statistics.

Informal Resolution

Any party to an alleged violation of this policy may request that the report be resolved informally at any time. For conduct alleged to constitute Title IX Prohibited Sexual Harassment, Informal Resolution is only available after a formal complaint has been filed and is not available to resolve allegations that an employee engaged in Title IX Prohibited Sexual Harassment against a student. The Institute may also initiate the informal resolution process. Informal resolution may not be appropriate in all cases, and the Title IX/EEO Coordinator or designee is responsible for determining whether informal resolution may be explored. Once the informal resolution process is initiated, it must be completed within thirty (30) days or the process will be terminated and the matter will be referred for consideration under the formal resolution process. The informal resolution process may also be terminated at any time by any of the parties involved or by the Title IX/EEO Coordinator, at which point the matter may proceed to a formal resolution.

The informal resolution process requires the written agreement of all parties and the approval of the Title IX/EEO Coordinator to reach a conclusion. Outcomes of an informal resolution may include agreement that the person alleged to have violated the policy will participate

in training, separation of the parties, referral to counseling programs, or other restrictions or conditions agreed upon by the parties. Informal resolutions do not constitute an admission of responsibility or an Institute determination of a policy violation. No party has the right to appeal after they have entered into an informal resolution.

Formal Resolution

A report may be processed through a formal resolution either at the request of an individual who is reported to have experienced Sexual Harassment or Sexual Misconduct (Complainant) or, after a preliminary factual investigation, upon initiation by the Title IX/EEO Coordinator or designee. Formal resolution involves a factual investigation of the alleged violations of this policy and preparation of an investigative report. All findings during an investigation, adjudication, or appeal will be determined by a preponderance of the evidence (more likely than not) standard.

Formal Complaint

To initiate the formal resolution process, a formal complaint must be filed by a Complainant or the Title IX/EEO Coordinator. To make a formal complaint, a Complainant will submit a document to the Title IX/EEO Coordinator alleging a violation of this policy and requesting that the Institute investigate this allegation. This document must be signed by the Complainant, though this signature can be electronic.

If the Title IX/EEO Coordinator signs a formal complaint, the Title IX/EEO Coordinator does not become a Complainant and is not a party. In cases where the Institute initiates formal investigation, the complaint will be based upon the information gathered during the preliminary factual investigation. In such a case, the individual reported to have experienced Sexual Harassment or Sexual Misconduct will have the same rights as if they were a Complainant.

There is no time limit to initiate a formal complaint, but the Institute's ability to investigate allegations and impose sanctions against someone found responsible for violating the policy may decrease with the passage of time. A Formal Complaint alleging a policy violation will use the definitions in place at the time of the incident(s), but use the current procedure.

Notice of Allegations

Within a reasonable period of time from when the Title IX/EEO Coordinator receives a formal complaint and determines there is a basis for an investigation, the Party(ies) will be notified of the allegation(s) and their rights in the process. The notice will also provide sufficient details for a Respondent to prepare a response before an initial interview, including, if known, the identity of the parties, a general description of the conduct alleged to constitute the violation along with which provision(s) of this policy are at issue, and the date and location of the incident. If, in the course of the investigation, the Institute decides to investigate additional allegations, an updated notice of allegations will be sent to the parties whose identities are known.

At the start of an investigation, it may not be clear if the alleged Sexual Harassment or Sexual Misconduct constitutes a violation of Title IX Prohibited Sexual Harassment, Institute Prohibited Sexual Harassment, or Institute Prohibited Sexual Misconduct. As such, Respondent(s) may be given notice that they are alleged to have engaged in conduct that violated both Title IX and Institute definitions of prohibited conduct until more information is gathered.

The Institute may consolidate formal complaints by the same Complainant(s), against the same Respondent(s), or between the parties where the allegations of sexual harassment or sexual misconduct arise out of the same set of facts or circumstances.

Investigation

One or more trained Investigators will be assigned to investigate the allegation. Concerns of bias or a potential conflict of interest by a Title IX team member should be raised with the Title IX/EEO Coordinator. The Institute will strive to complete an investigation under this policy within sixty (60) calendar days of receiving a formal complaint; however, the length of investigations may vary and the timeline may be extended for good cause, as determined by the Title IX/EEO Coordinator. If the investigation or grievance process will be delayed, the Complainant(s) and Respondent(s) will receive written notice of and the reason for the delay or extension.

Generally, the Investigator(s) will interview the Complainant(s), the Respondent(s), and relevant witnesses, and will gather and review other information related to the allegation(s) as part of the investigation process. The burden of proof and the burden of gathering evidence

sufficient to reach a determination of responsibility rests on the Institute and not the parties. It is in each party's best interest to ensure the investigators are aware of all evidence that the party considers relevant to the matters under investigation. The Complainant(s) and Respondent(s) will have the opportunity to be interviewed, provide written statements, identify and present fact and expert witnesses, and provide documentary and other exculpatory and inculpatory evidence for consideration. The Investigator(s) have sole discretion to determine how and when information will be shared with the parties and witnesses during the investigation process.

Neither party is prohibited from discussing the allegations under investigation, though the Institute suggests restraint in order to preserve the efficacy of the investigation. Neither party is prohibited from gathering or presenting evidence.

At the conclusion of the investigation, the investigator(s) will draft an investigative report. The parties will have ten (10) business days to review (in electronic format or hard copy) the draft investigative report and all evidence gathered during the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which the Institute does not intend to rely on in reaching determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source (e.g., statements by parties and witnesses, information stored electronically, written or electronic communications, social media posts, or physical evidence, redacted as necessary to comply with legal requirements pertaining to confidentiality). The parties may submit a written response to the draft investigative report within the review period.

The investigator(s) will review and consider the written response(s) provided by the parties and may undertake additional actions or make changes to the draft summary investigative report, in their sole discretion, prior to the completion of the investigative report.

The investigative report will be forwarded to the following administrator(s) for handling under the applicable disciplinary process:

The parties will also receive a copy of the investigative report in an electronic or hard copy for their review and written response in preparation for the adjudication of the formal complaint, which will take place no sooner than ten (10) business days after issuance of the investigative report.

The Complainant(s) and Respondent(s) are expected to provide all relevant information during the investigation. If a party wishes to present new information after the investigative report has been forwarded for a final determination, a determination will be made as to whether the information was available at the time of the investigation and whether the information was likely to have significantly impacted the Investigator(s)' Investigator's/Investigators' determination of responsibility. If the new information was not available during the investigation and would have significantly impacted the determination of responsibility or sanction recommendation, the investigation may be reopened before proceeding with the adjudication.

Dismissal of a Formal Complaint

In some instances, an investigation may be terminated or a case may not be referred for adjudication, including but not limited to the following:

- A Complainant states in writing that they would like to withdraw all or part of their complaint,
- Specific circumstances prevent the Institute from gathering evidence sufficient to make a determination regarding the allegations in the complaint,
- The allegations, even if proven, do not constitute a violation of this policy,
- The parties agree to informal resolution, or
- Both parties agree in writing to waive their rights to a hearing and accept the Investigator's recommendations as to the finding and sanction as the final result of the case.

In all cases, the Institute reserves the right to continue the process in the best interest of the health and safety of the greater Valley Grande community or as required by law.

Dismissal of a Formal Complaint Alleging Title IX Prohibited Sexual Harassment

In handling a matter, the Title IX/EEO Coordinator or designee will review the formal complaint and conduct an initial assessment to determine whether the alleged conduct would violate the definition of Title IX Prohibited Sexual Harassment under this policy. The portion of the formal complaint involving Title IX Prohibited Sexual Harassment must be dismissed if the allegations in the formal complaint would not constitute a violation of the definition of Title IX Prohibited Sexual Harassment even if proved (both in terms of alleged conduct and the jurisdictional components of the definition). If a formal complaint alleging Title IX Prohibited Sexual Harassment is dismissed for this

reason, the Institute is not precluded from addressing conduct that would be a violation of any other Institute policy, and a complaint under this policy may still move forward based upon such alleged violations even if dismissed for Title IX purposes. The decision to dismiss a Formal Complaint alleging Title IX Prohibited Sexual Harassment may be appealed within as set forth in the Appeals Section below. If a dismissal is not appealed in a timely manner, the dismissal decision is final.

Withdrawal or Graduation Pending Disciplinary Charges

If a student withdraws or graduates pending a disciplinary charge alleging the student violated this policy, the Institute will not end the disciplinary process or issue a transcript to the student until a final determination of responsibility is made, unless otherwise prohibited by law. In such a case, the Institute will expedite the disciplinary process as necessary to accommodate both parties' interest in a speedy resolution.

Consideration of Past History

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior must comply with applicable rape shield laws and are not relevant except when:

1. The evidence is to prove that someone other than the Respondent committed the conduct alleged by the Complainant/in question, or
2. If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Demonstration of a pattern, repeated, and/or predatory behavior by the Complainant or the Respondent, including previous findings in any legal or campus proceeding, may be relevant to the finding, not just the sanction.

Hearing Process for Title IX Prohibited Sexual Harassment for all Respondents

The following hearing process ("Title IX Hearing Process") will be used for formal complaints involving allegations of Title IX Prohibited Sexual Harassment, regardless of if the formal complaint also includes other allegations and regardless of the Respondent's status at the Institute.

The Title IX Hearing Process will involve a live hearing, which may take place in person or via technology that allows the participants to hear and see one another virtually. The Title IX Hearing Process will be overseen by a Hearing Panel (composed of one or more individuals), which acts as the decision maker and will be responsible for making a determination regarding the outcome of the case and sanctions, if applicable. The Institute or a Hearing Panel may establish rules of conduct and decorum, applicable to all parties, including rules that restrict a party's advisors' ability to participate in the proceedings for any purpose other than cross examination relating to Title IX Prohibited Sexual Harassment. The Hearing Panel will be comprised of the following:

The Dean of Education and up to two additional individuals appointed by that person.

During the live hearing, the Hearing Panel may ask questions and consider all relevant evidence, including information from the investigator(s), the parties, any fact or expert witnesses, the investigative report, and documentary or other evidence. A party's advisor may cross examine the other party and any witnesses by asking all relevant questions and follow-up questions, including questions challenging credibility, relating to allegations of Title IX Prohibited Sexual Harassment. This cross examination must be conducted directly, orally, and in real time by a party's advisor of choice, and never by a party personally. Only relevant questions will be allowed. Before a party or witness answers a question, a determination must be made by the Hearing Panel that the question is relevant. If the Hearing Panel decides that a question is not relevant, an explanation must be provided as to the decision to exclude a question as not relevant. This decision may be amended or supplemented after the hearing.

If a party has not chosen an advisor or their advisor of choice is not present at the hearing, the Institute will provide an advisor of the Institute's choice to conduct cross-examination on behalf of that party without charge to the party. This advisor may be an attorney, but is not required to be.

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Panel can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. If a Party or witness does not attend or does not submit to cross-examination at the hearing, the Decision Makers may nevertheless rely on any relevant statement of that Party or witness in reaching a Determination Regarding Responsibility. The Hearing Panel may not draw an inference on responsibility solely on the party or witness's absence from the hearing or refusal to answer questions.

The Institute will create an audio recording, audiovisual recording, or transcript of any live hearing and will make it available to the parties for inspection and review. Following the hearing, the Hearing Panel will issue a written determination regarding responsibility and any sanctions. Detailed information about the possible sanctions is outlined in the Consequences section of this policy. This determination will be issued to the parties simultaneously and will include information regarding how both parties can file an appeal under this Policy.

Disciplinary Process and Sanctions

Upon receipt of the final investigative report, the Dean of Education or designee will convene a Hearing Panel and appoint a facilitator, who may or may not be a member of the panel, to oversee the hearing. The role of the Hearing Panel is to review the work of the Investigator(s) (not to reinvestigate the allegations) and recommend a finding and sanction to the Dean of Education. The Complainant(s), Respondent(s), and witnesses, if any, will have an opportunity to attend the hearing but are not required to do so.

During the hearing, the Complainant(s) and the Respondent(s) may make opening statements, primarily to address issues raised in the investigative report and explain why they agree or disagree with the investigative report. The Hearing Panel may question the Investigator(s), the parties, and any witnesses present at the hearing. The parties may submit questions to the Hearing Panel before and during the hearing to be asked of the Investigator(s), other party, and witnesses, if the same are present at the hearing. The Hearing Panel will consult with the Hearing Facilitator to review the questions and determine whether to ask the questions submitted. Advisers/Support People are not permitted to speak on behalf of a party or to question any witness, Investigator, or the panel during a hearing. The parties may make a closing statement to respond to any issues raised in the hearing. If the panel rejects the recommendations or adjusts the sanctions, they must do so within the framework of the policy and cite evidence to support the adjustments.

Upon conclusion of the hearing, the panel will confer in a closed session to reach their decision. The panel will recommend a finding and sanction to the Dean of Education. The Dean of Education or designee will determine whether or not to accept, reject, or modify the Hearing Panel's findings and recommendations and make the decision in the case. The parties will simultaneously be notified in writing of the outcome and any options for appeal.

Individuals found responsible for violating this policy will be sanctioned and may also be subject to educational or remedial measures. Detailed information about the possible sanctions is outlined in the Consequences section of this policy.

Appeals

Grounds for Appeals. All parties have the right to appeal the decision to dismiss a complaint of Title IX Prohibited Sexual Harassment, or the decision on responsibility and/or sanction by submitting their appeal within three (3) business days to the administrator identified below, as applicable based upon the Respondent's status at the Institute. The non-appealing party(ies) will be notified of the appeal in writing. All parties will have the opportunity to submit a written statement in support of, or challenging the outcome.

Appeal requests are limited to the following grounds:

1. A procedural or substantive irregularity or error occurred that affected the outcome of the case;
2. The presence of new evidence, not reasonably available at the time of dismissal or at the time of the determination of responsibility, that could affect the outcome of the matter or sanction. A summary of this new evidence and its potential impact must be included;
3. The Title IX /EEO Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or actual bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
4. The sanctions imposed are substantially disproportionate to the severity of the violation.

An appeal of a decision should be submitted in writing to the Dean of Education. This appeal will be reviewed and decided by the Dean

of Education or their designee within thirty (30) calendar days unless extended by that individual, who may request any existing or new information they deem necessary to resolve the appeal.

Decision on Appeal. The parties will be simultaneously notified in writing of the outcome of the appeal and the rationale for the result. The decision on appeal is the final decision in the case and is not subject to further review within the Institute. This is the sole mechanism for appeal of a dismissal, decision, and disciplinary action taken under this policy, and such decisions are not subject to any other grievance policy.

Prohibition Against Retaliation

Retaliation against a person who engages in protected activity under this policy is prohibited. Protected activity under this policy includes but is not limited to reporting an incident that may implicate this policy, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, or otherwise participating in the investigation, resolution or adjudication process, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Retaliation includes but is not limited to any behavior, adverse action, treatment, or condition that intimidates, threatens, coerces, discriminates against or is taken against a person for the purpose of interfering with their rights under this policy or otherwise participating under this policy. This includes direct or indirect behavior or actions taken by an individual or at the direction of a party or someone participating under this policy. Any behavior that has the purpose or effect of intimidating or improperly influencing any individual's participation in the investigation or adjudication process may also be retaliation. Any act of actual or threatened retaliation may be investigated and adjudicated as a separate violation of this policy. Retaliation may also result in immediate removal from the Institute. Any person who believes they have been subjected to retaliation should immediately report this to the Title IX/EEO Coordinator.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Institute policy.

Amnesty

A person acting in good faith who reports an allegation, assists in an investigation, or otherwise participates in a process under this policy will not be subjected to any disciplinary action by the Institute for any violation of Institute policy when the conduct reasonably relates to the incident, unless suspension, expulsion, or termination from the institution is a possible punishment. For example, a student involved as a party or witness will receive amnesty for minor policy violations (such as alcohol or drug infractions) that are secondary to the alleged incident, though the Institute may provide purely educational options with no disciplinary finding.

A person who is found to have violated this policy is not entitled to amnesty under this provision.

Amendment to this Policy

Technical and non-substantive amendments to this policy may be made administratively. Substantive amendments will be adopted by a vote of the Board of Trustees, following a vote by the Faculty Senate, Faculty Assembly, and TSEC.

Consequences of Policy Violation

For Engaging in Sexual Harassment or Sexual Misconduct

Individuals found responsible for violating this policy will be sanctioned. The Institute reserves the right to impose a range of sanctions depending on the severity of the offense and taking into account any previous disciplinary history. The Institute may also impose restrictions (such as no contact orders or bans from particular locations on campus) or educational remedies (such as training) at its discretion. Except for matters solely involving Title IX Prohibited Sexual Harassment, restrictions and educational remedies may be used whether or not a party is found responsible for violating the policy. For violations of Title IX Prohibited Sexual Harassment, remedies are designed to restore or preserve equal access to Valley Grande's education program or activity. The Title IX Coordinator/EEO is responsible for effective implementation of any remedies. Variation from the guidelines below is possible but will be explained in writing.

Range of Sanctions for students:

- Any student found responsible for violating the policy regarding either Title IX Prohibited conduct or Institute Prohibited conduct definitions of Sexual Harassment, Sexual Exploitation, Stalking, or Retaliation will likely receive one of the following sanctions: warning, general warning, probation, probation with suspension of privileges, suspension, or expulsion.
- Any student found responsible for violating the policy regarding either Title IX Prohibited conduct or Institute Prohibited conduct definitions of Forcible Fondling, Dating Violence, Domestic Violence, or the Institute Prohibited conduct definition of Intimate Partner Violence will likely receive one of the following sanctions: probation, probation with suspension of privileges, suspension, or expulsion.
- Any student found responsible for violating the policy regarding either Title IX Prohibited conduct or Institute Prohibited conduct definitions of Forcible Rape, Forcible Sodomy, Sexual Assault With An Object, Incest or Statutory Rape will likely receive a sanction of suspension or expulsion.

