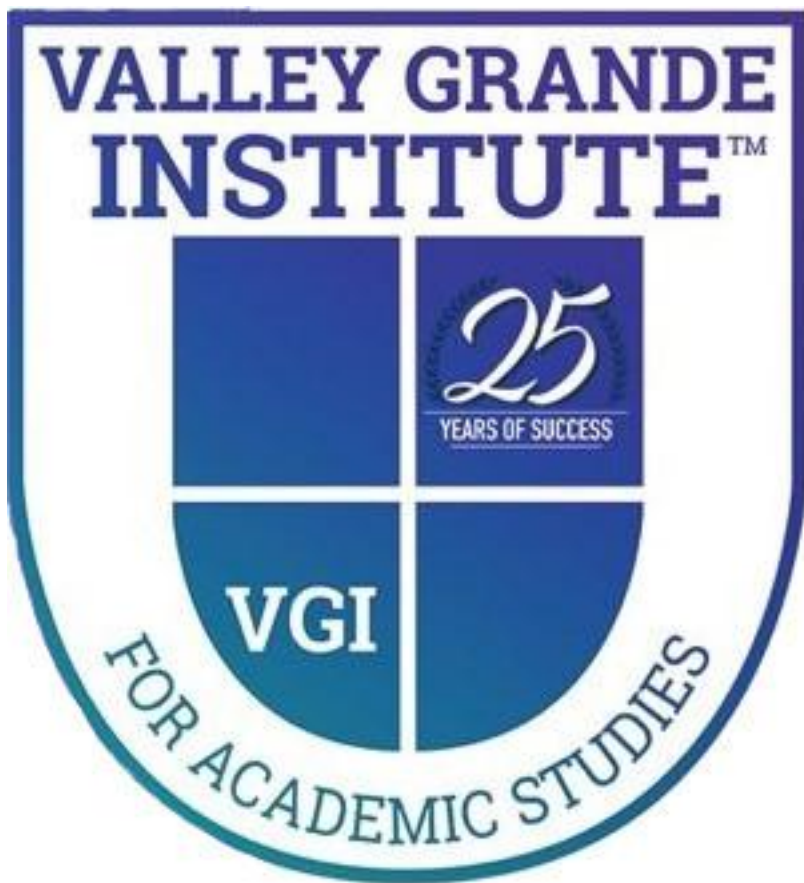


# 2018

## SCHOOL CATALOG



Mari Aviles, School Director

Revised 12.2017

Title		Page #
<b>AFFILIATIONS</b>		4
<b>I. INTRODUCTION</b>		5
◇ History		5
◇ Mission Statement		5
<b>II. FACILITIES</b>		6
◇ Hours of Operation		6
<b>III. ADMISSION AND APPLICATION REQUIREMENTS</b>		6
◇ Statement of Equal Opportunity		6
◇ Rights of Individuals With Disabilities		6
◇ Age Rights of Individuals		6
◇ Admission Requirements		7
◇ Additional Requirements All Programs		7
◇ Additional Requirements Vocational Nursing Program		7
◇ Criminal Background Check Policy		8
◇ Clinical Requirements		8
◇ Enrollment Deadline		8
◇ Enrollment Status		9
◇ Readmission Policy		9
<b>IV. TUITION, FEES, AND OTHER CHARGES</b>		10
◇ Tuition Cost Summary		10
◇ Payment Arrangements and Issuing of Documents		12
<b>V. CANCELLATION AND REFUND POLICY</b>		12
◇ Cancellation Policy		12
◇ Refund Policy		12
◇ Federal Policy on Return of Title IV Funds		13
◇ Order of Title IV Aid Returned, Based on Financial Aid Disbursed		14
◇ Responsibility of the Institution & The Student Regarding Title IV Refunds		14
◇ How to Determine the Date Enrollment Ceased (Withdrawal Date)		14
◇ Post-Withdrawal Disbursement		14
◇ Amount to Be Returned by The Student		15
◇ Refund Policy for Students Called to Active Military Service		15
◇ Refund Policy for Seminar Students		15
◇ Refunds for Non-Financial Aid Students		16
◇ Refund Deadline		16
◇ Amount Due to the School		16
<b>VI. FINANCIAL AID</b>		17
◇ Federal Pell Grant		17
◇ Federal Direct Loan Program		17
◇ Federal Direct PLUS Loan Program		17
◇ Federal Supplemental Educational Opportunity Grant Program		17
◇ Veterans Administration Educational Benefits		17
◇ Title IV Credit Balance		17
◇ General Policies		18
<b>VII. ACADEMIC INFORMATION</b>		18
◇ Satisfying Program Requirements by Placement Examination		19
◇ Advance Placement for Experiential Learning		19
◇ Transferability of Credits		19
◇ Academic Progress, Grading, Monitoring and Progress Reports		19
◇ Satisfactory Academic Progress		20

Title	Page #
◇ Program Completion and Length	20
◇ Withdrawal from Courses	20
◇ Repeat Courses or Programs	21
◇ Probation for Unsatisfactory Academic Progress	21
◇ Academic Progress Status Appeal Procedures	21
◇ Incomplete Grades	21
◇ Non-Credit (Audit) and Remedial Courses	21
◇ Satisfactory Academic Progress: Criteria for Financial Aid	22
◇ Financial Aid Warning	22
◇ Financial Aid Probation	22
◇ Appeal Process	22
◇ Graduation Requirements	22
◇ Licensure Examinations	22
◇ Transcripts	23
<b>VIII. STUDENT SERVICES</b>	23
<b>IX. ATTENDANCE POLICY</b>	23
◇ Recording Attendance and Absences	23
◇ Attendance Progress Evaluation	23
◇ Tardies/Leaving Class Early	23
◇ Make-up Work	24
◇ Termination Due to Absence	24
◇ Re-Instatement after Absence/Termination	25
◇ Leave of Absence	25
◇ Class Entrance Deadline	25
<b>X. STUDENT CONDUCT POLICY</b>	25
◇ General Conduct Policies	25
◇ Student Parking	26
◇ General Dress Code	26
◇ Additional Dress Code for Vocational Nursing	27
◇ Additional Dress Code for Allied Health Students	27
<b>XI. GRIEVANCE POLICY</b>	27
<b>XII. PLACEMENT ASSISTANCE</b>	28
<b>XIII. SEXUAL HARASSMENT POLICY</b>	28
◇ Policy Against Sexual Harassment and Sex Discrimination	28
◇ Sexual Harassment	28
◇ Behavior Which May Constitute Sexual Harassment	28
<b>XIV. PROGRAM AND COURSE DESCRIPTIONS</b>	31
◇ Vocational Nursing	32
◇ Patient Care Technician	38
◇ Medical Assistant	45
◇ Limited Medical Radiologic Technologist/Phlebotomy Technician	49
◇ Medical Insurance Coder & Billing Technician	55
<b>XV. GENERAL INFORMATION</b>	58
◇ Faculty and Staff Roster	59
◇ Board of Directors and Advisory Board Members	63
◇ Official Vacation Days	65
◇ Class and Break Times	66
◇ School Outcome Rates	66
<b>XVI. CLASS SCHEDULES</b>	67

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.  
School Director  
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.  
School Director

For information on admission procedures contact or call:  
Valley Grande Institute for Academic Studies  
345 S. Texas  
Weslaco, TX 78596

Office: (956) 973-1945  
Toll Free: (888) 973-1945  
Fax: (956) 969-4086

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

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## 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

Valley Grande Institute for Academic Studies is accredited by the Accrediting Bureau of Health Education Schools. Such accreditation is institutional in nature.

- ◇ Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N  
Falls Church, Va. 22043  
Phone: 703-917-9503  
Institutional Accreditation



Valley Grande Institute for Academic Studies programs are approved by:

- ◇ Texas Workforce Commission, Career Schools and Colleges  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778  
Phone: 512-936-3100



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



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, Weslaco, Texas. The approved program included a unique design that permitted high school seniors, who wanted a career in nursing, to take non-professional nursing courses such as anatomy and physiology for nurses, for high school credit, and at the same time receive credit from the Vocational Nursing Department. Founded by Professor Andrew Leonie, B.A., M.S., Ph.D., C.C.C., the program started with 12 nursing students and operated as a post-secondary program of Valley Grande Academy. Valley Grande Institute for Academic Studies is now a private institution and is completely independent from Valley Grande Academy. Although non-sectarian, it still reflects its original Christian beginnings. This relationship is demonstrated in the philosophy that guides the school as it continues to build upon those Christian traditions that deal with the development of the "whole" person.

After receiving approval by the Texas Higher Education Coordinating Board for four different associate degree programs, the school adopted the name Valley Grande College of Health and Technology. On September 07, 2001, the school's Board of Directors and Advisory Board voted to change the name to Valley Grande Institute for Academic Studies.