Note: Students who are suspended or expelled will have a notation placed on their transcript in accordance with Institute policy.

Range of Sanctions for Employees:

Any Institute employee, faculty member or staff member, found responsible for violating the policy may receive counseling or the sanctions of warning, suspension without pay, or termination.

Range of Sanctions for a Third-Party:

Any volunteer, contractor, or other individual within the Institute's control who is found responsible for violating the policy may be counseled, warned, removed from their position, and/or banned from participation in certain Institute activities.

Failure to Comply with Reporting Requirements

Texas law requires that employees who fail to comply with their reporting responsibilities are also subject to the following consequences:

- An employee who the Institute determines, in accordance with the Institute's disciplinary procedure, to have knowingly failed to make a required report or to have knowingly made a false report with the intent to harm or deceive shall be terminated from employment.
- An employee who knowingly failed to make a required report or who knowingly made a false report with the intent to harm or deceive commits the criminal offense of a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the employee intended to conceal the incident that the employee was required to report.

Definitions:

Sexual Harassment Sexual Misconduct means unwelcome, sex-based verbal or physical conduct that: (1) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or (2) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.

It includes Sexual Assault as defined below; Intimate Partner Violence (including Domestic Violence and Dating Violence as defined

below); Stalking, as defined below; and Sexual Exploitation, as defined below.

Rape is the carnal knowledge of a person, without consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical disability.

Non-consensual Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault With An Object means to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Fondling is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse within a person who is under the statutory age of consent (17 years old in the state of Texas).

Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to the advantage or benefit of anyone other than the one being exploited, and which behavior does not constitute any other form of Sexual Misconduct. Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person's consent:

- Sexual voyeurism such as watching or recording a person undressing, using the bathroom, or engaging in sexual acts in a place where they would have a reasonable expectation of privacy;
- Taking or sharing pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity), or disseminating sexual pictures, including as an act of revenge, without the consent of all individuals depicted;
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts;
- Going beyond the boundaries of consent (such as engaging in actions that were not consented to during an otherwise consensual encounter);
- Threatening to disclose or disclosing a person's sexual activities, sexual orientation, gender identity, or gender expression with the intent to harm the person;
- Administering alcohol or drugs (such as date rape drugs) to another person without their knowledge and consent;
- Prostitution; and
- Intentionally aiding a violation of this Policy.

Intimate Partner Violence includes both Dating and Domestic Violence, defined below, as well as any act, threat, or pattern of abusive behavior (including sexual, physical, psychological, and economic) that one person uses against a current or former partner in a sexual, dating, spousal, domestic, parenting or other intimate relationship, to gain or maintain power or control over another. Intimate Partner Violence can be a single act or a pattern of behavior within a relationship. The determination of whether any conduct constitutes Intimate Partner Violence is whether the conduct is so severe, pervasive, or persistent as to interfere with an individual's ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a "reasonable person" would find the behavior to be intimidating, frightening, terrorizing, or threatening) and subjectively (meaning the impacted individual felt the behavior was intimidating, frightening, terrorizing, or threatening). The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition -

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence means felony or misdemeanor crimes of violence committed by

- a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition -

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity or contact. A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately. Continued pressure can be coercive, which negates consent given under such circumstances. Consent cannot be inferred from silence or the absence of resistance. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating or sexual relationship is not sufficient to constitute consent. There is no requirement that someone resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Consent cannot be obtained by coercion, force, or from someone who is incapacitated.

In order to give effective consent, one must be 17 years old in Texas. Proactively talk to your partner about sexual decisions when you're not in the moment. If you are in a relationship, you should be talking about these things on an ongoing basis. The Institute will determine the existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced. The use of coercion to obtain consent invalidates the consent. Coercion is the act of unreasonably pressuring another person into sexual activity against their will. Sexual coercion can involve using physical force and/or convincing another person to engage in sexual activity by use of verbal and emotional pressure including manipulation, intimidation, blackmail, and/or the use of alcohol or other drugs to make someone more vulnerable. What is unreasonable will be determined on a case-by-case basis, considering a number of factors such as the intensity, frequency, and duration of persuasion, and the isolation of individuals. The use of force to obtain consent invalidates the consent. Force is the direct or indirect use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. A person is incapacitated and cannot consent to sexual activity if that person is asleep, unconscious, or otherwise unable to resist; is unaware that sexual activity is occurring; does not have the ability to make informed, rational judgments about whether or not to engage in sexual activity; and/or the person does not have the legal capacity to consent. Someone can be incapacitated due to the voluntary or involuntary use of alcohol or drugs. Some signs that someone may be incapacitated include stumbling, slurring words, a lack of control of their motor skills, or an inability to understand what is happening. An individual who engages in sexual activity when the individual knows, or should know, that the other person is incapacitated, has violated this Policy. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment. Being drunk or intoxicated is not a defense for not obtaining consent.

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with

intoxication, impairment, blackout, and/or being drunk.

A person who is not sure if they are interacting with a person who has diminished capacity should, as a matter of practice, avoid engaging in sexual activity with that person at that time. A person who has sexual interactions with anyone who may be under the influence of any substance is vulnerable to accusations of violations of this policy.

“Student”: For the purpose of this policy, the Institute defines “student” as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with the Institute.

“Valley Grande Education Program or Activity”: Valley Grande education program or activity includes locations, events, or circumstances over which the recipient exercised substantial control over both the Respondent and the context in which the sexual harassment occurs. For purposes of Title IX Prohibited Sexual Harassment, education program or activity also means any building owned or controlled by a student organization that is officially recognized by the Institute; however, no such buildings exist at Valley Grande.

Admission Requirements

Persons interested in applying to attend Valley Grande Institute for Academic Studies should call, visit or write the school and ask for an Admissions Representative. The school’s Admissions Representative will provide applicants with information, application material, and guidance to help them complete the admissions process.

VGI is committed to assisting all prospective students throughout the entire admissions process. Applicants must provide the School Registrar copies of the following items before enrollment can be completed:

- Completed Admissions Application
- Proof of High School completion or equivalent (i.e. high school diploma, high school transcript, or General Equivalency Diploma (GED)) is required for all programs. Diplomas and documents issued outside of the United States must be translated and formally evaluated for U.S. equivalency by a credential evaluation service recognized by NACES and/or AICE). High school transcripts must indicate graduation status, the name of the high school attended, city, state, and graduation year. Foreign transcripts must be translated into English by a credential evaluation service recognized by NACES and/or AICE.

Applicants who have completed a secondary school education in a homeschool setting must show proof of completion or may attest to their completion of secondary school.

Additional Requirements All Programs

- Interview with Admissions Representative
- Campus Tour
- Completion of an enrollment agreement and enrollment documentation packet.
Note: Students under the age of 18 are required to have their parent or guardian sign the enrollment agreement.
- Government Issued Picture Identification Card
- Immunization Record, which includes the following immunizations:
** Students in the Limited Medical Radiologic Technician/Phlebotomy Technician, Patient Care Technician, Medical Assistant, Home Health Aide / Nurse Assistant and Vocational Nursing programs are required to have a T.B. test, Hepatitis B Immunization, and Meningitis Immunization (if 21 years of age or under).
Medical Insurance Coding & Billing Technician students are only required the Meningitis Immunization (if 21 years of age or under).
 - Tuberculosis
 - Completed Hepatitis B series (must be within 10 years)
 - Meningitis (if 21 years of age or under)
- Criminal Background Check (required only for Home Health Aide/Nurse Assistant, Patient Care Technician, Limited Medical Radiologic Technician/Phlebotomy Technician, and Vocational Nursing programs)
- References (5)
- All VGI applicants will be asked to complete the General Health Statement at the time of enrollment.

A student who has graduated from a program offered by Valley Grande Institute can apply to be accepted into another program. This provision, however, is governed by the codes and regulations that regulate individual programs.

Additional Requirements Vocational Nursing Program

Vocational Nursing applicants must meet each of the following requirements:

- Completion of a pre-entrance exam (TEAS); composite score of 41 or higher will be used as part of a point system to determine top candidates
 - Individuals who are not admitted into their desired start date may retest on the TEAS to obtain a higher composite score for the next start date
 - The exam score is valid for up to 12 months; thereafter, the student **must** retest for initial entrance into the VN Program. Any TEAS exam scores taken from an outside institution is valid up to 12 months from the test date.
- Current CPR Certificate
- Criminal Background Check (See “**Criminal Background Check Policy**”)
- Drug screen (if accepted into the program)
 - \$25 fee; student is responsible for the cost
 - Must be completed at VGI's pre-approved facility
- Letter of Intent – applicants must submit a letter indicating why they want to become a nurse, how they will ensure their success while in the program, and what they hope to accomplish in their career.
- Physical Exam (clearance for the VN Program; must be signed by a physician)
- Immunization Records: in addition to the above-mentioned immunizations, Vocational Nursing students **must** include the following immunizations prior to the start of the VN Program. Students must stay in compliance throughout the duration of the program (it is the student's responsibility to track vaccine due dates):
 - Current flu vaccine (annually during flu season [Oct-Mar])
 - MMR vaccine (proof of 2 vaccines or MMR Titer that indicates immunity to MMR)
 - VZV (Varicella Zoster Vaccine – 2 doses) or proof of chicken pox
 - Tdap vaccine (Tetanus, Diphtheria, & Pertussis)

*******ALL VACCINE SERIES MUST BE FULLY COMPLETED PRIOR TO ENTRANCE INTO THE VN PROGRAM**

- Certification in at least one of these areas as well as being employed for a minimum of three months in that field.
 - Nurse Aide (CNA)
 - Medical Assistant (MA)
 - Patient Care Technician (PCT)
 - Limited Medical Radiology Technician (LMRT)
 - Emergency Medical Technician (EMT)
 - Surgical Technician

Certifications and less than 3 months of work experience will be reviewed by the Program and Dean of Education to determine eligibility. Certificate may be waived upon the discretion of the VN director if the TEAS score is 62 or higher.

Criminal Background Check Policy

The following is a list of the school's policies on Criminal Background Checks:

- Valley Grande Institute follows and supports the T.W.C. policies on Criminal Background Checks as stated in House Bill 2704, and supports the Chapter 250, requirements, of the Texas Health and Safety Code. For example, Allied Health Students must submit a criminal background check when they apply for employment at certain facilities licensed by the State.
- The Vocational Nursing Department will assist Vocational Nursing students in completing their criminal background check applications. The Texas Board of Nursing will make the decision on whether a student's background is cleared or not cleared.
- The school verifies with the State Nurse Aide Registry when students apply to enter the Nurse Aide component of the Patient Care Technician program. The school's Registrar's office will assist students in completing the criminal background check applications. The student cannot be listed as “unemployable” on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.
- Students enrolling in the Limited Medical Radiologic Technologist / Phlebotomy program must personally contact the State Licensing Division for clearance, should they have a criminal background. The State Licensing Division for Limited Medical Radiologic Technologist will not issue a temporary license if the student is not cleared by the State Licensing Division. The school is not responsible for clearing a student for the Limited Medical Radiologic Technologist license.
- All other Allied Health students must be ready to provide any external examining agency with background information if requested to do so. This is not Valley Grande Institute's responsibility.
- Some clinical sites and employers do require a criminal background check. This is the responsibility of the student. The Clinical Placement Coordinator will inform students if this applies to the student.
- The school does not conduct criminal background checks on enrolling students and does not make any decision on a student's eligibility for acceptance by a credentialing (licensing) agency. Credentialing agencies function independently from the school; how

they make eligibility decisions, is not shared with the school.

- School Staff is available to advise applicants who may need information on criminal background checks.

Clinical Requirements

Students are assigned to their clinical site by the Clinical Placement Coordinator or Vocational Nursing Faculty. Day or evening clinical hours may vary according to the type of program students are enrolled in. Vocational Nursing clinicals are scheduled by the clinical supervisor of the Vocational Nursing Department.

Students are required to provide evidence of immunizations/vaccinations. Immunization record must be submitted within 30 days of the class start. Record must show proof of vaccination for hepatitis B; influenza (Vocational Nursing students only) and tuberculosis skin test (or chest x-ray & questionnaire if history of positive test), and meningitis (if 21 years of age or under). Medical Insurance Coding & Billing Technician students are only required the Meningitis Immunization (if 21 years of age or under).

It is recommended that students supply their own medical coverage. In the event while attending class or during externship a situation arises that requires medical attention or follow-up, it will be the responsibility of the student to seek medical services from their personal physician or medical provider. It must be noted that the school will not be held responsible or liable for any injury incurred by a student while doing clinicals at an assigned clinical site. This includes accidental hypodermic needle "sticks" while performing blood-drawing procedures at a clinical site, or handling used needles, and any other equipment that can penetrate the skin.

Enrollment Deadline

Students planning to attend Valley Grande Institute for Academic Studies are encouraged to complete an application for school as soon as possible prior to the start of the session sought. By doing so, it will make certain that all the required paperwork, financial agreements, and class schedules are in place before the beginning of class. The school reserves the right to restrict or expand program offerings for any session, dependent upon economic conditions or student demand.

New and continuing students must begin classes for each session no later than the third class day of the session. Those who do not start by the third class day must wait until the next session to begin classes.

Enrollment Status

Students must be enrolled as full-time students in order to qualify for Financial Aid. The number of scheduled hours for full time is twenty-four (24) hours per week. Students enrolled less than 24 hours per week, are considered part time students. Some funding agencies may accept less than twenty-four (24) hours per week for full-time status. Students can meet with school's Financial Aid Director for more information.

Readmission Policy

A student wishing to re-enroll at Valley Grande Institute (VGI) must submit a "Letter of Intent to Re-enroll" to the Registrar's Office immediately upon deciding to re-enroll. The essay should explain the difficulties the student faced, causing him/her to withdraw from the program in the past. He/she should also explain how these difficulties have been resolved and how the student intends to be successful during their pending re-enrollment into the program.

To be considered for re-enrollment, the student must satisfy all the admission requirements outlined in the "Admission Requirements" section of the Valley Grande Institute School Catalog. Additionally, they must submit all necessary documentation, including a complete admissions packet, to VGI's Registrar's Office by the specified due date for the desired re-enrollment start date. For applicable programs, the student also needs to provide a new drug screen and background check. Readmissions will be considered on a fair and individual basis.

For Vocational Nursing students, after submitting all required documentation, the Vocational Nursing Admissions Committee will conduct a comprehensive review of the student's previous academic file, as well as the submitted documentation, to determine whether the student will be allowed to re-enroll in the Vocational Nursing Program. The committee will notify the student of their decision by email. If granted the opportunity for readmission into the Vocational Nursing (VN) Program, a student can only be re-admitted once. This means that a student can attempt the program only twice: the initial enrollment and the re-enrollment. Students who withdraw or are dropped after being readmitted once will not be allowed to return to the VN Program. All Vocational Nursing readmissions will start from the beginning of the program.

Students will be denied re-admission if failure or withdrawal was related to unsafe practice, dishonesty, and/or unethical behavior.

Students who have withdrawn or terminated seeking to reenroll, are required to review the Valley Grande Institute's Financial Aid's Satisfactory Academic Policy.

English Language Services

VGI does not offer English as a Second Language instruction. All instruction occurs in English.

IV. TUITION, FEES AND OTHER CHARGES

- Tuition cost includes use of equipment, facilities and training.
- Tuition cost does not include books, scrubs, non-refundable registration fee, certifying examination fees, supply fees where applicable, and parking fees (See "Tuition Costs Summary" for more information on additional fees).
- Students who receive credit for prior education, or successfully passing a placement exam, will receive credit toward tuition charged.
- Students may be required to pay for lost or damaged items that are issued for student use and which must be returned to the school. Students who are issued items should check the condition of such items before accepting them. Students will be allowed 20 days following the completion of their coursework to return or pay for such items. Failure to return the equipment will result in the cost of the items being added to the student's school bill.
- The school may recommend special examinations for students to take (State, Federal, or other) to enhance their academics and/or employability. The cost of such exams is the responsibility of the student, and is not included in the tuition cost.
- Tuition cost is subject to the school's refund policy. (See "Cancellation and Refund Policy").
- Cost of cap and gown for the graduation ceremony, (when applicable), is the responsibility of the student and is not included in the tuition cost. The school will direct students in acquiring the cap and gown.