Valley Grande Institute for Academic Studies operates under the guidance of an Advisory Board, composed of community members who have a distinct interest in post-secondary education. The Institute provides a quality career education for those living in the Rio Grande Valley to help prepare them for career opportunities.

Presently, the school campus consists of four buildings located in downtown Weslaco, Texas. The Administration building is located on Texas Blvd. Three additional school buildings house classrooms, laboratories and Instructors' offices. Valley Grande Institute for Academic Studies is accredited by the Accrediting Bureau of Health Education Schools. Such accreditation is institutional in nature. In addition, some of the programs are approved by its particular licensing agency. Valley Grande 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:

- Empowerment (deliver power through service)
- Integrity
- Create Innovation
- Pursue growth through learning
- Passion and Determination
- Embrace and drive change
- Open Honest Communication
- Caring
- More with less
- Trust
- Proficiency
- Transparency
- Be Humble

#### 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**

### **Statement of Equal Opportunity**

Valley Grande Institute for Academic Studies complies with the Non-Discrimination Act, Section 504, Title VI and Title IX, and therefore will admit students of any race, color, religion, sex, and national or ethnic origin. The Institute does not discriminate in any way with respect to employment of faculty and staff, student rights or privileges, admission policies, awarding of scholarships or other financial assistance, educational policies, use of the institutions facilities, or any other regular or extracurricular activity. Individuals requiring assistance must contact the School Director or Human Resources, 345 S. Texas Blvd. Weslaco, Texas 78596; Phone (956) 973-1945.

### **Rights of Individuals with Disabilities**

Valley Grande Institute for Academic Studies is in compliance with Sect. 504 of the Rehabilitation Act of 1973 and also with the Americans with Disabilities Act of 1990. The school does not discriminate in any way on the basis of disability in all areas including: admission, accessibility, and employment or in the way an individual is treated.

When individuals with disabilities, as defined under the law, are able to meet the institution's academic and employment requirements, they will be provided with reasonable resources and services to accommodate them. Disabled students and employees will provide the school with documentation issued by a professional, whose credentials qualify him or her to diagnose in the area of the disability.

Valley Grande Institute for Academic Studies will provide reasonable accommodations for students with disabilities, and will do what is necessary to assist students to achieve academically. Individuals requiring assistance must contact the office of the School Director or Human Resources at 345 S. Texas Blvd. Weslaco, Texas; Phone: (956) 973-1945.

### **Age Rights of Individuals**

Valley Grande Institute for Academic Studies is in compliance with the Age Discrimination Act of 1975, the Employment Act of 1967 (ADEA) and section 188 of the W.I.A. of 1998 including Title VI, Title IX, section 504 – The Age Discrimination Act. The school does not discriminate on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment. This includes those applicants, employees or participants who seek financial assistance from the W.I.A. Title I program. Individuals requiring assistance must contact the School Director or Human Resources 345 S. Texas Blvd. Weslaco, Texas; Phone (956) 973-1945.

## 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:

- A high school diploma, high school transcript, or 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.

## Additional Requirements All Programs

- Completed Admissions Application
- 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 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 Patient Care Technician and Limited Medical Radiologic Technician/Phlebotomy Technician programs)
- References
- 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:

- Satisfactory completion of a pre-entrance exam (TEAS) with a composite score of no less than 50% on TEAS-5.0.
  - Individuals whose test scores fall below the required passing percentage are encouraged to retest up to two times for a maximum of three attempts per start date.
  - The exam score is valid for up to 12 months, thereafter, must retest for entrance into the Program. Any TEAS exam scores taken from an outside institution is valid up to 12 months.
- Current CPR Certificate
- Three (3) letters of recommendation
- Criminal Background Check (See **"Criminal Background Check Policy"**)
- Physical Exam
- 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 School Director to determine eligibility.

## **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

- Students must be academically, fiscally and behaviorally cleared by the School Director in order to be eligible for readmission to one of Valley Grande Institute's programs. If the applicant was previously withdrawn for cheating, dishonesty, and/or unethical behavior, he/she may be denied readmission.
- Students will be readmitted at the start of the first course the student needs to master.
- Students may continue at VGI in other programs if eligibility requirements are met.
- Where applicable, students will be granted credit for prior work.
- After evaluation of transcripts and efforts on prior admission, students may be required to repeat a course or courses previously passed, if deemed necessary. An example would be a skills course where significant amount of time has passed since prior admission.
- 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.
- Students will have to master a competency evaluation for those skills courses passed in prior admission if the period between termination and readmission is greater than 6 months.
- Students must be aware that Financial Aid eligibility may be affected by the fewer number of hours at a readmission.
- Students in those programs with direct patient/client contact will be subject to a background check. The results of the background check may affect readmission. The student bears the cost of the background check.
- Readmission is dependent on space availability and competence evaluation.