Tuition Cost Summary

TOTAL PROGRAM COST					
Program Name	Total Clock Hours	Approximate Number of Weeks	Tuition Cost	Other Fees	Total Program Costs
Vocational Nursing	1530	52	\$22,185.00	\$4,269.00	\$26,454.00
Patient Care Technician	750	31	\$13,050.00	\$1,322.00	\$14,372.00
LMRT /Phlebotomy Technician	1132	47	\$19,690.00	\$1104.00	\$20,794.00
Medical Assistant	948	40	\$16,496.00	\$1257.00	\$17,753.00
Medical Insurance Coder and Billing Tech	665	28	\$11,570.00	\$1,729.00	\$13,299.00
Home Health Aide / Nurse Assistant	100	4	\$743.00	\$457.00	\$1200.00
<i>The table "Other Fees" provides a complete breakdown of all the required costs, above tuition</i> <i>Revised: August 2016</i>					

OTHER FEES											
	ID	Uniform & Scrubs	Books	Testing In Program	State & National Exam Fees	Supply Fees	Parking Fee	Registration Fees	Prog. Insur.	Tech Fee	Total Fees
Vocational Nursing	10	268	1715	800	325	911	10	100	30	100	4269
Patient Care Technician	10	192	250	80	365	200	10	100	15	100	1322
LMRT /Phlebotomy Technician	10	192	260	80	122	200	10	100	30	100	1104
Medical Assistant	10	192	460	80	90	200	10	100	15	100	1257
Medical Insurance Coder & Billing Technician	10	192	1082	80	90	50	10	100	15	100	1729
Home Health Aide / Nurse Assistant	10	110	50	20	125	32	10	100	0	0	457

Payment Arrangements and Issuing of Documents

Enrollment contract costs are payable prior to the start of class. Students are encouraged to visit agencies which may provide financial assistance. Students who do not qualify for full assistance may request to be on a payment plan agreement with Valley Grande Institute. Failure to meet the monthly contract of the payment plan arrangement may result in suspension from class or termination. Diplomas, certificates, transcripts, and other records may be withheld pending full payment of the student's financial obligation and could place the student in a "non-full completion" status. If it is evident that a student has no intention of paying his/her obligation to the school, the account may be referred for collection. Should any funding monies become available, students are expected to apply such funds to their school account in order to reduce their school bill. Unwillingness to obtain financial aid, when available, may make the balance of the student's contract due and payable up to the amount of aid that is available. Students may speak to the school's Accounting Department for further details concerning payment plan arrangements and financial aid.

IV. CANCELLATION AND REFUND POLICY

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance, defined as the last day a student had academically related activity;
- School determined withdrawal date, defined as the date that an institution determined that a student was no longer in school;
- The date of receipt of written notice from the student; or
- After 10 consecutive absences following the last date of attendance

If tuition and fees are collected in advance of entrance, and if after the expiration of the 72-hour cancellation privilege or the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum amount chargeable to a student will be the pro rata portion of tuition, fees, and other charges in which the student has accumulated during his/her enrollment. The total amount of tuition chargeable to a student will be based on the percentage of hours a student has attended during his/her enrollment. If the student has completed 75 percent or more of the total number of hours within the program, the student will bear the full cost of tuition. If after all pro rata charges for tuition, fees, and other charges and after all Title IV / other grants (VA, DARS, WIOA, etc.) refunds have been completed (Federal Policy on Return of Title IV Funds), and a credit remains on a student's account, a refund will be issued to a student no more than 14 days after all refunds have been completed.

Refunds for items of extra expense to the student such as books, fees, or other school related supplies will be accounted for during the completion of the TWC Refund Calculation Worksheet. The student is not required to purchase instructional supplies or books until such time as these materials are required. Once these materials are purchased, no refund will be made. The school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status or after the 75 percent completion mark and requests a grade at the time of withdrawal, shall be given a grade of "incomplete." The student will also be permitted to reenroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the school;
- If the course of instruction is discontinued while a student is actively enrolled in the program and this prevents the student from completing the course; or
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

If a student withdraws from the institute as a result of being called to active duty in a military service of the United States or the Texas National Guard, the student may select one of the following options for the program they are currently enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - satisfactorily completed at least 90 percent of the required coursework for the program; and
 - demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Federal Policy on Return of Title IV Funds

The return of Title IV Funds follows four stages:

Stage 1: Calculation of Title IV Disbursements applied toward a student's account

- The calculation of Title IV disbursements will consist of any disbursements received in the payment period in which the student withdrew.
- The calculation may also consist of any Title IV aid that could have been disbursed to the student for the payment period in which the student withdrew.

Stage 2: Percentage of Title IV Aid Earned:

The Financial Aid Office will submit an R2T4 Form to DJA Financial Aid Services, Inc. (DJA), Valley Grande Institute's third party servicer, who in turn calculates the total percentage of Title IV Aid earned within the payment period:

- The number of actual hours completed by the student in the payment period is divided by the total number of hours in the payment period in which the student withdrew.
- $\text{Actual Hours} \div \text{Total Hours in the Payment Period} = \text{Percentage Completed}$
- If the calculated percentage completed in the payment period exceeds 60%, then the student has "earned" all the Title IV aid within the payment period.

Stage 3: Amount of Title IV Earned by the Student

After receipt of the R2T4 calculations from DJA, the total amount earned by the student in the payment period is as follows:

- The percentage of Title IV aid earned (Stage 2) multiplied by the total amount of Title IV aid disbursed or Title IV Aid that could have been disbursed for the payment period in which the student withdrew.
- $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$, or
- $\text{Total Aid which could have been disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$

Stage 4: Amount of Title IV Aid to be Disbursed or Returned:

- If all Title IV funding has been disbursed, earned, and no credit remains on a student's account (See Refund Policy), no further action is required.
- If any Title IV funding is pending to be disbursed, the Financial Aid officer will contact the student for a Post Withdrawal Disbursement. A Post Withdrawal Disbursement form is used to allow the institution to request, with the student's written consent, any pending Title IV disbursement the student has earned but did not receive prior to withdrawing.
- If the total amount of financial aid that was disbursed is greater than the total amount of financial aid earned, the difference must be returned to the appropriate Title IV financial aid program. $\text{Total Disbursed Financial Aid} - \text{Total Financial Aid Earned} = \text{Unearned Aid to be Returned}$.

Order of Title IV Aid Returned, Based on Financial Aid Disbursed

- a. Federal Direct PLUS Loan
- b. Federal Direct Loan
- c. Federal Pell
- d. Federal Supplemental Educational Opportunity Grant (FSEOG)

Funding received from other sources (VA, DARS, WIOA, etc.), if applicable, will be returned in the order they are received.

Loans must be repaid by the loan borrower as outlined in the terms of the borrower's promissory note.

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin 6 Months from the day of the withdrawal from Valley Grande Institute. The student should contact the lender if the student has questions regarding their grace period or repayment status.

Responsibility of the Institution & the Student Regarding Title IV Refunds

It is the school's responsibility regarding the Return of Title IV Funds policy to:

- Identify and provide each student with the information given in this policy
- Complete the Return of Title IV Funds calculation (R2T4)
- Inform students of the result of the R2T4 calculation and any balance owed to the institute
- Return any unearned/over payment of Title IV funds to the appropriate agency(s).
- If applicable, notify any entity of the student's withdrawal
- Notify students of eligibility for a Post-Withdraw Disbursement

It is the student's responsibility regarding the Return of Title IV Funds policy to:

- Become familiar with the Return of Title IV Funds policy and how withdrawing from all courses affects eligibility for future Title IV aid; and,
- Resolve any outstanding balance owed to Valley Grande Institute resulting from any required return of unearned Title IV aid.

How to Determine the Date Enrollment Ceased (Withdrawal Date)

Student withdrawal dates are determined either through student-initiated withdrawal or through VGI administrative withdrawal. Student-initiated withdrawal occurs when the student notifies VGI of his/her intent to withdraw. Administrative withdrawal occurs when VGI determines that a student is no longer enrolled due to any of the following reasons: a student's lack of satisfactory academic progress, the student's failure to pay tuition, any misconduct by the student, or if after 10 consecutive absents.

Student-initiated Withdrawal Date: The student-initiated withdrawal date is the date the student notified the institute of the intent to withdraw.

Administrative Withdrawal Date: The administrative withdrawal date is the date the administration withdrew the student.

Post-Withdrawal Disbursement

If a student has earned all funds within a payment period but funds were not disbursed, the student may qualify for a Post-Withdrawal Disbursement. A Post-Withdrawal disbursement is a disbursement that is requested after a student has withdrawn/been withdrawn from the

program. A Title IV disbursement can only be requested after the student has withdrawn if the following criteria has been met: 1) the student is not on verification or has been cleared from verification prior to withdrawal 2) the student has earned but has not received the Title IV aid for the payment period, 3) the student has authorized the school to request the funds. The school is unable to request any Direct Loan/Direct Plus Loan after a student has withdrawn or has been withdrawn from the program without the student's/parent's consent. The institution is able to request a Post-Withdrawal Pell Grant and apply it to a student's account without the written consent from the student.

The student, or parent in the case of a Direct PLUS Loan, may choose to decline or accept the full or partial amount of Direct Loan/Direct PLUS Loan that has been earned within the payment period. If the student/parent does accept any post-withdrawal funds, Valley Grande Institute will apply the disbursement(s) towards tuition and fees. If the student/parent accepts a post-withdrawal disbursement but requests the funds not be applied towards the student's account, VGI will release the funds to the student. If the student/parent requests the funds to be released to them and not be applied towards the student's account, the student/parent will be responsible for the repayment of the funds as well as any institutional tuition and fees charged. If the student/parent declines to accept the post-withdrawal disbursement, all chargeable tuition and fees will be billed to the student.

Amount to Be Returned by the Student

At the point a student receiving Title IV funds withdraws or is administratively withdrawn, the Financial Aid Office completes the R2T4 calculation which determines the amount of Title IV funding that may need to be returned. The institute will be required to return any unearned funds based on the R2T4 calculations. If after all the required funds are returned and a credit balance remains on a student's account a credit will be issued to the student (See **Refund Policy**).

Refund Policy for Seminar Students

Refund computations will be based on the period of enrollment computed on basis of course time (clock hours). The effective date of termination for refund purposes will be the earliest of the following:

- The last date of attendance; or
- The date of receipt of written notice from the student.

If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

A full refund of all tuition and fees is due in each of the following cases:

- An enrollee is not accepted by the school;
- If the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refunds for Non-Financial Aid Students

Refunds made for students, who are not under the Title IV Financial Aid Programs, will be calculated according to the refund regulations and codes as stipulated by the Texas Workforce Commission- proprietary schools section.

This refund process is outlined fully in this catalog (See "Cancellation and Refund Policy") and complies with Texas Workforce Commission Statement: PS-023R, 10/01.

Refund Deadline

When the amount received by the school from the student, or from financial aid programs for the student, exceeds the amount earned by the school when the student terminates, withdraws or completes the program, a refund is due and must be distributed in accordance with federal and state regulations. The refund will be made within 14 days after the date-time as listed below.

When is a student terminated by the school?

- When the student exceeds 10 consecutive absences - the date in which the student exceeds 7 consecutive absences
- When the student does not return from a documented leave of absence
- When the student violates school policy - the date determined by the school that the student would be dismissed.
- When the student exceeds 10% absences within the payment period - the date on which the student exceeded 10% absences in the payment period
- When the student exceeds 20% absences for the entire program - the date on which the student exceeded 20% absences in the entire program

When the student provides written notice of withdrawal, which is recorded on the date the school receives the written notice from the student.

Amount Due to the School

When a student is terminated or withdraws and the monies received by the school from the student or the financial aid institution is not sufficient to pay the total amount due to the school, the student's total balance owed becomes due and payable.

The student may make payment arrangements with the school's Accounting office, if needed. Failure to pay the balance may result in the withholding of transcripts, diplomas and other school records until satisfactory arrangements are made. Not fulfilling payment arrangements may preclude a student from enrolling in a subsequent enrollment period.

Students withdrawing from school must report to the Program Director. After recording the withdrawal information, the Program Director will issue a "withdrawal voucher" to the School Registrar who will then submit to the financial aid office. The "withdrawal voucher" will serve as the official notice of withdrawal from the student.

For the student who withdraws after attending 60% of the total hours in a payment period at Valley Grande Institute for Academic Studies, the Return of Title IV funds policy will not apply. Therefore, the student will be responsible for 100% of his/her institutional costs.

If a student withdraws prior to the 60% total hours in the payment period, the unearned amount of title IV funds will be calculated and returned to the proper source within 45 days of the student's withdrawal date. Any funds that are credited to student's account will be returned in the following sequence as is required by the 34 CFR 668.22:

- a. Federal Direct PLUS Loan
- b. Federal Direct Loan
- c. Federal Pell
- d. Federal Supplemental Educational Opportunity Grant (FSEOG)
- e. State assistance (according to state guidelines)
- f. To the student if any credit remains

Students funded by funding sources other than Title IV programs will have their refunds calculated under T.W.C. Refund Regulations and Codes (see Refund Policy).

V. FINANCIAL AID

Valley Grande Institute for Academic Studies offers a variety of financial assistance programs. Students who are eligible can use such funds to defray tuition cost, and in this way increase the possibility to receive an education. Monies available through these financial aid programs can be in the form of a grant, a loan, work study, scholarship or a combination of the above.

For more information on Financial Aid, contact the financial aid office located in the Administration Building at 345 South Texas Blvd., Weslaco, TX. 78596.

Federal Pell Grant

All eligible students can apply for a Pell Grant, which is an entitlement program that provides Federal grant monies for students.

To receive the maximum amount of monies the student must be enrolled as a full-time student. Students who are part-time can also receive monies, but the amount is prorated according to the student's hours in school attendance.

Federal Direct Loan Program

Eligible students can apply for a Federally Subsidized Loan, such as the Stafford Student Loan Program. These are low interest loans and are funded through credit unions, banks, and commercial financial institutions. Loans through the State of Texas are administered through the Hanson-Hazelwood Student Loan Program.

Repayments of Stafford Loans commence six (6) months after the student stops taking course work. Students must be enrolled at least as a half-time student and making satisfactory academic progress, to be eligible for application. See the Financial Aid Office for details and application forms.

Federal Direct PLUS Loan Program

These funds are available for parents who are willing to borrow money to help finance their children's education. Repayment of loans begins 60 days after the financial loan disbursement.

Federal Supplemental Educational Opportunity Grant Program

See Financial Aid office for more information.

Veterans Administration Educational Benefits

Valley Grande Institute for Academic Studies is approved to train Veterans as outlined by the Veterans Administration Provisions. For eligibility criteria, contact the school's Financial Aid office.

Title IV Credit Balance

Title IV aid is federal aid that is awarded to a student as a result of completing the Free Application for Federal Student Aid (FAFSA) and submitting required documents to verify a student's eligibility for this aid. Title IV aid consists of the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loan
- Federal Direct PLUS Loan

A Title IV Credit Balance exists when a student's Title IV funds for a payment period exceed the institutional charges within the payment period. This excess amount is issued to the student unless, the Title IV Credit Balance is the result of a Federal Direct PLUS Loan, in which case it will be issued to the parent borrower.

A Title IV Credit Balance will be issued to the student/parent no later than 14 days in either of the following instances: 1) the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period; 2) the balance occurred if the credit balance occurred after the first day of class of a payment period. In cases when a Title IV Credit Balance is derived from a Federal Direct PLUS Loan, the parent may authorize the institution, in writing, to issue the credit balance to the student. A student issued a Title IV Credit Balance is not required to apply the funds towards tuition and fees however, if the student has a balance generated from the Title IV Credit Balance, the student will be responsible for the balance. Payment for this balance will be due immediately. If payment for the remaining balance is not made, it may result in suspension from class, termination, or withholding of copies of school records (see Payment Arrangements and Issuing of Documents).

The institution is allowed to apply up to \$200.00 from prior-year charges to current payment period disbursements.

General Policies

- Regardless of the financial aid program, a student must first be admitted to the school and enrolled in a specific program, before applying for financial aid.
- All applications are made through the school's Financial Aid office, and all advising is without obligation.
- Satisfactory Academic Progress: criteria for Financial Aid measurement of a student's satisfactory academic progress (SAP). A student who is enrolled in a program must maintain a 2.0 GPA for three courses as the student progresses through a program.

This includes the course being taken at the time of evaluation, and two that immediately precede that course. Progress reports are issued every three weeks during a student's program.

- Financial Aid Warning: when a student fails to meet financial aid SAP standards, the student will be placed on financial aid warning status. The student will be notified by the school's Registrar in writing. Such students will still be eligible for financial aid; however, these students must make satisfactory academic progress during the period of the course they are in warning status, to continue as eligible for financial aid.
- Financial Aid Probation: if a student does not meet the requirements for SAP while on financial aid warning status, the student will be placed on financial aid suspension. The student will be notified by the school's Registrar in writing. Such a student will not be eligible for any type of Federal or State Aid when in the status of suspension.
- Reinstatement of Financial Aid: for a student to be considered for financial aid reinstatement for a subsequent period after financial aid suspension, the student must enroll for the remaining courses of the program, pay enrollment expenses, and maintain a 2.0 GPA for the first course taken in the program period. A student who maintains this requirement of reinstatement will be placed back on financial aid probation and will be eligible for financial aid. A student passing two sequential courses for the program period, thus maintaining SAP, will be put back on regular standing.
- Appeal Process: any student, whose eligibility for financial aid has been suspended, may appeal the decision. This must be done in writing, and delivered to the Financial Aid office. The financial aid officer will notify the student by letter of the director's decision on the appeal. If the student is not satisfied with the director's decision, the student may appeal to the Financial Aid Appeals Committee within five days after receiving the letter from the Financial Aid Director. This request must be by letter and submitted to the Financial Aid Director. The student will be notified by letter of the committee's decision. The Financial Aid Appeals Committee's decision is final.
- Students receiving financial aid must abide by the attendance requirements of the school. (See "Termination Due to Absence").
- Visit with Financial Aid office for additional grants and loans that may be available.
- Refunds for Financial Aid students, See "Cancellation and Refund Policy" in this catalog.

VI. ACADEMIC INFORMATION

All programs are clock hour based. There is no conversion of clock hours to semester or quarter hours for any course or program. Class and laboratory periods are based on 60-minute periods which include a 10-minute break. The clinical hours follow the work schedule setting of the clinical site in which students are required to complete up to 8 clock hours per day.