### For Vocational Nursing Students:

A student must **wait at least** 30 days to reenroll, but must reenroll in the VN Program **within 8 months from the original drop or withdrawal date**. If it has been more than 8 months from the original drop or withdrawal date, previously passed courses will no longer count for credit, and a student must retake **all** program courses; the cost of retaking these courses may be at the student's expense.

If allowed readmission into the VN Program, a student can only be readmitted **once**. This means that a student can attempt the program only two times total: 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.

To be considered for reenrollment, the student shall meet all admission and academic requirements as outlined in the "Admission Requirements" section of the handbook. Furthermore, there may be additional requirements stipulated by VN Administration, including, *but not limited to*, proving successful retention of previously mastered materials (skills and didactic) through examination and/or remediation. This remediation of previously passed courses will help the student ensure that he/she remains cognizant of important material that will later be tested on their NCLEX-PN licensure exam, as well as material that is imperative to know while caring for the public.

A student wishing to reenroll in VGI must submit a "Letter of Intent to Reenroll" to the VN Program Director immediately upon deciding to reenroll. He/she must also submit all required documentation, including a full admissions packet, to the Vocational Nursing Office by the due date required for the level the student wishes to reenroll. In addition, the student should submit an essay (minimum one page, single-spaced, Times New Roman, size 12 font) explaining the difficulties the student faced causing him/her to withdraw from the program in the past. He/she should explain how these difficulties have been resolved and how the student intends to be successful during their reenrollment into the program. In addition, the student must submit a new drug screen and will need to verify background check clearance status with the VN Department Secretary.

After submitting all required documentation, the Vocational Nursing Readmissions Committee will review the student's previous academic file, as well as the submitted documentation, to determine whether the student will be allowed to reenroll. The committee will notify the student of their decision via email.

Students requesting reenrollment must be aware that it may be necessary to enroll in previously completed courses. **Be advised that the financial responsibility may be that of the student;** this may include a remaining balance owed from the previous enrollment period. For VGI former students, courses passed with a “C” or better will be considered for credit.

Students will be **denied re-admission** if failure or withdrawal was related to unsafe practice, dishonesty, and/or unethical behavior. Students may also be denied readmission for other policy violations, such as poor academic performance during previous enrollment, or failing to comply with various VGI departments during previous enrollment. Lastly, readmission may also be denied if the student does not meet additional VN Program stipulations or requirements, failing the BON clearance/background check or drug screen, or a lack of class/clinical space. **Valley Grande Institute's Vocational Nursing Program reserves the right to deny readmission to any student for any reason.**

\*\*\*VGI will no longer accept readmission applications for students who were in a cohort that began after December 1, 2017, regardless of the reason for dismissal from the VN Program.

Readmissions for students enrolled or dismissed from the VN Program prior to December 1, 2017 will be allowed on a **case-by-case basis**.

#### **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 Months	Tuition Cost	Other Costs	Total Program Costs
Vocational Nursing	1530	12	\$22,185.00	\$4,269.00	\$26,454.00
Patient Care Technician	750	7	\$13,050.00	\$1,322.00	\$14,372.00
LMRT /Phlebotomy Technician	1132	10.5	\$19,690.00	\$1104.00	\$20,794.00
Medical Assistant	948	9.5	\$16,496.00	\$1257.00	\$17,753.00
Medical Insurance Coder and Billing Tech	665	6	\$11,570.00	\$1,729.00	\$13,299.00
<i>The table "Additional Costs" provides a complete breakdown of all the required costs, above tuition</i> <i>Revised: August 2016</i>					

ADDITIONAL COSTS											
	ID	Uniform & Scrubs	Books	Testing In Program	State & National Testing	Fees	Parking	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

## **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.

## **V. CANCELLATION and REFUND POLICY**

### **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours after the enrollment contract is signed (until midnight of the third day excluding Saturdays, Sundays and legal holidays). 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 charges, 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
- The last day of academic activity
- School determined withdrawal date
- 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 before 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, 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.

### **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 towards 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 which 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 effects 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 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 a 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;
- 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.

### **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).

## **VI. 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.

## **VII. 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 that 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 School Director 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 School Director 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 School Director.

Transferring students must produce an official transcript at the time of application. Courses completed outside the United States will be either evaluated by the school or by AACRAO (American Associates of Collegiate Registrars and Admissions Officers.)