Satisfying Program Requirements by Placement Examination

Prospective students wishing to satisfy program requirements by placement examination must notify the admissions representative who will then require the prospective student to submit information verifying his/her educational status, training and experience. The Dean of Education will review the material and determine whether a placement exam is warranted.

Placement examinations are provided at no cost to prospective students, prior to enrollment. The minimum score required to successfully pass a placement examination is 80%. It must be noted that no academic credit will be given.

The Dean of Education may waive a placement exam if the prospective student can provide adequate documentation of having taken similar courses previously, or having applicable work experience or training. See limitations regarding this policy under "Readmission Policy" in this catalog.

Advance Placement for Experiential Learning

The school does not give course credit or advance placement for experiential learning.

Transferability of Credits

Any student transferring from another institution to Valley Grande Institute is eligible for admission if the student is eligible for readmission to the institution previously attended and if the institution previously attended is an approved school or an accredited institution. Other institutions are not obligated to accept transfer course hours from Valley Grande Institute for Academic Studies.

Academic course hours and tuition credit will be given for courses completed at another accredited institution. Only those accrediting agencies recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) are considered accredited institutions". However, the request must occur at the time of application and must be reviewed and approved by the Dean of

Page | 35

Education.

Transferring students must produce an official transcript at the time of application. Courses completed outside the United States must be evaluated for US equivalency by a credential evaluation service provider recognized by the National Association of Credential Evaluations Services (NACES) and/or the Association of International Credential Evaluators, Inc. (AICE).

Valley Grande Institute for Academic Studies students repeating a program will receive academic and tuition credit for courses completed if such courses meet program requirements. Students may be required to audit courses previously completed.

Academic Progress, Grading, Monitoring and Progress Reports

The following policy governs the measurement of a student's academic progress.

The grading system is used to evaluate and determine a student's academic progress. A grading period has been incorporated into the grading system in order to monitor student progress.

For programs lasting 200 clock hours or less, the student's cumulative grades are calculated and recorded both at the midpoint and at the end of the program. The grade results will be used to evaluate the student's academic progress and completion of program objectives. Progress reports are available to the students at these periods; however, students may request a progress report at any time during the program.

For programs lasting longer than 200 clock hours, a student's cumulative grades are calculated and recorded at the end of each three-week period. The grade results will be used to evaluate the student's academic progress and completion of program objectives. Progress reports are available to students at these periods. Students may request a program report at any time during the program session.

If a student demonstrates clinical incompetence or is failing, the instructor will meet with the student to determine the student's needs. Assistance, which includes counseling by the teacher or the school counselor plus added teacher assistance and additional reading or laboratory assignment, will be made available to the student at no additional cost. The school will attempt to provide assistance to every student who may require such interventions in the program.

The grading system used to record a student's academic progress is:

Vocational Nursing		Allied Health	
A	92-100%	A	90-100%
B	83-91%	B	80-89%
C	78-82%	C	70-79%
D	-----	D	-----
F	Below 78%	F	Below 70%
A = 4 Points, B = 3 Points, C = 2 Points, D = 1 Point			
Pass or Fail for Clinical Courses			

The details on how grades are calculated, in terms of tests scores, homework, quizzes, etc., are given to every student in the form of a syllabus during the first-class period of every new class session. The grading procedure is discussed by the instructor, which enables students to ask questions and understand the evaluation process. Each instructor has the freedom to assign specific values to tests, quizzes, exams, etc.

Satisfactory Academic Progress

A student will be considered making Satisfactory Academic Progress by maintaining an overall grade of 78% for Vocational Nursing and 70% in all other Allied Health programs. All students will receive a progress report at the end of every three weeks for each course enrolled.

The Satisfactory Academic Progress measurement period for Vocational Nursing is 16 weeks. Vocational nursing students' academic progress is first measured at 8 weeks, the midpoint of the 16-week period. Each student is expected to maintain satisfactory progress by earning no grade lower than a "C" in any given course, but whose cumulative grades for each 16 weeks will not fall below a 2.0 average. If any student's cumulative grade falls below 2.0, that student will be placed on probation for the second ½ of the 16-week period, and financial aid will continue. During the 16-week period, students will receive three-week progress reports. If at the mid-point of the next 16-week mark, the grade has improved, the student returns to satisfactory progress. If the student's grade has not improved by the end of the 16-week period, the student will be terminated from the program. In addition, if the record shows that the student has failed a course at the end of the first 16-week period, they will be dropped from the program, regardless of the cumulative grade point average.

As previously stated, all Vocational Nursing students will receive a progress report at the end of every three weeks for each course during the full 52-week program. The progress reports will provide advising and instructor assistance to all but especially to the student who may not be doing satisfactory work.

Vocational Nursing students must meet established minimum standards of achievement with regard to cumulative grade point average (CGPA) and successful course completion while enrolled. The student progress will be evaluated in accordance with the maximum time frame (MTF Policy), in that the student must complete his or her educational program for graduation in a period no longer than 1.5 times the standard program length of 55 weeks which is 82 weeks.

Program Completion and Length

In order for a student to maintain satisfactory academic progress, the student must complete all program objectives within the clock hours assigned for completion of the program. However, in extraordinary circumstances, the instructor, with agreement from the Program Director, may grant the student permission to complete the program outside the assigned clock hours for the program. Any extension of time will not exceed 150% of the normal program length, in which all the educational objectives must be completed. Students who do not comply with this policy will be asked to withdraw from the program by the Program Director.

Withdrawal from Courses

A student withdrawing from a course will receive the grade of "W" for the course. This withdrawal be originated by the student, the course instructor or the appropriate administrator. Students must follow the following procedures to withdraw from a course:

1. Request a withdrawal form from the School Registrar
2. Complete and submit the withdrawal form to the School Registrar
3. Form must be completed and submitted within one week (7 days) after any grading period

Students failing a course and who do not follow the withdrawal procedure will be given the grade of "F" for the course.

Repeat Courses or Programs

Students repeating a course may not receive additional credit for the repeated course. It is policy that only the last grade received in a course, whether passing or failing, will become part of the student's cumulative grade. It must be noted that all courses taken will be recorded on the student transcript. Students repeating a course must comply with all policies that govern "satisfactory academic progress". Students repeating a program will get credit for courses previously completed satisfactorily.

Transfer Courses

A grade of "T" is listed on the transcript for any course that a student has taken at another institution that has been accepted by VGI. Courses with a grade of "T" are listed on the transcript to identify which courses have been accepted into the program to satisfy graduation requirements. A grade of "T" does not enter into the GPA calculation. A grade of "T" is not included in the rate of progress for Program Completion and Length as hours attempted nor as hours earned.

Incomplete Grades

An "Incomplete" or "I", may be given at the Instructor's discretion if a student is passing the course at the time final grades are recorded, but

has not completed all the assignments required for a final grade. Incomplete grades must be cleared from the student's record within two (2) weeks of the end of the grading period in which the incomplete grade was given. To clear an incomplete grade, the student must meet with the Instructor and make arrangements to complete the outstanding assignments. Upon satisfactory completion of the outstanding assignments, the Instructor will then officially change the "I" grade to an appropriate grade. At the end of the allowed two-week period, a grade of zero (0) will be given for any remaining incomplete and a new final grade will be computed.

In addition, under Texas Education Code Sect (c) 132.061, a student who is obligated for the full tuition may request a grade of "Incomplete", if the student withdraws for an appropriate reason unrelated to the student's academic status. This policy will allow the student receiving a grade of "Incomplete" to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Non-Credit (Audit) and Remedial Courses

Students enrolled in non-credit (audit) or remedial courses have the same full rights and privileges as offered to other students, these include the use of laboratory facilities, test taking, etc. Students are subject to the same responsibilities, in terms of classroom policies, as all other students. However, the student will not be subject to termination for excessive absences. For these courses, the student will receive a grade of N.C. (not for credit). A student may take a course for credit after having taken it as a non-credit or remedial course. A non-credit course, or remedial course, will not be used to determine status of "good standing" or "satisfactory progress".

Probation for Unsatisfactory Academic Progress

Students who are failing will be classified as not making satisfactory academic progress. Student will be placed on probation for one grading period. For programs greater than 200 clock hours, a student's progress is evaluated every three weeks. If the student fails to regain the level of satisfactory academic progress during the probation period, the student will be terminated and will not be allowed to reenroll after termination, for a minimum of one grading period.

Students on termination status will be interviewed by the Dean of Education, the Program Director, and the Instructor prior to their being allowed to reenter school. A student on probation, who subsequently achieves "Satisfactory Academic Progress" for the course for which he/she was placed on probation, but does not raise his/her cumulative grade average to a passing level during that grading period, may be allowed one more grading period to achieve a cumulative satisfactory academic progress report. If there is no satisfactory academic progress at this point, the student is terminated. Vocational Nursing Students, refer to the "Vocational Nursing Handbook".

Academic Progress Status Appeal Procedures

Upon being informed of unsuccessfully meeting the academic progress requirements, a student may wish to appeal the determination. To make an appeal the following procedures must be followed:

The student must first provide a written statement detailing facts relevant to the appeal and distribute the written statement to the Program Director and the Dean of Education. The student must first attempt to resolve the issue with the Instructor teaching the course. If the Instructor cannot resolve the issue to the student's satisfaction, the student may then request a meeting with the Instructor and Program Director. If the meeting with the Instructor and Program Director does not provide a resolution, the student may then request a meeting with the Instructor and the Dean of Education. Their decision on the student's status is final.

Satisfactory Academic Progress: Criteria for Financial Aid

The measurement of a student's Satisfactory Academic Progress (SAP) enrolled in a program is that the student must maintain a 2.0 GPA for three courses as the student progresses through a program. This includes the course being taken at the time of evaluation, and two that immediately precede that course. Progress reports are issued every three weeks during a student's program.

Financial Aid Warning

When a student fails to meet Financial Aid SAP Standards, the student will be placed on Financial Aid Warning status. Such students will still be eligible for financial aid; however, these students must make satisfactory academic progress during the period of the course they are in warning status, to continue as eligible for financial aid.

Financial Aid Probation

If a student does not meet the requirements for SAP while on Financial Aid Warning status, the student will be placed on financial aid suspension. Such a student will not be eligible for any type of Federal or State Aid while on suspension status.

For a student to be considered for financial aid reinstatement for a subsequent period after financial aid suspension, the student must enroll for the remaining courses of the program, pay enrollment expenses, and maintain a 2.0 GPA for the first course taken in the program period. A student who maintains this requirement of reinstatement will be placed back on financial aid probation and will be eligible for financial aid. A student passing two sequential courses for the program period, thus maintained SAP, will be put back on regular standing.

Appeal Process

Any student whose eligibility for financial aid has been suspended may appeal the decision. This must be done in writing, and delivered to the school's Financial Aid office. The Financial Aid Director will notify the student, in writing, of the director's decision on the appeal. If the student is not satisfied with the director's decision, the student may appeal to the Financial Aid Appeals Committee within five days after receiving the letter from the Financial Aid Director. This request must be in writing and submitted to the Financial Aid Officer. The student will be notified in writing of the committee's decision. The Financial Aid Appeals Committee's decision is final.

Graduation Requirements

Students who successfully complete all classroom, laboratory, and externship portions of their program will be classified as "program completer". Students not meeting additional graduation requirements, which include financial obligations, return of equipment and books on loan etc., will remain as "program completer" and entered into the system as such. Upon fulfillment of all graduation requirements to the school, the student is then considered a graduate and awarded a certificate of completion.

Students classified as a program completer are not eligible to participate in the graduation ceremony. Only program graduates are eligible to participate in the school's graduation ceremony.

Students' official transcripts and certificates of completion will not be issued to the student, or any agency requesting such information, until all graduation obligations to the school have been fulfilled.

Credentialing/Licensure Examinations

Graduates of the Vocational Nursing program must pass a licensure examination required by the Texas Board of Nursing and obtain a license as a Vocational Nurse in order to qualify for employment.

Credentialing and/or licensure for the Allied Health programs are not required in the state of Texas, however, may be required in some states to work in the field, is often required by employers, and is encouraged for graduates. During the admissions process, students will be informed of credentialing and/or licensure requirements for their program of study.

Students who fail licensing or certifying examinations are permitted to attend those classes pertaining to the area(s) failed. There is no tuition charge for this service; however, students must purchase any required learning materials and school parking sticker. Before planning for this arrangement, students must be approved by the Dean of Education.

Transcripts

Transcripts are only issued at the request of the student. Official transcripts are only issued to educational institutions or bonifide agencies. Students are issued "student unofficial transcript". Transcripts will not be issued without financial clearance and approval from the school's Accounting office.

VII. STUDENT SERVICES

Student Services are available to all students who may need assistance with particular services which will enhance their educational, personal, and career opportunities. Student Services will assist students in areas of need that might interfere with the completion of their program.

Program Faculty is committed to assisting students with tutoring, skills, and lab assistance. Faculty will monitor the students progress throughout the duration of the program, and they will conference with students who are at academic or attendance risk. Should it be necessary, Faculty will recommend and/or schedule tutoring for at-risk students. Tutoring is available at no cost to the student. In addition, students may initiate tutoring sessions by contacting their Instructor or Director for assistance with academics and skills.

Students having problems in the area of academics, transportation, medical assistance, tardiness, absences, finances, social, etc. should first visit with their Program Director who will further assist them with their request. The service is provided by the school as part of its student support plan and is available to all students.

Should it be necessary, the school will refer students to outside consultants or agencies who can assist the student with their individual needs. Students experiencing personal problems, which may require professional assistance, will be referred to the appropriate agencies.

Career Services

For job placement assistance, students must visit the Career Services Department.

Financial Aid Assistance

Financial aid questions should be directed to the Finance Specialist.

Student Housing

Valley Grande Institute does not offer student housing. Students must make arrangements for their own housing needs. Should students need assistance with locating an apartment near the campus, the school can provide names of complexes in the general vicinity of the campus. Should the student need school attendance or referral letters from the school, the school will also assist in this way.

Resources

Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, publisher provided information (via CD, DVD, or website), instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives are available in the Resource Center.

VIII. ATTENDANCE POLICY

Recording Attendance and Absences

All students are expected to attend class regularly and punctually for both classroom instruction and externship. Class attendance will be recorded at the beginning of class as well as throughout the duration of class. Attendance for clinical instruction will also be recorded, and must be submitted by the student on a weekly basis, unless otherwise indicated by the Clinical Placement Department. It is the student's responsibility to notify the school or instructor about a possible absence as soon as the student recognizes that he/she will be absent. Vocational Nursing students are instructed to notify the Vocational Nursing Assistant Director. Refer to the Vocational Nursing Student Handbook for the entire policy.

Attendance Progress Evaluation (Title IV, Financial Aid Students)

There will be one Attendance evaluation done at the midpoint of the course. The school will evaluate attendance progress on the basis of hours attended. At this evaluation point, the student will have attended at least half of the total number of hours required to complete the program in order to qualify for the second half disbursement of financial aid.

Tardies / Leaving Class Early

Students who are tardy to class more than 15 minutes will be marked absent. In addition, students who leave class before the regular class-completion time schedule will be docked for actual time missed. Students who violate this policy on a regular basis will be counseled by the Instructor and Program Director, and are subject to termination.

For Vocational Nursing students, the maximum allowable time for absences and tardies will be no more than **twenty (20) hours** in both clinical and theory per level. Therefore, the maximum allowable time for absences and tardies throughout entire the VN Program will be no more than **sixty (60) hours** for both clinical and theory. **Failure to follow VGI's Vocational Nursing Attendance Policy may result in termination from the program.**

Students must report regularly and promptly to class and clinical. If a student is unable to attend class or clinical due to illness or emergency circumstances, the student must notify their faculty via email **before** his/her scheduled class or clinical. If email is not available, the student may call the vocational nursing mobile phone at 956-376-1758 and leave a voice message identifying themselves and noting the situation.

Please note that it is everyone's responsibility to track his/her own absent/tardy hours to ensure they do not exceed the maximum allowed hours (20) per level.

Students are responsible for making up any missed assignments and for obtaining any missed lecture materials. **Quizzes and final exams may not be made up, regardless of the reason for being absent or tardy.**

Make-up tests will be taken at the discretion of the instructor and may be in any format. The make-up exam must be taken before the next scheduled exam in that class.

If a student fails to sign the attendance roster, he/she will be counted absent. Students should not request to sign the attendance roster after class time. On final exam days, only one sign-in is required.

Students will be counted tardy after 5 minutes from the start of the class period; each tardy equals (1) hour of absence. Repeatedly leaving the classroom/skills lab will not be tolerated. If this occurs, it is a disruption to other students' learning, and your time out of the classroom/lab will be treated as a tardy.

Example 1: Class starts at 8:00 am, but you arrive at 8:06 am. One hour of your allotted absences will be deducted for being tardy.

Example 2: Class is in session, but you frequently leave and reenter the room throughout the lecture. One hour of time will be deducted from your allotted absences.

Students leaving early from class will have absence hours deducted beginning at the time they leave the class.

If a student arrives to clinical or clinical lab more than 15 minutes late, he/she will be sent home from clinical and will accrue absentee hours for the duration of the clinical/clinical lab. Students leaving early from clinical or clinical lab will have absence hours deducted beginning at the time they leave the site/lab.

Any absences or tardies must have accompanying documentation submitted to the Vocational Nursing Director **immediately** upon returning to class/clinical, such as a doctor's note, jury duty summons, or other.

For all students, such absences will count toward the TWC absence limitations. Students who continue to be tardy or absent and/or disrupt class may be referred, at the discretion of the instructor, to the Program / Dean of Education for counseling.

Make-up Work

Any assignments missed during an absence must be completed by the student. All make-up work must be completed before progressing to the next course, and only 5% of the course hours can be made up. Make-up course hours cannot be used to remove an absence from the record. All make-up course hours must be signed and dated by the student.

All students are responsible for make-up of assignments and study materials presented during their absence. Assigned quizzes during an absence may not be made up. If an announced test is missed during an absence, it can only be made up if the Vocational Nursing Director or Allied Health Director has been notified by the student prior to being absent. Make-up tests must be taken on the immediate day the student returns to class or at the discretion of the Instructor.

Termination Due to Absence

A student will be terminated for attendance violation when the student accumulates the lesser of the following number of absences:

- Students enrolled in program/course of more than 200 hours and where absences exceed 10% within a payment period or
- Students enrolled in program/course of more than 200 hours and where absences exceed 20% of the entire program or
- A student exceeds 10 consecutive days of absence or
- A student enrolled in a program/course or single subject of less than 200 clock hours and where absences exceed 25% of the total contract hours.
- For VA students, a student that exceeds 5 consecutive days of absence.
- Exceptions for absences in individual subjects due to mitigating circumstances must be approved by the Dean of Education.

When a student changes his/her program or reenrolls, the 10% payment period rule applies to the new program's total number of remaining hours.

Vocational Nursing students may also be disciplined and possibly terminated for the following violation/s:

- Exceeding the eight absences allowed by the program
- Exceeding three absences per level

Allied Health clinical students may be disciplined and/or terminated for the following:

- Absent three days or more from externship
- Absent from externship without notifying the school and clinical site
- Not completing the daily time-assignment requirement of the clinical.

Re-instatement after Absences/Termination

Students terminated for violation of the attendance policy may not reenter school before the start of the next grading period.

For Vocational Nursing students, see Vocational Nursing Student Handbook for VN policies.

Leave of Absence

The Dean of Education may grant a leave of absence where there is sufficient cause. A leave of absence will not exceed:

- Six school days for programs with 200 clock hours or less
- Fifteen school days for programs above 200 clock hours but less than 800 clock hours
- For programs above 800 clock hours, the leave of absence will not exceed 21 school days.

Students on a leave of absence must return on the date assigned for return. If the student does not return on the assigned date, the student will be terminated from the school on that day. Students granted a leave of absence will not incur any additional costs, because of the leave of absence.

Seminar students shall not be granted leaves of absence.

A student may be granted only one leave of absence per 12-month calendar period. School attendance records will clearly define the dates of the leave of absence and why granted. Such a statement will be signed by the student and Dean of Education, and recorded in the student's file.

Class Entrance Deadline

For each grading period, students will not be allowed to start class in any course after the third class day. This applies to new and continuing students.

IX. STUDENT CONDUCT POLICY

General Conduct Policies

Students are expected to conduct themselves within the bounds of acceptable behavior and appearance, as defined in this catalog and judgment of the Dean of Education. Those who do not conduct themselves in this manner may be subject to disciplinary action, up to, and including termination. Violation of civil law will be reported to the appropriate authorities.

Conduct violations on campus that may result in disciplinary action or termination include, but are not limited to:

- Unlawful possession, use, distribution, or attempted unlawful possession, use or distribution, of drugs and/or alcohol.
- Destruction or damage of personal or school property
- Reckless driving or parking violations on campus
- Hazing of students or initiation that is dangerous, harmful, or degrading
- Disruption or obstruction of instruction, classroom activity, research, administrative activity, or other school activity on campus (this includes tardiness, talking in class, making noise, etc.)
- Forceful or illegal entry into any area of the school property
- Cheating or stealing
- Distributing or posting of materials, publications, leaflets or other printed materials without prior permission from the school administration
- Soliciting or other commercial activities without the school's permission
- Disobedience or insubordination to faculty or staff
- Fighting or abusive behavior towards others
- Possessions of firearms, fireworks, explosives, or any other weapons
- Illegal activities or other actions deemed inappropriate by the Dean of Education
- False alarms or threats
- Sexual harassment of any kind
- Use of cell-phones and headphones is prohibited in all classes
- All sexual contact on school premises is considered sexual harassment, and is prohibited. Violators are subject to disciplinary action up to and including termination or expulsion.
- Violations of civil rights on campus that reflect unfavorably on the school may also be grounds for suspension or termination

Students suspended or terminated for disciplinary reasons will not be permitted on the school grounds without prior written approval by the Dean of Education. Suspended or terminated students who are allowed to reenter may do so at the start of the next grading period.

Students suspended or terminated for violating this conduct policy, may appeal the school's action.

Note: Although, concealed weapons may be allowed in Texas, they are not allowed on the campus of Valley Grande Institute for Academic Studies.

Student Parking

Parking is provided for all registered students. There are two parking areas, one parking area is on the north side of the main school building. The other larger parking area is across from the school building on the corner of 4th St. and Nebraska St. All parking permits must be displayed in the left-hand corner of the automobile's rear window.

Automobiles without valid permit stickers may be towed away at the owner's expense.

General Dress Code

Dress codes are in place so that students, during their training, can understand and learn how to meet the dress standards of their profession. Clinical facilities are particular and very strict about student dress and make no exceptions. The school dress code complies with most clinical facility requirements.

- Allied Health students and Nursing students are required to wear their designated uniforms while attending class and also during their clinical externship. The instructor will monitor students dress.
- Students must maintain proper personal grooming and hygiene.
- Students must wear their ID's at all times, including externship.
- Jewelry must be limited to wedding sets only. Large stones are discouraged, as they may cause injury to patients. Rings, bracelets, neck chains (except Med/Alert), friendship bands, necklaces, or other jewelry are not permitted during class or externship. Earrings may be worn but small studs only, limited to one stud per lobe. This applies to both male and female students. Nose rings, eyebrow rings, lip-rings, or tongue rings are not allowed.
- The student must wear a clean, neat professional hairstyle. Hair must be kept clean and well groomed, above the collar and away from the face at all times; hair color must be conservative and professional and not meant to attract negative attention. Hair rubber bands, bobby pins, etc. must be compatible to the hair color. Ribbons, colored barrettes, hair clips and head bands are **NOT** acceptable. Hair should be neatly arranged in such a manner as to not extend over the shoulder onto the patient or student's face, no loose ponytails or braids. All loose hair, including pony tails, must be restrained in a bun (men/women), and bangs will be worn above the eye brows. Male students must keep beards and mustaches clean and neatly trimmed, or be clean shaven, Hair clips, hair scrunchies, and barrettes should be as close to hair color as possible. Students in violation of any aspect of this policy will be dismissed from their class or clinical site. The incident will be documented and an absence will be recorded.

For all male students, hair must be kept short and trimmed; long hair is contained, neatly arranged in such a manner as to not extend over the shoulder onto the patient or student's face. Loose ponytails or braids will not be allowed.

In addition:

- Gum chewing is not allowed during any class, lab or clinical session.
- Overbearing perfume and heavy make-up are not allowed.
- Only clear nail polish may be worn. Nails must be kept short and clean. Acrylic or sculptured nails are not allowed.
- It is unprofessional to wear uniforms while shopping, visiting or attending errands.

Students will not be allowed to attend class, lab, or clinical if they fail to comply with the dress codes, and will be marked absent.

Additional Dress Code for Vocational Nursing

- White uniforms provided by the student must be worn to class and lab sessions. Stretch pants, sweat pants, t-shirts and double knit fabrics are not acceptable. The uniform design must be approved by the Vocational Nursing Department. Female students will need to purchase an approved white nursing cap (117#) to be worn at graduation.
- White uniforms are worn to all externships and must be clean and in good repair. Undergarments must be white or flesh colored.
- White nursing shoes with white socks or white hose are worn at all externship sites. No color-trimmed socks or colored tennis shoes may be worn.
- Name badges are supplied by the school and must be worn at all times, in class and to externship sites. It must be worn face out and clearly visible.

Additional Dress Code for Allied Health Students

- Students shall not wear shoes that are "open", such as sandals. Students will wear white or black professional shoes or tennis shoes.
- School approved scrubs will be worn at all times to class and externships. Scrubs will always be clean and pressed.
- Students will not be allowed to attend class, lab or externship if they fail to comply with the dress code, and will be marked absent.

XI. GRIEVANCE POLICY

All student grievances should first be communicated directly to the attention of the Instructor or staff member involved in the matter at hand. Grievances about activities, policies, procedures, and/or actions of the school should be brought to the attention of appropriate personnel in charge of such matters. A Grievance also includes discrimination in the areas of race, color, national origin, sex, disabilities or age. If the grievance cannot be resolved with the individual in question, the student should discuss the matter with the Instructor/staff member or with

the Program Director. Should the grievance still be unresolved, then the matter may be referred to the Dean of Education.

- If the student filing the grievance wishes to appeal the Program Director's decision, he/she may write a letter to the Dean of Education outlining the basis for dissatisfaction of the decision. The letter should also include recommendation from the student suggesting what the school may do to help resolve the grievance.
- This grievance letter will then be submitted to the Grievance Committee which is composed of faculty, staff and student representatives.
- The Grievance Committee will review all the information as deemed appropriate including, if necessary, an interview with the party making the complaint. The party making the complaint may be allowed to be accompanied by a witness.
- After reviewing and discussing the information submitted by the student, the Grievance Committee will submit a written statement with the committee's recommendation for resolution and their reason for arriving at the decision, to the Dean of Education.
- The Dean of Education may follow the recommendation of the committee or stay by his/her original decision. The Director will notify the person filing the grievance of the final decision.
- Each phase of the above process should be done by the appropriate person within 10 business days.
- The school will not arbitrate with a parent, relative, friend or any other person.
- The committee requires timelines for the review process, which include timeframes and deadlines for resolution. The grievance must be reported, in writing, within 3 days of the occurrence of the alleged grievance. The Grievance Committee will then meet and make a written recommendation to the Dean of Education recommending a course of action for the Dean of Education to follow in order to resolve the grievance. The Grievance Committee recommendation will be completed within 10 business days of receipt of the grievance.
- The Dean of Education will complete review of the Grievance Committee action within 10 business days of receipt of committee action, at which time a written report will be given to the individual making the grievance.

Any retaliatory action on behalf of Valley Grande Institute is PROHIBITED.

Should a student filing the grievance remain dissatisfied, he or she may forward the grievance to a State agency for review. State agencies include Texas Workforce Commission Career Schools and Colleges, Room 226T, 101 East 15th St., Austin, Texas 78778-0001; (512) 936-3100; <http://csc.twc.state.tx.us>.

Student may also contact Accrediting Bureau for Health Education Schools, 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043; (703) 917-9503; <http://www.abhes.org>.

XII. PLACEMENT ASSISTANCE

Job placement assistance is offered without charge to graduates. In most cases, students must successfully complete licensure or board certifying examinations before they can be placed. Early leavers will also be assisted in job search efforts. The Career Services Office will assist students in completing employment applications, write resumes, develop job leads, and review interviewing techniques. Valley Grande Institute for Academic Studies cannot guarantee employment. The school maintains a record of all student placements. Students must cooperate with the school and its Career Services staff to provide their placement information.

Programs and Course Descriptions

VOCATIONAL NURSING

The Vocational Nursing program is an intense 12-month certificate program that offers classroom instruction and related clinical practice in the basic areas of the nursing care of adults, children, maternity nursing, nursing care of the aged, and nursing care of individuals with mental health problems. The program is designed to prepare the student for entry-level employment in hospitals, nursing homes, doctors' offices, dental clinics, medical clinics, home health agencies, state and county medical services and other related health areas, as a responsible health care professional, and as one who is also able to function as a health care team member. Opportunity is provided for the student to learn and practice nursing skills in the laboratory and clinical site. The curriculum is also designed to assist students in their preparation for the NCLEX-PN licensure examination. Students receive a certificate of completion from Valley Grande Institute for Academic Studies in Vocational Nursing, and after graduation, student may be eligible to take the NCLEX-PN. In the clinical setting, the Vocational Nurse works under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist or dentist.

The Vocational Nursing program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Program Delivery: Residential
Vocational Nursing, C.I.P. Code: 51.3901
Vocational Nursing, Standard Occupational Code (S.O.C.): 29.2061

Vocational Nursing Course Outline

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
	Level One			
VNSG 1320	Anatomy & Physiology for Allied Health	48	0	0
VNSG 1122	Vocational Nursing Concepts	16	0	0
VNSG 1116	Nutrition	16	0	0
VNSG 1423	Basic Nursing Skills	32	128	0
VNSG 1133	Growth and Development	16	0	0
VNSG 1227	Essentials of Medication Administration	32	16	0
VNSG 1115	Disease Control and Prevention	16	0	0
VNSG 1361	Clinical	0	0	192
	Level Two			
VNSG 1126	Gerontology	16	0	0
VNSG 1234	Pediatrics	32	0	0
VNSG 1329	Medical Surgical Nursing I	48	0	0
VNSG 1331	Pharmacology	48	0	0
VNSG 2431	Advanced Nursing Skills	32	96	0
VNSG 2360	Clinical	0	0	288
	Level Three			
VNSG 1201	Mental Health and Mental Illness	32	0	0
VNSG 1230	Maternal Neonatal Nursing	32	0	0
VNSG 1219	Leadership and Professional Development	32	32	0
VNSG 1432	Medical Surgical Nursing II	64	0	0
VNSG 2462	Clinical	0	0	266
Total:		512	272	746
Total Clock Hours:		1530		
Program completion is approximately 12 months or 52 weeks				

Vocational Nursing Course Descriptions

VNSG 1320	Anatomy & Physiology for Allied Health	Lecture	Lab	Clinical
		48	0	0

Course Description: Study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

End-of-Course Outcomes: Identify the structure of each of the body systems, describe the functions of each body system, and discuss the interrelationship of systems in maintaining homeostasis.

Prerequisites: None

VNSG 1122	Vocational Nursing Concepts	Lecture	Lab	Clinical
		16	0	0

Course Description: Introduction to the nursing profession and its responsibilities; includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

End-of-Course Outcomes: Discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice

Prerequisite: None

VNSG 1116	Nutrition	Lecture	Lab	Clinical
		16	0	0

Course Description: Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

End-of-Course Outcomes: Identify the basic nutrients; discuss the role of nutrients in growth and development and health maintenance; and identify diet therapy associated with disease processes.

Prerequisite: None

VNSG 1423	Basic Nursing Skills	Lecture	Lab	Clinical
		32	128	0

Course Description: Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

End-of-Course Outcomes: Demonstrate competency in basic nursing skills; identify the steps in the nursing process; describe how each step relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care settings

Prerequisite: None

VNSG 1133	Growth and Development	Lecture	Lab	Clinical
		16	0	0

Course Description: Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

End-of-Course Outcomes: Identify the stages of growth and development throughout the life span; and list the factors which influence growth and development.

Prerequisite: None

VNSG 1227	Essentials of Medication Administration	Lecture	Lab	Clinical
		32	16	0

Course Description: General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

End-of-Course Outcomes: Demonstrate accurate dosage calculation; discuss safe medication administration; and accurately document medication administration.

Prerequisite: None

VNSG 1115	Disease Control and Prevention	Lecture	Lab	Clinical
		16	0	0

Course Description: Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions

End-of-Course Outcomes: Identify characteristics of common microorganisms; discuss the methods of preventing illness through utilization of standard precautions; and describe principles of aseptic techniques.

Prerequisite: None

VNSG 1361	Clinical I	Lecture	Lab	Clinical
		0	0	192

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Successful completion of all Level One courses

VNSG 1126	Gerontology	Lecture	Lab	Clinical
		16	0	0

Course Description: Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

End-of-Course Outcomes: Describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult.

Prerequisite: Successful completion of all prior level courses

VNSG 1234	Pediatrics	Lecture	Lab	Clinical
		32	0	0

Course Description: Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

End-of-Course Outcomes: Identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during health and disease; apply concepts of growth and development to the care of pediatric patients utilizing the nursing process

Prerequisite: Successful completion of all prior level courses

VNSG 1329	Medical Surgical Nursing I	Lecture	Lab	Clinical
		48	0	0

Course Description: Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

End-of-Course Outcomes: Identify the components of the health-illness continuum; identify prevalent medical-surgical conditions affecting the adult; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

Prerequisite: Successful completion of all prior level courses

VNSG 1331	Pharmacology	Lecture	Lab	Clinical
		48	0	0

Course Description: Fundamentals of medications and their diagnostic, therapeutic, and curative effects; includes nursing interventions utilizing the nursing process.

End-of-Course Outcomes: Identify properties, effects, and principles of pharmacotherapeutic agents; and list nursing interventions associated with the various pharmacotherapeutic agents.

Prerequisite: Successful completion of all prior level courses

VNSG 2431	Advanced Nursing Skills	Lecture	Lab	Clinical
		32	96	0

Course Description: Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

End-of-Course Outcomes: Demonstrate competency in advanced nursing skills; implement the steps in the nursing process and describe how each step relates to nursing care; discuss the delivery of advanced nursing skills in a variety of health care settings.

Prerequisite: Successful completion of all prior level courses

VNSG 2360	Clinical II	Lecture	Lab	Clinical
		0	0	288

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Successful completion of all prior level courses

VNSG 1201	Mental Health and Mental Illness	Lecture	Lab	Clinical
		32	0	0

Course Description: Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

End-of-Course Outcomes: Identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior

Prerequisite: Successful completion of all prior level courses

VNSG 1230	Maternal Neonatal Nursing	Lecture	Lab	Clinical
		32	0	0

Course Description: A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

End-of-Course Outcomes: Discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process

Prerequisite: Successful completion of all prior level courses

VNSG 1219	Leadership and Professional Development	Lecture	Lab	Clinical
		32	32	0

Course Description: Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

End-of-Course Outcomes: Describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education.