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			

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 the 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 student 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.

### **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 School Director, 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 School Director. 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 School Director. Their decision on the student's status is final.

### **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".

### **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.

### **Licensure Examinations**

Graduates must pass certification or licensure examinations in order to qualify for employment. 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 School Director.

## 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.

## VIII. STUDENT SERVICES

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

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

## IX. 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 / School Director 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 School Director.

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 School Director 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 School Director, 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.

## **X. 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 School Director. 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 School Director
- 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 School Director. 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 4<sup>th</sup> 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 School Director.

- If the student filing the grievance wishes to appeal the Program Director's decision, he/she may write a letter to the School Director 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 School Director.
- The School Director 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 School Director recommending a course of action for the School Director 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 School Director 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 15<sup>th</sup> 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 to complete employment applications, write resumes, develop job leads, and review interviewing techniques. Valley Grande Institute for Academic Studies cannot guarantee employment. The school maintains record of all student placements. Students must cooperate with the school and its Career Services staff to provide their placement information.

## **XIII. SEXUAL HARASSMENT POLICY**

### **Policy against Sexual Harassment and Sex Discrimination**

Valley Grande Institute fully supports the rights and opportunities of all students to seek, obtain and secure the full rights, benefits, and opportunities for their education without subjection to sexual harassment or discrimination of any kind pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission. It is the school's policy to provide an educational environment free of sexual harassment of any type.

### **Sexual Harassment**

Valley Grande Institute for Academic Studies is in compliance with Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. It is contrary to the policies of the school, for any employee, male, female, volunteer worker or any student to sexually harass another employee or student by:

- Making unwelcome sexual advances, innuendos or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of a student's education, or
- Making submission to or rejection of such conduct the basis for educational decisions affecting the student, or
- Creating an intimidating, hostile or offensive educational environment by such conduct.

### **Behavior Which May Constitute Sexual Harassment**

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome that is personally offensive, that fails to respect the rights of others, that lowers morale and /or that, therefore, interferes with workplace effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

Verbal: Sexual innuendos, suggestive comments, joke of a sexual nature, sexual propositions, and threats.

Non-Verbal:	Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
Physical:	Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. But, whatever form it takes, verbal, non-verbal or physical, sexual harassment is insulting and demeaning to the recipient and will not be tolerated on campus. Sexual harassment by any student, employee, faculty member, supervisor or administrative staff, is unacceptable.

Appropriate disciplinary action will be taken against any employee or student who violates this sexual harassment policy. Persons found to have engaged in sexually harassing conduct will be appropriately sanctioned depending upon the nature of the conduct involved. Such sanctions may include verbal reprimands, leave without pay, suspension, and in severe cases, termination. A copy of the reprimands will be filed in the student's and/or employee file.

Both men and women can be victims of sexual harassment from either gender.

Making decisions based on sexual favoritism or on the basis of gender is strictly prohibited.

Retaliation against any person making a sexual harassment complaint, assisting, or testifying in a sexual harassment investigation is strictly forbidden and will not be tolerated. For persons who think they are victims of sexual harassment, the goal should be to establish integrity and documentation. The following steps should be taken:

1. Confront the harasser. Advise the individual that the behavior (be specific) makes you uncomfortable. Tell this offender to stop the behavior.
2. Document all incidents, actions and conversations related to the problem. Keep a dated diary.
3. If the offensive behavior persists, speak candidly to your Program Supervisor about the problem. If the offender is your Program Supervisor, speak to that individual's supervisor.
4. If nothing is done or if the sexual harassment continues, file a complaint in accordance with paragraph below.

All complaints or claims of sexual harassment will be taken seriously and will be thoroughly investigated. Persons are encouraged to communicate directly with one another about the conduct they find offensive. Some instances of "harassment" may simply result from one person honestly not realizing that his/her remarks or conduct is offensive. In the event that direct communication does not result in a resolution of any inappropriate conduct, the following formal procedures must be followed:

1. Complaints regarding sexual harassment should first be made to the Program Director. If a person in this department is the person involved, then the complaint should be filed with the School Director.
2. Complaints may be made either in writing or verbally.
3. Every effort will be made to conduct an investigation into claims of sexual harassment in a manner that will protect the confidentiality of any witness interviewed in connection with sexual harassment claims. However, because of the need to conduct a fair and objective investigation confidentiality cannot be guaranteed.
4. If the complaint involves students only, the School Director or Program Director will investigate the matter and follow the due process guidelines.