Prerequisite: Successful completion of all prior level courses

VNSG 1432	Medical Surgical Nursing II	Lecture	Lab	Clinical
		64	0	0

Course Description: Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

End-of-Course Outcomes: Explain the components of the health-illness continuum; assess prevalent medical-surgical conditions affecting the adult client; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

Prerequisite: Successful completion of all prior level courses

VNSG 2462	Clinical III	Lecture	Lab	Clinical
		0	0	266

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Successful completion of all prior level courses

PATIENT CARE TECHNICIAN

The 750-hour Patient Care Technician program is designed to train students for employment in a health-care delivery system. Students will demonstrate care-giving skills such as the specifics of patient care, management of safe clinical skills including clinical experience that will lead to competencies in ECG and Phlebotomy. The emphasis is on being able to work with new technology and to perform technical skills safely and proficiently. This multi-skilled program is designed to provide the students with insights on how to view other people and themselves to respond quickly to changing work settings and to be comfortable in dealing with a variety of assignments in an ethical manner. The student will demonstrate how to deal with stress response, infections, surgical procedures, nutrition hydration, diagnostic examination, and health communication. The student will identify those anatomical structures that relate to the cardiac cycle, electrical activity of the heart, patient preparation for lead placement, connecting cables to obtain ECG readings and how to identify abnormal rhythms. Students will identify general principles of venipuncture, blood glucose monitoring, interpretation of multiple laboratory tests, OSHA rules and regulations and clerical skills. They will also demonstrate venipuncture procedures. Students will demonstrate skills in medical office procedures such as scheduling patient appointments, billing, reimbursement, patient records and other office functions.

After successfully completing the program Valley Grande Institute for Academic Studies will issue a certificate of completion, this allows the graduate to take the National Center for Competency Testing Exam for Patient Care. The graduate can work as a Certified Nursing Assistant, Phlebotomist, and/or Electrocardiogram Technician and find job opportunities in hospitals, clinics, doctor's offices, nursing homes, home health agencies, blood bank organizations, and reference laboratories.

The Patient Care Technician program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Notice: Students enrolled in the PCT Program cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

Program Delivery: Residential

Patient Care Technician, C.I.P. Code: 51.3902, 51.1009, 51.0902,

Patient Care Technician, Standard Occupational Code (S.O.C.): 31-1011, 31-1014, 31-9097, 29-2031

Patient Care Technician Course Outline

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
PCT 100-H	Basic Anatomy & Physiology	6	0	0
PCT 101-H	Medical Terminology	3	0	0
PCT 102-H	Intro To Long Term Care	16	0	0
PCT 103-H	Mental Health, Social Needs and Social Skills	5	0	0
PCT 104-H	Restorative Services	0	2	0
PCT 105-H	Personal Care Skills	0	12	0
PCT 106-H	Basic Nursing Skills	0	16	0
PCT 107-H	Clinical Experience	0	0	40
PCT 108-E	Structures of the Heart	30	0	0
PCT 109-E	Electrical Activities of the Heart	30	30	0
PCT 110-E	Equipment & Patient Preparation	0	14	0
PCT 111-E	Lead Placement & Connecting Cables	0	45	0
PCT 112-E	Obtaining Tracings & ECG Readings	0	48	0
PCT 123-E	Medical Office Procedures	20	0	0
PCT 113-E	Clinical Experience	0	0	100
PCT 114-P	Intro to Phlebotomy	10	0	0
PCT 115-P	Anatomy of Vascular System	30	0	0
PCT 116-P	Phlebotomy Ethics	14	0	0
PCT 117-P	Lab Safety & Infections Control	20	0	0
PCT 118-P	Phlebotomy Procedures	0	62	0
PCT 119-P	Hematology	15	32	0
PCT 120-P	Urine & Body Fluids	15	35	0
PCT 121-P	Clinical Experience	0	0	100
Total		214	296	240
Total Clock Hours		750		
Program completion is approximately 7 months or 31 weeks				

Patient Care Technician Course Descriptions

PCT 100-H	Basic Anatomy & Physiology	Lecture	Lab	Clinical
		6	0	0

Course Description: Students will demonstrate a basic understanding of the structures and functions of the human body. They will also show an understanding of the typical diseases encountered in home care and nursing situations.

Prerequisite: None

PCT 101-H	Medical Terminology	Lecture	Lab	Clinical
		3	0	0

Course Description: Students will demonstrate a basic understanding of medical orders and be able to interpret diagnoses reports. They will use work building systems to acquire proficiency in medical terminology, as well as medical abbreviations and symbols.

Prerequisite: None

PCT 102-H	Introduction to Long Term Care	Lecture	Lab	Clinical
		16	0	0

Course Description: Students will demonstrate their role in long term care, in such areas as: safety/emergency situations, infection control, residents' reports and independence, ethical and legal aspects of nursing, observation and communication to meet basic human needs.

Prerequisite: None

PCT 103-H	Mental Health, Social Needs and Social Skills	Lecture	Lab	Clinical
		5	0	0

Course Description: Students will demonstrate understanding of how to care for the emotionally stressed or dying patient and how to deal with particular psychological needs and specific behavioral problems of the cognitively impaired patient. Students will explore the effect of unmet needs on behavior, discuss professional boundaries and describe strategies to manage inappropriate behavior. Students will also demonstrate knowledge of appropriate use of social media.

Prerequisite: None

PCT 104-H	Restorative Services	Lecture	Lab	Clinical
		0	2	0

Course Description: Students will demonstrate the art of physical restoration which includes the moving, lifting and transport of patients in terms of the principles of body mechanics.

Prerequisite: None

PCT 105-H	Personal Care Skills	Lecture	Lab	Clinical
		0	12	0

Course Description: The student will assist patients with bathing, skin care, grooming, hygiene, and demonstrate bed making, comfort measures for patients, early morning patient care and bedtime care. They will show the basics of patient care relative to the integumentary system. All facets of patient care will include home and nursing facility environments.

Prerequisite: None

PCT 106-H	Basic Nursing Skills	Lecture	Lab	Clinical
		0	16	0

Course Description: The student will demonstrate understanding in the area of the nutritional needs and diet modifications for the patient. They will record patients' fluid intake and output and show the procedures in collecting, and testing fluid specimens, and show understanding of the urinary system. Students will demonstrate understanding of the gastrointestinal system and describe common disorders. They will describe body temperature, pulse rate, respiration rate and blood pressure: They will demonstrate, measuring height and weight, admission of patient, transfer and discharge of residents of home-care agencies and nursing facilities. Students will show how to maintain a specific condition.

Prerequisite: None

PCT 107-H	Clinical Experience (H)	Lecture	Lab	Clinical
		0	0	40

Course Description: Students will demonstrate how to provide basic nursing care in a variety of settings while maintaining the comfort and safety of the patient and themselves. Students will apply their instructional experience to develop their clinical skills. A minimum of 10 clock hours will be completed in a home health care setting within a nursing home facility.

Prerequisite: Courses PCT 100-H Through PCT 106-H

PCT 108-E	Structures of The Heart	Lecture	Lab	Clinical
		30	0	0

Course Description: Students will describe the structures of the heart and how these relate to the electrical activity of the heart. They will explain the electrical activity, conduction, systole and diastole, contraction and relaxation, and how these factors affect the cardiac cycle.

Prerequisite: None

PCT 109-E	Electrical Activities of The Heart	Lecture	Lab	Clinical
		30	30	0

Course Description: The student will describe in detail the electrical impulses and pathways of the heart, and the heart's ability to transmit electrical impulses to cardiac muscle cells to bring about the operational function of the heart. Students will show the different aspects of abnormal ECG'S versus the normal. Medical terminology related to ECG procedures will be used and applied.

Prerequisite: None

PCT 110-E	Equipment & Patient Preparation	Lecture	Lab	Clinical
		0	14	0

Course Description: In this course, ECG equipment and the function of equipment are studied. The student will demonstrate the preparation of the patient and assisting the physician with a physical exam. Proper maintenance of the electrocardiogram machine is demonstrated by the student. Machine functions such as: input, output, signal processing, output display, standardization, laboratory recording and data collection are identified by the student. The course also introduces the student to cardiopulmonary resuscitation (CPR) for the infant, child, and adult.

Prerequisite: None

PCT 111-E	Lead Placement & Connecting Cables	Lecture	Lab	Clinical
		0	45	0

Course Description: This course is on lead placements, and the importance of correct placement is emphasized. Students will demonstrate the correct placement of electrodes, specifically on the chest area, including chest leads V1, V2, V3, V4, V5 and V6.

Prerequisite: None

PCT 112-E	Obtaining Tracings & ECG Readings	Lecture	Lab	Clinical
		0	48	0

Course Description: Students will demonstrate in a laboratory situation the production of tracings and ECG readings. Students will also identify tracings that spell danger for the patient, and demonstrate how to deal with this situation. Students will show how to make certain accurate tracings are obtained and how to trouble shoot a problem.

Prerequisite: PCT 111-E

PCT 123-E	Medical Office Procedures	Lecture	Lab	Clinical
		20	0	0

Course Description: The student will show understanding of the procedure used in a functional medical office. These understandings include: Creation of medical records, appointment scheduling, patient communication including telephone, use of computer, financial process and billing.

Prerequisite: None

PCT 113-E	Clinical Experience (E)	Lecture	Lab	Clinical
		0	0	100

Course Description: The student, upon completion of the required ECG procedures and laboratory instruction, will be placed in a clinical setting, (doctor's office, hospital, clinic, other) They will practice the profession under the supervision of a qualified ECG specialist, interpret tracings and record readings and demonstrate interaction with patients.

Prerequisite: Courses P108-E through PCT 112-E

PCT 114-P	Introduction To Phlebotomy	Lecture	Lab	Clinical
		10	0	0

Course Description: The student will show understanding of the routines related to blood collection and safety including the role of a phlebotomist working as a health-care professional. Students will show the application of ethical consideration and standards used in the laboratory.

Prerequisite: None

PCT 115-P	Anatomy Vascular System	Lecture	Lab	Clinical
		30	0	0

Course Description: The student will identify the vital parts of the vascular system and demonstrate understanding of their function and anatomy. The student will demonstrate proficiency in medical terminology. The student will identify those areas of the vascular system that are specific for venipuncture.

Prerequisite: None

PCT 116-P	Phlebotomy Ethics	Lecture	Lab	Clinical
		14	0	0

Course Description: The student will identify and show how to apply the ethical responsibility a phlebotomist has when providing quality care to patients including the patient's Bill of Rights issue and issues such as confidentiality, continuity of care, hospital rules, and the "right to refuse" treatment.

Prerequisite: None

PCT 117-P	Lab Safety/Infection Control	Lecture	Lab	Clinical
		20	0	0

Course Description: This course will emphasize the importance of laboratory safety. OSHA regulations and fire safety procedures will be applied by students, including compliance to the OSHA rules for laboratory operation and phlebotomy personnel. Subjects such as: category specifics, isolations, scope of universal precautions, (MSDS) purpose, C.L.I.A and fire safety are just some of the areas in which the students will demonstrate proficiency. To maintain a safe working environment, the students will apply those standards which provide for: a clean and germ free working area, and identify how various infections such as nosocomial / healthcare acquired infections (HAIs) and antigens are spread and prevented, including the different routes of disease transmission. They will also identify the different isolation wards that are in a hospital.

Prerequisite: None

PCT 118-P	Phlebotomy Procedures	Lecture	Lab	Clinical
		0	62	0

Course Description: The student will demonstrate how to use: a syringe, the vacutainer system, lancets for finger sticks, the butterfly system and angles of venipuncture. The student will show how to position the patient and select the appropriate venipuncture site. The student will perform 25 successful venipunctures, assess failed venipuncture, identify specimens and prioritize specimen collection. Students will demonstrate precautions used when giving injections. The student will identify the laboratory equipment used and maintenance skills for all equipment used, such as microscope slides.

Prerequisite: PCT 115-P

PCT 119-P	Hematology	Lecture	Lab	Clinical
		15	32	0

Course Description: The student will classify the various components of hematology, assess the importance of C.B.C., define blood banking procedures and also define various blood types and morphology. Students will show understanding of HIV/AIDS and blood borne pathogens. The student will use the hematocrit and centrifuge machine and demonstrate quality control procedures. Students will prepare microscope slides to examine blood cell types.

Prerequisite: PCT 118-P

PCT 120-P	Urine & Body Fluids	Lecture	Lab	Clinical
		15	35	0

Course Description: The student will do a procedural urinalysis. Students will use microscopic techniques to analyze urine and body fluid samples, and determine the cell types in a normal urine and infected urine. They will describe these procedures and make a report by completing a test report. Students will demonstrate the collection of specimens and perform clinical analysis including test for glucose, and hematuria.

Prerequisite: None

PCT 121-P	Clinical Experience (P)	Lecture	Lab	Clinical
		0	0	100

Course Description: The student, upon successful completion of the required theory and laboratory instruction, will be placed in a clinical setting, doctor's office, lab, hospital, other to do: venipuncture procedures, urinalysis, blood banking, serological procedures, laboratory procedures and demonstrate interaction with patients.

Prerequisite: Courses PCT 114P through PCT 120-P

MEDICAL ASSISTANT

Medical Assistant students are trained as multi-skilled health care professionals. The program includes courses in Patient Care, Medical Laboratory Procedures, Urine Analysis, and Medical Office Management Procedures that includes Medical Billing. Students are instructed in the areas of Phlebotomy and Electrocardiogram Proficiencies. Students will learn to demonstrate skills in communication including the written; and the use of computers.

Upon completion of the program students will be eligible to write the NCCT certifying examination for Medical Assistant. This program provides the graduates the opportunity to work in Doctor's Offices, Medical Clinics, Hospitals and other medical care centers. GED or High School Completion is required for entrance into the program.

The Medical Assistant program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Program Delivery: Residential
 Medical Assistant, C.I.P. Code: 51.0801
 Medical Assistant, Standard Occupational Code (S.O.C.): 31.9092

Medical Assistant Course Outline

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
MA 100	Introduction To Medical Assisting & Administration Procedures	30	30	0
MA 101	Anatomy & Physiology and Medical Terminology	90	0	0
MA 102	Phlebotomy	25	60	0
MA 103	Medical Ethics & Law	30	0	0
MA 104	Pharmacology & Administration of Medications and Psychology of Human Behavior	100	0	0
MA 105	Medical Assistant Lab Procedures	15	60	0
MA 106	Medical Office Procedures In Clinical Setting	20	60	0
MA 107	Medical Insurance & Keyboarding	60	40	0
MA 108	Advanced Medical Office Procedures	20	40	0
MA 109	Electrocardiogram	30	60	0
MA 110	Exam Review	10	0	0
MA 111	Clinicals	0	0	168
		430	350	168
	Total clock hours:	948		
Program completion is approximately 9.5 months or 40 weeks				

Medical Assistant Course Descriptions

MA-100	Introduction To Medical Assisting & Administration Procedures	Lecture	Lab	Clinical
		30	30	0

Course Description: Student will demonstrate understanding of the responsibilities and scope of practice of the Medical Assistant including the employment conditions and credentialing required. Students will also demonstrate the ability to handle general office procedures that deal with scheduling appointments, phone communication, record keeping, handling of patients, collections system etc.

Prerequisite: None

MA-101	Anatomy & Physiology and Medical Terminology	Lecture	Lab	Clinical
		90	0	0

Course Description: This course will combine the relationship of anatomy, physiology and medical terminology as they relate to the body systems, anatomical structures and variety of diseases that afflict humans. Prefixes, suffixes, abbreviations, plural endings, word roots, and combined forms are covered. Terms and structures are presented that relate to all areas of medical science, hospital service, and paramedical facilities. Emphasis will be on the planes of the body as well as the digestive, urinary, reproductive, nervous, and respiratory systems.

Prerequisite: None

MA-102	Phlebotomy	Lecture	Lab	Clinical
		25	60	0

Course Description: The student will demonstrate understanding of the cardio-vascular system, and show skill in the various methods of blood collection using syringes, butterfly needles and skin puncture. Specimen collection will include adults, children and infants. Students will demonstrate all the safety methods required. The handling and labeling of blood specimens will be demonstrated by the student.

Prerequisite: None

MA-103	Medical Ethics & Law	Lecture	Lab	Clinical
		30	0	0

Course Description: Students will demonstrate understanding of Federal and State guidelines for medical practice, as well as liability coverage and risk management regarding health laws and regulation. This includes the ethical relationships between medical assistants, patients and physicians.

Prerequisite: None

MA-104	Pharmacology & Administration of Medications And Psychology of Human Behavior	Lecture	Lab	Clinical
		100	0	0

Course Description: The student will demonstrate understanding of pharmaceutical mathematics and math conversions. Students will show knowledge of drug classifications, and the procedure of medication administration. They will also show how the legal-medical responsibilities of the Medical Assistant are met. Students will demonstrate understanding of basic human psychology, especially as related special needs patients, mentally ill and terminally ill; also show understanding of cultural ways and habit, and how these relate to medical care.

Prerequisite: None

MA-105	Medical Assistant Lab Procedures	Lecture	Lab	Clinical
		15	60	0

Course Description: The student will demonstrate understanding of the procedures of the Clinical Laboratory Improvement Act. It includes blood collection, urinalysis and collection of urine, use of microscope for specimen study, use of centrifuge and hematocrit. Students will demonstrate knowledge of quality control, biohazard materials and the collection and process specimen.