Upon receipt of any verbal or written claim of sexual harassment involving an employee of Valley Grande Institute, the claim will be referred to the School Director who will order prompt investigation. The School Director will appoint a person to conduct an investigation into any complaint of sexual harassment. The investigator appointed will conduct a prompt and thorough investigation of the complaint and make a written report to the supervisor or director who apprises the alleged harasser(s) of the investigator's findings and recommendations. Based upon the findings and recommendations of the investigator, the School Director will make a determination as to the appropriate sanctions, if any, to be imposed in the case. Both the complaint and the alleged harasser will be promptly advised of this decision.

In the event that the one making the complaint or the alleged harasser disagrees with the School Director's decision, that individual may appeal the decision by making a written appeal to Valley Grande Institute's Grievance Committee. The Committee may:

- Review the written finding and recommendations of the investigators and affirm the decision of the School Director;
- Review the written finding and recommendations of the investigators and change or modify the decision of the Director; or
- Direct that additional investigation be conducted, and make a final decision based upon the finding and recommendations resulting from the new or additional investigation. If such a new additional investigation is required, the School Director may appoint the investigators who conducted the initial investigation or appoint new investigators of his choice.

This policy rescinds and supersedes any previous policies dealing with sexual harassment. In the event any conflicts occur in the provisions of this policy with the provisions of any other school policy and/or procedures, the provisions of THIS policy are controlling.

Each staff/faculty, as well as students, shall signify that he/she has read the foregoing policy and that they agree to abide by the policy.

It is the policy of Valley Grande Institute to resolve any such dispute that otherwise cannot be resolved through the use of mediation and/or binding arbitration. Each individual involved in the complaint, including faculty member and/or student, by their continued involvement as an employee or student, agrees to participate in this process. The School Director's office is located in the school's Administration Building, 345 S. Texas Blvd, Weslaco, Texas. Office hours are from 8:00am – 5:00pm, Monday through Friday. Telephone number is: (956) 973-1945.

# Programs and Course Descriptions

VOCATIONAL NURSING & ALLIED HEALTH  
PROGRAMS

APPROVED BY  
ABHES AND TWC



## VOCATIONAL NURSING

The Vocational Nursing program is an intensive 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 employment in hospitals, nursing homes, Doctors office's, 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 the 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.

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:** None

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.

**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.

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 self. They will apply their instructional experience in the development of clinical skills. A minimum of 10 clock-hours will be completed in a Home Health Care setting.

**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.

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
MA106	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
	Total:	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-ray machines, 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

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. Graduates also receive a certificate of completion for Limited Medical Radiologic Technologist from Valley Grande Institute for Academic Studies. 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. Graduates also receive a certificate of completion from the Valley Grande Institute for Academic Studies for Phlebotomy Technician.

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 &	30	0	0
	Maintenance of Imaging Equipment			
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	0	400
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	241	620
	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.)

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

<b>MCT-106</b>	<b>Computer Application for Coding Procedures</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		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

<b>MCT-107</b>	<b>Insurance Policies &amp; Claims</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		40	0	0

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

**Prerequisite:** None

<b>MCT-108</b>	<b>Advance Procedures for Coding Practice</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		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

<b>MCT-109</b>	<b>Personal Skills &amp; Ethics</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		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

<b>MCT-110</b>	<b>Externship – Coding Practice</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		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

<b>MCT-111</b>	<b>Pre – Externship - Coding Practicum</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
		0	20	0

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

**Prerequisites:** None

# GENERAL INFORMATION

**Valley Grande Institute for Academic Studies**  
**Faculty and Staff Roster**  
**Revised 12/2017**

<b>Administration</b>	
<b>Anabell Cardona</b>	<b>President, CEO</b>
<b>Mari Aviles</b>	<b>School Director</b> B.A., University Texas Pan Am M.E.D., University Texas Pan Am
<b>Olma Weaver</b>	<b>Allied Health Director</b> Licensed Vocational Nurse – Coastal Bend College; Registered Nurse, ADN, Del Mar College
<b>Claudia G. Paredes</b>	<b>Vocational Nursing Director</b> Registered Nurse, University of Texas Pan American Bachelors of Science in Nursing, UT RGV

<b>Administrative Staff</b>	
<b>Amelia Aldrete</b>	<b>Executive Administrative Assistant</b>
<b>Cantu, Nina</b>	<b>Office Manager</b>
<b>Mark Naveja</b>	<b>Bookkeeper</b>