Prerequisite: None

MA-106	Medical Office Procedures In Clinical Setting	Lecture	Lab	Clinical
		20	60	0

Course Description: The student will demonstrate understanding of how to deal with: collection of patient history; use of Aseptic techniques; the taking of vital signs; emergency and office surgical procedures; maintenance of medical records, list results; Patient preparation and surgical procedures in a doctor's office.

Prerequisite: None

MA-107	Medical Insurance & Keyboarding	Lecture	Lab	Clinical
		60	40	0

Course Description: Students will demonstrate the use of Medical Insurance Coding (CPT and current ICD requirements), Medical health insurance claims submission guidelines and basic coding procedures. Students will also demonstrate the use of the practice management software and explain how it is used with the electronic health record (EHR) system. Students will practice the use of software to maintain office records according to the electronic health records (EHR) system. They will create electronic history forms, electronic lab requisition forms, electronic prescriptions, electronic telephone notes, etc.

Prerequisite: None

MA-108	Advanced Medical Office Procedures	Lecture	Lab	Clinical
		20	40	0

Course Description: Students will demonstrate understanding of the management and operation of a medical office including accounting, billing. Course emphasizes management techniques for the medical office including health insurance and coding, and Financial Management, pegboard system. It will introduce information about major insurance programs and federal health care legislations, provide a basic knowledge of national diagnosis and procedure coding systems, and simplify the process of completing claims.

Prerequisite: None

MA-109	Electrocardiogram	Lecture	Lab	Clinical
		30	60	0

Course Description: Students will demonstrate understanding of the heart function, the electrical impulses and conduction. Students will use the electrocardiogram machine to provide electrocardiogram readings of the cardiac cycle (PQRST). Students will demonstrate the correct placement of electrodes especially on the surface of the chest. Students will interpret the PQRST graph and other machine outputs. This course introduces the student to cardiopulmonary resuscitations (CPR) in the adult, child, and infant and the AED (Automated External Defibrillations). This course is taught in accordance with criteria from the American Heart Association.

Prerequisite: None

MA-110	Exam Review	Lecture	Lab	Clinical
		10	0	0

Course Description: This program prepares the student to sit for the Registered Medical Assistant Exam (RMA) or the Certified Medical Assistant Exam (CMA). This course is a tutoring program to assist the student with basic concepts.

Prerequisite: None

MA-111	Clinicals	Lecture	Lab	Clinical
		0	0	168

Course Description: This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures; this course requires the student to complete a minimum of 168 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference presentation sessions with program staff at the site to assure meeting of program outcome/competencies requirements. Areas of competencies include:

- Hands-on Phlebotomy
- Hands-on Electrocardiogram
- Hands-on in Office Procedures

Prerequisite: MA 100 – MA 110

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST/PHLEBOTOMY TECHNICIAN

The program is designed to cross-train the Limited Medical Radiologic Technologist also in the area of Phlebotomy Technology. This will provide a greater opportunity for employability and service to clinical facilities.

The Limited Medical Radiologic Technology component of the program meets all State codes for curriculum although partnered with Phlebotomy Technician. This partnering arrangement is approved under the Medical Radiologic Technologist rules, 22 TAC, Chapter 143, of the Texas Department of State Health Services, Medical Radiologic Technologist Certification program.

Students entering the Limited Medical Radiologic program will have completed high school and obtained a diploma.

The program curriculum consists of two components:

1. The Limited Medical Radiologic Technologist component consists of 168 contact hours of Basic theory, 111 laboratory hours of Clinical Instruction, which deals with 4 Modalities-Chest, Skull, Extremities, and Spine, (recommended by Texas Dept. of Health) 400 hours of Simulation Practicum on the 4 modalities and 120 hours of Clinical Externship for the adult and pediatric patient. Additional time will be provided for students who need more laboratory practice and experience. Student's tasks for the successful completion of the course include: use of dark room equipment, develop x-ray films, use radiation accessory equipment, use X-raymachines, use computer and printers, keep accurate records, keep patient record up-dates, use inventory procedures and work with inventory supplies.
2. The Phlebotomy component is 333 hours in length. The student will demonstrate proficiency in all the task areas related to phlebotomy, and will be prepared for employment possibilities in hospitals and other health-care facilities. The graduate will 1) perform laboratory and phlebotomy skills that include phlebotomy procedures: 2) identify the human body systems and functions; 3) demonstrate knowledge of applicable safety regulations; 4) work within the code of ethics and; 5) handle equipment properly.

Program Certification

After successfully completing the program, Valley Grande Institute for Academic Studies will issue a certificate of completion. The LMRT portion of the program, when completed, provides the students with knowledge and practical skills required to take the Texas State Certificate Examination for Limited Medical Radiologic Technologist. Upon passing the State examination the Texas Dept. of Health will issue a license, allowing the technologist to practice in Texas and other reciprocating States. Students completing the LMRT program also, according to state regulations, qualify for the Non-Certified Technician certification. Upon completion of the LMRT program students will also receive the N.C.T. Certificate; which makes them eligible to apply for the State N.C.T. registration. Students who successfully complete the phlebotomy portion of the program will be ready to sit for the National Center for Competency Testing Examination for Phlebotomy Technician. This program provides the graduates the entry level opportunity to work in Doctor's Offices, Medical Clinics, and other medical care centers.

The Limited Medical Radiologic Technologist/Phlebotomy Technician program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Program Delivery: Residential

LMRT / Phlebotomy, C.I.P. Code: 51.0911 (Phlebotomy 51.1009)

LMRT / Phlebotomy, Standard Occupational Code (S.O.C.): 29.2034, 29.2012, 31.9097

Limited Medical Radiologic Technologist (LMRT) / Phlebotomy Technician Course Outline

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
LMRT 101	Radiological Equipment-Safety Standards & Maintenance of Imaging Equipment	30	0	0
LMRT 102	Image Production & Evaluation	35	0	0
LMRT 103	Radiation Protection	12	0	0
LMRT 104	Medical Ethics & Law	6	0	0
LMRT 105	Patient Care & Management	24	0	0
LMRT 106	Medical Terminology	6	0	0
LMRT 107	Anatomy & Physiology	30	0	0
LMRT 108	Radiological Procedures	24	0	0
LMRT 109	Clinical Instruction of Modalities	0	112	0
LMRT 110	Practicum Simulation of Modalities	0	400	0
LMRT 111	Clinical Experience	0	0	120
PCT 114-P	Intro to Phlebotomy	10	0	0
PCT 115-P	Anatomy of Vascular System	30	0	0
PCT 116-P	Phlebotomy Ethics	14	0	0
PCT 117-P	Lab Safety & Infection Control	20	0	0
PCT 118-P	Phlebotomy Procedures	0	62	0
PCT 119-P	Hematology	15	32	0
PCT 120-P	Urine & Body Fluids	15	35	0
PCT 121-P	Clinical Experience (P)	0	0	100
	Total	271	641	220
	Total Clock Hours	1132		
Program completion is approximately 10.5 months or 47 Weeks				

Limited Medical Radiologic Technician Course Descriptions

LMRT 101	Radiological Equipment-Safety Standards & Maintenance of Imaging Equipment	Lecture	Lab	Clinical
		30	0	0

Course Description: The student will demonstrate knowledge of the fundamentals of physics, electricity, circuits, x-ray tube, and x-ray interaction, including safety measures and standards as they pertain to imaging equipment and their maintenance.

Prerequisite: None

LMRT 102	Image Production & Evaluation	Lecture	Lab	Clinical
		35	0	0

Course Description: The student will demonstrate knowledge of radiographic accessories, film processing, photographic properties, geometric properties, technical properties and use of production equipment.

Prerequisite: None

LMRT 103	Radiation Protection	Lecture	Lab	Clinical
		12	0	0

Course Description: The student will demonstrate knowledge of types and sources of ionizing radiation, interaction of radiation with matter, cell anatomy, radio sensitivity, radiation detection, patient protection, personal protection, and radiation regulations.

Prerequisite: None

LMRT 104	Medical Ethics & Law	Lecture	Lab	Clinical
		6	0	0

Course Description: The student will show the knowledge application of: the development of the profession, medical ethics, law for radiographer, patient's rights and procedural aspects of radiology.

Prerequisite: None

LMRT 105	Patient Care & Management	Lecture	Lab	Clinical
		24	0	0

Course Description: The students will demonstrate a knowledge of general patient-care and management, emergency situations, first-aid, aseptic isolation techniques and patient positioning.

Prerequisite: None

LMRT 106	Medical Terminology	Lecture	Lab	Clinical
		6	0	0

Course Description: The student will demonstrate a knowledge of basic medical terminology as it relates to the duties of the x-ray technician.

Prerequisite: None

LMRT 107	Anatomy & Physiology	Lecture	Lab	Clinical
		30	0	0

Course Description: Students will demonstrate a basic understanding of the anatomic structure of the human body; in particular the skeleton system and the muscular system. Students will also demonstrate understanding of the basic physiologic body functions.

Prerequisite: None

LMRT 108	Radiological Procedures	Lecture	Lab	Clinical
		24	0	0

Course Description: The student will demonstrate knowledge of the general systemic and skeletal anatomy and arthrology, radiographic terminology, basic to imaging principles and positioning.

Prerequisite: None

LMRT 109	Clinical Instruction of Modalities	Lecture	Lab	Clinical
		0	112	0

Course Description: This is a “hands-on” laboratory instruction in radiological procedures for four specializations. Students practice in a clinical setting to become proficient and will demonstrate the skills used in producing x-ray of: Skull, Chest, Spine and Extremities. Students will complete the minimum of clinical instruction clock hours required for each modality. (As required by the Texas Medical Board)

Prerequisite: None

Module	Clinical Instruction
<i>Skull</i>	50 Hours
<i>Chest</i>	6 Hours
<i>Spine</i>	25 Hours
<i>Extremities</i>	30 Hours

LMRT 110	Practicum Simulation of Modalities	Lecture	Lab	Clinical
		0	0	400

Course Description: This is a practicum course presented in the laboratory that meets the requirements of the State Department of Health in radiological procedures for four modalities. Students will practice different procedures under simulated conditions, and complete state required hours for “hands-on” experience.

Prerequisite: None

Module	Practicum Simulation
<i>Skull</i>	100 Hours
<i>Chest</i>	100 Hours
<i>Spine</i>	100 Hours
<i>Extremities</i>	100 Hours

LMRT 111	Clinical Experience	Lecture	Lab	Clinical
		0	0	120

Course Description: The students will perform hands- on skills in a hospital or x-ray clinic setting, working as a Limited Medical Radiologic Technologist. Under supervision, the student will practice all the skills acquired during the theory and laboratory instruction in the areas of: Skull, Chest, Spine and Extremities. All clinical experiences are conducted in State Registered clinical sites (radiology clinics, hospitals, and doctor's office).

Prerequisite: Courses LMRT 101through LMRT 110

Phlebotomy Technician Course Descriptions

PCT 114-P	Introduction to Phlebotomy	Lecture	Lab	Clinical
		10	0	0

Course Description: The student will show understanding of the routines related to blood collection and safety including the role of a phlebotomist working as a health-care professional. Students will show the application of ethical consideration and standards used in the laboratory.

Prerequisite: None

PCT 115-P	Anatomy Vascular System	Lecture	Lab	Clinical
		30	0	0

Course Description: The student will identify the vital parts of the vascular system and demonstrate understanding of their function and anatomy. The student will demonstrate proficiency in medical terminology. The student will identify those areas of the vascular system that are specific for venipuncture.

Prerequisite: None

PCT 116-P	Phlebotomy Ethics	Lecture	Lab	Clinical
		14	0	0

Course Description: The student will identify and show how to apply the ethical responsibility a phlebotomist has when providing quality care to patients including the patient's Bill of Rights issue and issues such as confidentiality, continuity of care, hospital rules, and the "right to refuse" treatment.

Prerequisite: None

PCT 117-P	Lab Safety/Infection Control	Lecture	Lab	Clinical
		20	0	0

Course Description: This course will emphasize the importance of laboratory safety. OSHA regulations and fire safety procedures will be applied by students, including compliance to the OSHA rules for laboratory operation and phlebotomy personnel. Subjects such as: category specifics, isolations, scope of universal precautions, (MSDS) purpose, C.L.I.A and fire safety are just some of the areas in which the students will demonstrate proficiency. To maintain a safe working environment the students will apply those standards which provide for: a clean and germ free working area, and identify how various infections such as nosocomial/healthcare acquired infections (HAIs) and antigens are spread and prevented, including the different routes of disease transmission. They will also identify the different isolation wards that are in a hospital.

Prerequisite: None

PCT 118-P	Phlebotomy Procedures	Lecture	Lab	Clinical
		0	62	0

Course Description: The student will demonstrate how to use: a syringe, the vacutainer system, lancets for finger sticks, the butterfly system and angles of venipuncture. The student will show how to position the patient and select the appropriate venipuncture site. The student will

need 25 successful venipunctures, assess a failed venipuncture, identify specimens and prioritize specimen collection. Students will demonstrate precautions used when giving injections. The student will identify the laboratory equipment used and maintenance skills for all equipment used, such as microscope slides.

Prerequisite: PCT 115-P

PCT 119-P	Hematology	Lecture	Lab	Clinical
		15	32	0

Course Description: The student will classify the various components of hematology, assess the importance of C.B.C., define blood banking procedures and also define various blood types and morphology. Students will show understanding of HIV/AIDS and blood borne pathogens. The student will use the hematocrit and centrifuge machine and demonstrate quality control procedures. Students will prepare microscope slides to examine blood cell types.

Prerequisite: PCT 118-P

PCT 120-P	Urine & Body Fluids	Lecture	Lab	Clinical
		15	35	0

Course Description: The student will do a procedural urinalysis. Students will use microscopic techniques to analyze urine and body fluid samples, and determine the cell types in a normal urine and infected urine. They will describe these procedures and make a report by completing a test report. Students will demonstrate the collection of specimens and perform clinical analysis including test for glucose, and hematuria.

Prerequisite: None

PCT 121-P	Clinical Experience (P)	Lecture	Lab	Clinical
		0	0	100

Course Description: The student, upon successful completion of the required theory and laboratory instruction, will be placed in a clinical setting, doctor's office, lab, and hospital, other to do: venipuncture procedures, urinalysis, blood banking, serological procedures, laboratory procedures and demonstrate interaction with patients.

Prerequisite: Courses PCT 114P through PCT 120-P

MEDICAL INSURANCE CODER & BILLING TECHNICIAN

The Medical Insurance Coder & Billing Technician program is designed to train students to work in medical offices where Medical Coding is required, such as a doctor's offices or medical clinics, hospitals, dental offices and medical coding agencies.

The students will demonstrate skill in coding procedures, coding classification and reimbursement ICD-10- CM coding, HCPCS coding, CPT coding plus an understanding of medical ethics and legal issues, and basic anatomy and physiology including medical terminology. Students will identify office skills that support good office function.

Upon completion of the program, graduates will receive the Valley Grande Institute for Academic Studies Completion Certificate. Students will also be eligible to write the National Board Examinations for National Certified Insurance and Coding Specialist. (N.C.C.T.)

The Medical Insurance Coder & Billing Technician program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Program Delivery: Residential

Medical Insurance Coder & Billing Technician, C.I.P. Code: 51.0713, 51.0714

Medical Insurance Coder & Billing Technician, Standard Occupational Code (SOC): 29.2071

Medical Insurance Coder & Billing Technician Course Outline

The curriculum consists of the following courses

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
MCT 100	Medical Terminology, Anatomy Physiology	60	0	0
MCT 101	Health Data & Systems	30	0	0
MCT 102	Coding & Reimbursement Implementation I (ICD-10 CM)	30	20	0
MCT 103	Coding & Reimbursement Implementation II (CPT)	30	30	0
MCT 104	Coding & Reimbursement Implementation III (CPT, HCPCS)	30	30	0
MCT 105	Medical Office Procedures	25	20	0
MCT 106	Computer Application for Coding Procedures	20	40	0
MCT 107	Insurance Policies & Claims	40	0	0
MCT 108	Advance Procedures for Coding Practice	30	20	0
MCT 109	Personal Skills & Ethics	30	0	0
MCT 110	Externship – Coding Practice	0	0	160
MCT 111	Pre – Externship - Coding Practicum	0	20	0
	Total	325	180	160
	Total Clock Hours	665		
Program Completion Time Approximately 6 months or 28 weeks				

Medical Insurance Coder & Billing Technician Course Descriptions

MCT-100	Medical Terminology, Anatomy Physiology	Lecture	Lab	Clinical
		60	0	0

Course Description: Students will demonstrate the use of medical terminology and understanding of word structures. Terminology related to medical specialties, surgical procedures and diagnostic procedures will be identified. Students will demonstrate knowledge in basic anatomy and physiology.

Prerequisite: None

MCT-101	Health Data & Systems	Lecture	Lab	Clinical
		30	0	0

Course Description: Students will identify secondary and primary health systems including registries, licensing, regulatory agencies, forms, data collection systems and record keeping; plus procedures used in disseminating information.

Prerequisite: None

MCT-102	Coding & Reimbursement Implementation I (ICD-10 CM)	Lecture	Lab	Clinical
		30	20	0

Course Description: The student will apply rules, guidelines and principles used in ICD-10-CM coding procedures as related to conventions. Students will also use the V-code and E-code.

Prerequisite: None

MCT-103	Coding & Reimbursement Implementation II (CPT)	Lecture	Lab	Clinical
		30	30	0

Course Description: Students will use the CPT coding process as is used in the medical office, and apply written documentation to a numerical language, for maximum reimbursement.

Prerequisite: MCT 102

MCT-104	Coding & Reimbursement Implementation III (CPT, HCPCS)	Lecture	Lab	Clinical
		30	30	0

Course Description: Students will demonstrate use of advanced C.P.T. Coding, including use of the HCPCS coding procedure as used in Medicare.

Prerequisite: MCT 103

MCT-105	Medical Office Procedures	Lecture	Lab	Clinical
		25	20	0

Course Description: Students will demonstrate typical medical office skills such: as filing, indexing, appointment scheduling, telephone techniques, office machines, customer service, business transaction and handling of correspondence and mail. Students will also demonstrate the use of the practice management software and explain how it is used with the electronic health record (EHR) system.

Prerequisite: None

MCT-106	Computer Application for Coding Procedures	Lecture	Lab	Clinical
		20	40	0

Students will identify the techniques for collecting, storing and retrieving health care coded data through the use of computer technology. Students will practice the use of software to maintain office records according to the electronic health records (EHR) system. They will create electronic history forms, electronic lab requisition forms, electronic prescriptions, electronic telephone notes, etc.

Prerequisite: None

MCT-107	Insurance Policies & Claims	Lecture	Lab	Clinical
		40	0	0

Students will identify insurance carriers, their reimbursement policies and health plans; and demonstrate understanding of Medicare reimbursement.

Prerequisite: None

MCT-108	Advance Procedures for Coding Practice	Lecture	Lab	Clinical
		30	20	0

Students will demonstrate understanding of the other kinds of coding procedures used, such as V-Codes, E-Codes, special service codes, etc. They will identify methods of reimbursements.

Prerequisite: MCT 107

MCT-109	Personal Skills & Ethics	Lecture	Lab	Clinical
		30	0	0

The student will identify those behavioral skills that apply to interpersonal relationships, and especially those that are used in business and medical environments. They will also identify concepts of ethics, use of healthcare information and confidentiality that relate to medical care.

Prerequisite: None

MCT-110	Externship – Coding Practice	Lecture	Lab	Clinical
		0	0	160

The student will perform the externship experience in a medical facility where coding is required. The student will be required to do “hands-on” work in the area of medical coding.

Prerequisite: Courses MCT 100 through MCT 109 and MCT 111

MCT-111	Pre – Externship - Coding Practicum	Lecture	Lab	Clinical
		0	20	0

The student will demonstrate proficiency in the use of medical coding skills and will practice advanced skills for examination purposes.

Prerequisites: Courses MCT 100 through MCT 109

Home Health Aide / Nurse Assistant

The 100-hour Home Health Aide / Nurse Assistant program is designed to provide the student with the academic knowledge, practical skills, and didactic background required to serve as a healthcare worker. Students who complete the course work will receive a Certificate of Completion in Home Health Aide/Nurse Assistant from Valley Grande Institute for Academic Studies and will also be eligible to take the Texas Nurse Aide Competency Exam.

The student will be able to work in Home Healthcare Agencies, Nursing Facilities, Assisted Living Centers, Outpatient Rehab Centers, Inpatient Rehab Centers, Community-Based Alternative Facilities, and various hospital departments. Upon completing the program, students will learn the basics of patient care such as activities of daily living, hygiene, and grooming needs, restorative care, and personal care skills such as vital signs, feeding, and skin care.

The Home Health Aide / Nurse Assistant program may lead to a certification required for employment. Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, 34 CFR 668.43 (a) (5) (v), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state.

Valley Grande Institute has determined that its curriculum has met the state educational requirements in Texas for certification. The institution has not determined whether its curriculum meets the state academic requirements for licensure or certification in any other State.

We recommend students contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

Course Delivery Mode: Residential

Applicants who have not earned a GED or high school diploma, are eligible to enroll.

Program Delivery: Residential

Home Health Aide/Nurse Assistant, C.I.P. Code: 51.3902

Home Health Aide/Nurse Assistant, Standard Occupational Code (S.O.C.): 31.1120

Home Health Aide / Nurse Assistant Program Course Outline

Course #	Title	Lecture Hours	Lab Hours	Clinical Hours
PCT 100-H	Basic Anatomy & Physiology	6	0	0
PCT 101-H	Medical Terminology	3	0	0
PCT 102-H	Intro To Long Term Care	16	0	0
PCT 103-H	Mental Health, Social Needs and Social Skills	5	0	0
PCT 104-H	Restorative Services	0	2	0
PCT 105-H	Personal Care Skills	0	12	0
PCT 106-H	Basic Nursing Skills	0	16	0
PCT 107-H	Clinical Experience	0	0	40
Total		30	30	40
Total Clock Hours		100		
Program completion is approximately 1 month or 4 weeks.				

Home Health Aide / Nurse Assistant Program Course Descriptions

PCT 100-H	Basic Anatomy & Physiology	Lecture	Lab	Clinical
		6	0	0

Course Description: Students will demonstrate a basic understanding of the structures and functions of the human body. They will also show an understanding of the typical diseases encountered in home care and nursing situations.

Prerequisite: None

PCT 101-H	Medical Terminology	Lecture	Lab	Clinical
		3	0	0

Course Description: Students will demonstrate a basic understanding of medical orders and be able to interpret diagnoses reports. They will use work building systems to acquire proficiency in medical terminology, as well as medical abbreviations and symbols.

Prerequisite: None

PCT 102-H	Introduction to Long Term Care	Lecture	Lab	Clinical
		16	0	0

Course Description: Students will demonstrate their role in long term care, in such areas as: safety/emergency situations, infection control, residents' reports and independence, ethical and legal aspects of nursing, observation and communication to meet basic human needs.

Prerequisite: None

PCT 103-H	Mental Health, Social Needs and Social Skills	Lecture	Lab	Clinical
		5	0	0

Course Description: Students will demonstrate understanding of how to care for the emotionally stressed or dying patient and how to deal with particular psychological needs and specific behavioral problems of the cognitively impaired patient. Students will explore the effect of unmet needs on behavior, discuss professional boundaries and describe strategies to manage inappropriate behavior. Students will also demonstrate knowledge of appropriate use of social media.

Prerequisite: None

PCT 104-H	Restorative Services	Lecture	Lab	Clinical
		0	2	0

Course Description: Students will demonstrate the art of physical restoration which includes the moving, lifting and transport of patients in terms of the principles of body mechanics.

Prerequisite: None

PCT 105-H	Personal Care Skills	Lecture	Lab	Clinical
		0	12	0

Course Description: The student will assist patients with bathing, skin care, grooming, hygiene, and demonstrate bed making, comfort measures for patients, early morning patient care and bedtime care. They will show the basics of patient care relative to the integumentary system. All facets of patient care will include home and nursing facility environments.

Prerequisite: None

PCT 106-H	Basic Nursing Skills	Lecture	Lab	Clinical
		0	16	0

Course Description: The student will demonstrate understanding in the area of the nutritional needs and diet modifications for the patient. They will record patients' fluid intake and output and show the procedures in collecting, and testing fluid specimens, and show understanding of the urinary system. Students will demonstrate understanding of the gastrointestinal system and describe common disorders. They will describe body temperature, pulse rate, respiration rate and blood pressure: They will demonstrate, measuring height and weight, admission of patient, transfer and discharge of residents of home-care agencies and nursing facilities. Students will show how to maintain a specific condition.

Prerequisite: None

PCT 107-H	Clinical Experience (H)	Lecture	Lab	Clinical
		0	0	40

Course Description: Students will demonstrate how to provide basic nursing care in a variety of settings while maintaining the comfort and safety of the patient and themselves. Students will apply their instructional experience to develop their clinical skills. A minimum of 10 clock hours will be completed in a home health care setting within a nursing home facility.

Prerequisite: Courses PCT 100-H Through PCT 106-H

GENERAL INFORMATION

Valley Grande Institute for Academic Studies
Faculty and Staff Roster

Administration	
Anabel Cardona	President, CEO
Mari Aviles	Dean of Education B.A., University Texas Pan Am M.E.D., University Texas Pan Am
Nina Cantu	Allied Health Director Limited Medical Radiologic Technologist Valley Grande Institute
Leo Galvan, RN	Vocational Nursing Director Associate Degree in Nursing / Registered Nurse Pan American University

Admissions / Registration	
Gloria Luna	School Registrar
Maribel Moreno	Receptionist
Open Position	Admissions Director

Financial Aid	
Janette Rios	Financial Aid Director

Career Services	
Monica Benavides	Career Services – Vocational Nursing Program
Emma Flores	Career Services – Medical Assistant & Patient Care Technician Program
Gisela Gonzalez	Career Services – LMRT / Phlebotomy Program
Jessica Perez	Career Services – Medical Insurance Coder & Billing Program
Legna Reyes	Career Services – Home Health Aide / Nurse Assistant Program

Accounting	
Open Position	Bookkeeper

Custodians	
Beatriz Vasquez	Custodian
Nora Hernandez	Custodian

Allied Health Faculty			
Name	Status	Role	Education
Gisela Gonzalez	Part Time	Allied Health Instructor LMRT/PT	LMRT / Phlebotomy Technician Valley Grande Institute
Emma Flores	Full Time	Allied Health Instructor MA	Medical Assistant San Antonio College of Medical and Dental Assistants (Brightwood College)
Jessica Perez	Part Time	Allied Health Instructor MIBCT	Associate of Arts Degree in Foreign Language Austin Community College Medical Assistant Valley Grande Institute Weslaco, Texas National Certified Ins. & Coding Specialist National Center for Competency Testing
Legna Reyes	Part Time	Allied Health Instructor HHA/NA	Licensed Vocational Nurse Valley Grande Institute Weslaco, Texas

Vocational Nursing Faculty

Name	Status	Role	Education
Monica Benavides	Full Time	Vocational Nursing Instructor	Licensed Vocational Nurse (LVN) Vocational Nursing Certificate Valley Baptist School of Vocational Nursing #318035
Oscar Delgado	Full Time	Vocational Nursing Instructor	Licensed Vocational Nurse (LVN) Vocational Nursing Certificate Valley Grande Institute #208540
Leonardo Galvan	Full Time	Vocational Nursing Director Vocational Nursing Instructor	Registered Nurse (RN) Associate Degree in Nursing Pan American University License # 197720
Olivia Pena	Part Time	Vocational Nursing Instructor	Registered Nurse (RN) Assoc. of Applied Science Degree in Nursing South Texas College License # 709138
Emanuel Saldana	Full Time	Vocational Nursing Instructor	Registered Nurse (RN) Bachelor of Science in Nursing University of Texas Rio Grande Valley License # 691378
Guilibaldo Saldana	Full Time	Vocational Nursing Instructor	Registered Nurse (RN) Bachelor of Science in Nursing University of Texas Pan American License # 658981
Juanita Trevino	Full Time	Vocational Nursing Instructor	Licensed Vocational Nurse (LVN) Vocational Nursing Certificate Valley Grande College Of Health and Tech. License # 166803
Olma Weaver	Full Time	Vocational Nursing Instructor	Registered Nurse (RN) Associate of Applied Science Del Mar College Certificate, Licensed Vocational Nurse Coastal Bend College RN # 792184

**Valley Grande Institute for Academic Studies
Board of Directors**

Chairperson of Board Anabell Cardona,
President of the Board
Board Treasurer

Board Members: Maricarmen Aviles,
Secretary of Board

**Valley Grande Institute for Academic Studies
Advisory Board Members**

**LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST /
PHLEBOTOMY TECHNICIAN**

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Ashley Gonzalez-Solis	Valley Day and Night Clinic - Mission	Office Supervisor
Jesus Salazar	Valley Day and Night Clinic - Harlingen	LMRT/Office Supervisor
Nancy Zuniga	Valley Day and Night Clinic – Brownsville	Office Supervisor

MEDICAL ASSISTANT

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Roxana Candanoza	Foot Center	Registered Medical Assistant
Emma Flores	Valley Grande Institute	Faculty Member
Eduardo Galindo	Su Clinica Familiar	Office Manager
Ashley Gonzalez-Solis	Valley Day and Night Clinic - Mission	Office Supervisor
Asalia Jaramillo	Donna Medical Clinic	Registered Medical Assistant
Julio Olmeda	Valley Baptist Physician Network	Family Nurse Practitioner
Brooke Rivera	Nuestra Clinica del Valle	Valley Grande Institute Alumni
Jesus Salazar	Valley Day and Night Clinic - Harlingen	Office Supervisor
Laura Santos, RN	South Texas Health Systems	Office Manager
Nancy Zuniga	Valley Day and Night Clinic - Brownsville	Office Supervisor

MEDICAL INSURANCE CODER & BILLING TECHNICIAN

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Natasha Contreras	Appletree Billing and Consultants	Billor
Erica Perez	Optimized Medical Billing	Office Manager
Frances Perez	Appletree Billing and Consultants	Chief Executive Officer

PATIENT CARE TECHNICIAN

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Venessa Diaz	Texas State Technical Institute	Licensed Vocational Nurse
Celene Estrada	Weslaco Nursing and Rehab	Office Manager
Eduardo Galindo	Su Clinica Familiar	Office Manager
Ashley Gonzalez	Valley Day and Night Clinic - Mission	Office Supervisor
Asalia Jaramillo	Donna Medical Clinic	Registered Medical Assistant
Herlinda Mariznaris	Nuestra Clinica del Valle	Office Manager
Ruben Ruiz	Nuestra Clinica Del Valle	Medical Technician
Jesse Salazar	Valley Day and Night Clinic	Office Supervisor
Laura Santos, RN	South Texas Health Systems	Office Manager
Nancy Zuniga	Valley Day and Night Clinic	Office Supervisor

VOCATIONAL NURSING and HOME HEALTH AIDE/NURSE ASSISTANT

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Linda Cuellar	South Texas College	Ultrasound Instructor
Venessa Diaz	Texas State Technical Institute	Licensed Vocational Nurse
JaNene Garrett	University of Texas in San Antonio	Nursing Community Liaison
Joe Hernandez	Valley Grande Institute	Valley Grande Institute Alumni
Lynette Nunez	Texas State Technical Institute	Licensed Vocational Nurse
Jeff Taite	Sava Senior Care	Nursing Home Administrator

ACADEMIC CALENDAR		
PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Home Health Aide / Nurse Assistant	01/06/2025 - D	02/03/2025
	01/06/2025 - N	01/31/2025
	02/10/2025 - D	03/06/2025
	02/10/2025 - N	03/07/2025
	03/24/2025 - N	04/21/2025
	03/24/2025 - D	04/21/2025
	04/28/2025 - D	05/27/2025
	04/28/2025 - N	05/23/2025
	06/01/2025 - N	06/27/2025
	06/02/2025 - D	06/27/2025
	07/07/2025 - D	08/01/2025
	07/07/2025 - N	08/01/2025
	08/11/2025 - D	09/05/2025
	08/11/2025 - N	09/05/2025
	09/15/2025 - D	10/10/2025
	09/15/2025 - N	10/10/2025
	10/20/2025 - N	11/14/2025
	12/01/2025 - N	01/02/2026
	01/06/2025 - D	02/03/2025
	01/06/2025 - N	01/31/2025

PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Limited Medical Radiologic Technologist/Phlebotomy Technician	07/15/2024	06/20/2025
	09/23/2024	08/29/2025
	04/28/2025	03/31/2026
	11/17/2025	10/23/2026

PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Medical Assistant	10/15/2024	7/31/2025
	11/11/2024	8/25/2025
	12/2/2024	9/11/2025
	12/10/2024	9/19/2025

PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Medical Insurance Coder & Billing Technician	01/06/2025	07/25/2025
	01/22/2025	08/15/2025
	02/12/2025	09/05/2025
	03/03/2025	09/19/2025
	04/29/2025	11/14/2025
	05/15/2025	12/05/2025
	06/10/2025	12/23/2025

PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Patient Care Technician	TBD	TBD

PROGRAM	START DATE	ANTICIPATED COMPLETION DATE
Vocational Nursing	02/24/2025	03/06/2026
	06/09/2025	06/26/2026
	09/08/2025	09/25/2026
	12/08/2025	01/08/2027

OFFICIAL VACATION DAYS

New Year
Spring Break
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

Class and Break Times

Regular schedule, class times - Day Classes (Monday – Thursday)
All day classes are between 8:00 AM and 2:00 PM; Six hours per day (24 hours per week). A 10-minute break is given after 50 minutes of instruction For actual class hours see class schedule.

Vocational Nursing
See student handbook for class schedule. Schedule is designed to meet schedules of Hospitals and Nursing Homes and may vary from level to level. All schedules are approved by BON. Sometimes a rescheduling is needed but, when this occurs a written notification will be given to the students.

Class times-evening classes (Monday – Thursday)
All day classes are between 4:00 PM and 10:00 PM; Six hours per day (24 hours per week). A 10-minute break is given after 50 minutes of instruction For actual class hours see class schedule.

Crime Rate reporting and Campus Safety for the current years are available on the VGI website:
[www. vgi.edu](http://www.vgi.edu)

School Outcome Rates

The cumulative average Employment rate for all programs –
July 1, 2023 to June 30, 2024

Program	Credential	Retention	Placement	Exam Pass Rate
Home Health Aide / Nurse Assistant	Certificate	100%	75%	88%
LMRT/Phlebotomy Technician	Certificate	83%	70%	N/A
Medical Assistant	Certificate	100%	89%	N/A
Medical Insurance Coder & Billing Tech	Certificate	86%	83%	N/A
Patient Care Technician	Certificate	93%	73%	N/A
Vocational Nursing	Certificate	71%	72%	88%