<b>Admissions / Registration</b>	
<b>Gloria Luna</b>	<b>School Registrar</b>
<b>Alicia Rodriguez</b>	<b>Admissions Director</b>
<b>Deedee Gomez</b>	<b>Admissions Representative</b>
<b>Jacob Molina</b>	<b>Receptionist</b>
<b>Claudia Ramirez</b>	<b>Admissions Representative</b>

<b>Financial Aid</b>	
<b>Elizabeth Quintero</b>	<b>Financial Aid Director</b>

Placement Services	
Mary Lou Saenz	Career Specialist
Lee Roy Garcia	Clinical Placement Coordinator

Student Services	
Christina Vasquez	Student Services Liaison

General Operations	
Gabriel Cardona	Information Technologist (IT)
Beatriz Vasquez	Custodian
Graciela Puente	Custodian

## Allied Health Faculty

Name	Status	Role	Education
Linda Cantu	Full Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Medical Assistant, Southern Careers Institute</li> <li>◇ Insurance &amp; Coding Technician, San Antonio College of Medical and Dental Assistants</li> <li>◇ Limited Medical Radiologic Tech., Imaging Skills Institute</li> </ul>
Emma Luz Flores	Part Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Medical Assistant San Antonio College of Medical &amp; Dental Assistants</li> </ul>
Guadalupe Garza	Full Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Radiologic Technologist, El Centro College</li> <li>◇ Sonographer, Del Mar College</li> </ul>
Gisela Gonzalez	Part Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Limited Medical Radiologic Technologist / Phlebotomy Tech., Valley Grande Institute for Academic Studies</li> </ul>
Elvira Moreno	Full Time		
Phillip Salinas, Jr.	Part Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Medical Assistant, Kaplan Career Centers of Texas</li> </ul>
Meliza Solis	Full Time	Allied Health Instructor	<ul style="list-style-type: none"> <li>◇ Medical Office Specialist Vanguard Institute of Technology</li> <li>◇ Phlebotomy Technician Texas State Tech. College</li> <li>◇ Radiologic Technologist Univ. of Texas - Brownsville</li> </ul>
Olma Weaver	Full Time	Allied Health Instructor Allied Health Director	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse – Coastal Bend College</li> <li>◇ Registered Nurse, ADN, Del Mar College</li> </ul>

## Vocational Nursing Faculty

Name	Status	Role	Education
<b>Monica Benavides</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>◇ Valley Baptist School of Vocational Nursing</li> </ul>
<b>Cynthia Curtis</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Registered Nurse</li> <li>◇ Masters of Science in Nursing</li> <li>University of Texas Arlington</li> <li>◇ Bachelors of Science in Nursing in Nursing</li> <li>Our Lady of the Lake University</li> <li>◇ Associate Degree in Nursing in Nursing</li> <li>South Texas Community College</li> </ul>
<b>Leonardo Galvan</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse, Knapp Medical Center</li> <li>◇ R.N., A.D.N., University Texas Pan Am</li> </ul>
<b>JaNene Garrett-Hoover</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>Knapp Memorial Methodist Hospital School of Vocational Nursing</li> </ul>
<b>Joe Hernandez</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>Valley Grande Institute for Academic Studies</li> </ul>
<b>Angelica Morin</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>South Texas College</li> </ul>
<b>Claudia G. Paredes</b>	Full Time	Vocational Nursing Director	<ul style="list-style-type: none"> <li>◇ Registered Nurse,</li> <li>University of Texas Pan American</li> <li>◇ Bachelors of Science in Nursing</li> <li>University of Texas RGV</li> </ul>
<b>Olivia Pena</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>Texas Southmost College</li> <li>◇ Associate Degree in Nursing</li> <li>South Texas Community College</li> </ul>
<b>Paulina Rubio</b>	Full Time	VN Education Facilitator Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Associate Degree in Nursing</li> <li>South Texas Community College</li> </ul>
<b>Reynaldo Villarreal</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>Knapp Memorial Methodist Hospital School of Vocational Nursing</li> </ul>
<b>Christi Waite</b>	Part Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Registered Nurse</li> <li>Southern Union State Community College</li> </ul>
<b>Alisha Whitehead</b>	Full Time	Vocational Nursing Instructor	<ul style="list-style-type: none"> <li>◇ Licensed Vocational Nurse</li> <li>The University of Texas at Brownsville</li> </ul>

**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

Alicia Rodriguez  
Board Member

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

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST / PHLEBOTOMY TECHNICIAN		
BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
<b>Zac Buentello</b>	San Lucas Family	Office Manager
<b>Domingo Reyna</b>	Advanced Medical Imaging	Technician
<b>Jessie Castellon</b>	Baaxten Imaging Center	Technician
<b>Delia Martinez</b>	Samuel Garcia, M.D.	Office Manager
<b>James Rodriguez</b>	Noel Lopez, M.D.	Office Manager
<b>Yolanda Lopez</b>	Julio A. Lopez MD & Associates, Physicians	Medical Assistant and X-Ray Technician
<b>Claudia Ramirez</b>	Weslaco Night Clinic	Medical Assistant and X-Ray Technician
<b>Michael Salas</b>	Marco Gutierrez and Associates	X-Ray Technician
<b>Esmeralda Rios</b>	RGV Orthopedics	X-Ray Technician



## MEDICAL ASSISTANT

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Dee Salinas	Ashley Pediatrics	Operations Manger
Yolanda Lopez	Julio A. Lopez MD & Associates, Physicians	Medical Assistant and X-Ray Technician
Janie Ordoñez, M.A.	Sivakumari Nandipaty MD	Office Manager/ Medical Assistant
Jennifer Chavez	RGV Internal Medicine	Certified Medical Assistant
Alondra Gonzalez	San Lucas Family Health Clinic	Medical Assistant
Jasmine Hernandez	The Pediatric Clinic	Medical Assistant

## MEDICAL INSURANCE CODER & BILLING TECHNICIAN

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Frances Perez	Optimized Medical Billing	Chief Executive Officer
Dee Salinas	Ashley Pediatrics	Operations Manager
Erica Perez	Optimized Medical Billing	Office Manager
Teresa Garcia	Ashley Pediatrics	Head Supervisor
Diana Ibarra	Dr. Marilyn Asistores	Billing Technician
Ruben Fonseca	Weslaco Pharmacy	Pharmacist
Rosemary Fonseca	Weslaco Pharmacy	Office Supervisor
Jasmine Hernandez	The Pediatric Clinic	Medical Assistant

## PATIENT CARE TECHNICIAN

BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Dee Salinas	Ashley Pediatrics	Operations Manager
Teresa Garcia	Ashley Pediatrics	Head Supervisor
Hilda Garza	Dr. Norma Iglesias – San Juan Clinic	Clinic Administrator
Rachel Sanchez	LAHS Adult Day Care	Clinic Administrator
Diana Ibarra	Dr. Marilyn Asistores	Billing Technician

VOCATIONAL NURSING		
BOARD MEMBER NAME	EMPLOYER	EMPLOYMENT TITLE
Guadalupe Castillo	Knapp Medical Center	Registered Nurse
Natividad Carrillo	Texas Health Management	Family Nurse Practitioner
Jeffery Burton	Weslaco Nursing and Rehab	License Nursing Facility Administrator
Deborah Gonzalez	Knapp Medical Center	Director of Medical, Surgical, & Pediatrics
Cynthia Garrett	South Texas ISD	Simulation Lab Coordinator
Charmain Bradford		Registered Nurse
Melissa Knerr	Briarcliff Nursing & Rehab	Nurse Practice Educator
Nellie Ibarra	Mission Regional Medical Center	Risk Manager

## OFFICIAL VACATION DAYS

### ***2018 Holidays***

*January 1<sup>st</sup> – 5<sup>th</sup>, 2018- New Year Observation*

*March 12<sup>th</sup>-16<sup>th</sup>-Spring Break*

*March 30<sup>th</sup>-Good Friday*

*May 28<sup>th</sup>-Memorial Day*

*July 4<sup>th</sup>-Independence Day*

*September 4<sup>th</sup>-Labor Day*

*November 21<sup>st</sup>-23<sup>rd</sup>-Thanksgiving*

*December 24<sup>th</sup> -31<sup>st</sup>- Christmas*

## Class & 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)

The cumulative average Employment rate for all programs –  
September 1, 2015 to August 31, 2016

Vocational Nursing	77.27 %
PCT	67.50 %
LMRT/Phlebotomy	69.23 %
Medical Insurance & Coding	73.33 %
Medical Assistant	80.00 %

The cumulative average completion rate for all programs –  
September 1, 2015 to August 31, 2016

Vocational Nursing	61.11 %
PCT	68.85 %
LMRT/Phlebotomy	70.69 %
Medical Insurance & Coding	71.43 %
Medical Assistant	83.33 %

**CLASS SCHEDULES ARE PRESENTED TO  
STUDENTS IN AN ADDENDUM**