



# TEXAS HEALTH SCHOOL

*Caring for Others*

# SCHOOL CATALOG

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Texas Health School is accredited by the  
Commission of the Council on Occupational Education

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## President's Message

Welcome to Texas Health School!

Pursuing a career in the allied health field requires a lot of hard work, perseverance, and determination. Our priority at Texas Health School is to ensure you have every opportunity to acquire the skills and knowledge necessary to achieve success in and out of the classroom. Texas Health School is committed to providing you with an excellent learning environment and we are here to partner with you throughout your education.

This catalog provides information about our program offerings to help you plan your career goals. It includes information about admissions, financial aid, and student services as well as other resources available to you.

Whether you attend day, evening, or Saturday classes we understand that your ability to choose a career schedule that fits your needs is important. In addition to flexibility, our class sizes are small so our friendly and caring faculty and staff can offer you the personalized attention you deserve. Your decision to attend Texas Health School will provide you with opportunities for academic and personal growth.

On behalf of the entire faculty and staff, we would like to commend you for taking the first important step of pursuing your career goals at our school.

We invite you to visit and discuss your plans for your new career. Please feel free to contact us and let us know how we can help make your experience at Texas Health School all that you want it to be.

Let's build your future together, achieving your dreams and career goals.

**David B. Hawk**

David B. Hawk

President, Texas Health School

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“The information contained within this catalog is true and correct to the best of my knowledge”

***David B. Hawk, President***

David B. Hawk, President



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**David B. Hawk, President**

David B. Hawk, President



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***David B. Hawk, President***

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# **SECTION I**

**MEDICAL ASSISTANT  
MEDICATION AIDE  
NURSE AIDE**

**HEALTHCARE ADMINISTRATION  
(Medical Coding and Billing)  
AAS**

## **INSTITUTION INFORMATION**

### **ACCREDITATION/APPROVALS**

Texas Health School is accredited by the Commission of the Council on Occupational Education, COE, a national accrediting agency recognized by the United States Department of Education.

Texas Health School is approved and regulated by the:

- Texas Board of Nursing, Vocational Nursing Program and Licensed Vocational Nursing to Associate of Applied Science in Nursing (LVN-to-A DN) Program
- Texas Health and Human Services Commission, Nurse Aide Training Program
- Texas Health and Human Services Commission, Medication Aide Training Program
- Texas Workforce Commission, Career Schools and Colleges, Austin, Texas
- Texas Department of Licensing and Regulation, Austin, Texas
- Texas Higher Education Coordinating Board to grant associate degrees.
- United States Department of Veterans Affairs
- Texas Veterans Commission, Veterans Education

Texas Health School:

- Is recognized by the United States Department of Education for participation in Federal Title IV Student Financial Assistance Programs (Federal Pell Grant, Federal Direct Student and Parent Loans)
- Provides educational training services for the Workforce Solutions (TWC) (for select programs only)
- Is approved for training of veterans and other eligible persons under the provisions of Title 38, United States Code for approved programs by the Texas Veterans Commission (for select programs)
- Is an approved vendor of the Texas Workforce Solutions – Vocational Rehabilitation Services (TWS-VRS)

A copy of the school's accreditation, licensure, and approvals are on file and available for review upon written request to the School President.

### **MISSION STATEMENT**

The mission of Texas Health School is to provide quality educational programs that prepare its graduates for employment in their specialized field of allied health.

### **Objectives**

The programs emphasize hands-on training that are relevant to the requirements of the employer community and focus on areas that offer long-term employment opportunities. Specifically, the School's objectives are:

- To provide an education that will prepare the student to become a productive member of the community as well as increasing his/her employment potential.
- To offer quality instruction by employing instructors and administrators who are experienced in their specialized fields and providing facilities and resources that promote educational growth.
- To assist students in developing self-discipline, skills, and attitudes that will motivate the student to allow him/her to achieve his/her full potential for success in their careers.
- To provide competent, responsible support staff needed to help meet the employment demands of the local business and industry job market.

### **SCHOOL HISTORY AND DESCRIPTION**

Texas Health School was established in Houston in 2002 to provide specialized training programs needed to address the increasing demand for skilled healthcare professionals. The school began classes in 2003 at 10565 Katy Freeway then moved to 11211 Katy Freeway during the summer of 2004, and in 2019, relocated to 11511 Katy Freeway to a larger more modernized facility. This location offers easy access from all areas of Houston and the surrounding communities. The school occupies approximately 12,000 sq. ft. on the second floor and additional space is available for future expansion of the programs. The school is designed to provide an optimum learning environment for students. The facilities include a computer lab, two nursing skills labs, a medical lab, two lecture rooms, and a massage clinic classroom. The classrooms and labs are supplied with equipment and instruments related to the specific academic program of study and provide for practical training simulations. The administrative and faculty offices are located in the northeast quadrant of the school. There is a student lounge and internet access is available throughout the school.

### **OWNERSHIP**

Texas Health School is a limited partnership. David B. Hawk is the President/CEO of Texas Health School L.P. and is the sole individual with controlling interest over the business.

## APPENDICES

Please note the catalog is not considered complete unless the appropriate appendices (if applicable) are included. Although every effort has been made to ensure the accuracy of the information included in this catalog, revisions may occur after publication and does not constitute a binding agreement on the part of Texas Health School. Please refer to the catalog appendices for more information.

## CHANGES IN PROGRAMS OR POLICIES

The school has the right to modify the programs, course content, and schedules to best meet the needs of students and future employers. Texas Health School reserves the right to make changes to the catalog, school policies and procedures, faculty and staff, school calendar and other dates. The school is required to make changes necessary to comply with the standards and regulations of the school's accrediting body, state licensing agency and/or U.S. Department of Education.

## **ADMISSIONS INFORMATION**

### ADMISSION REQUIREMENTS

Texas Health School requires all applicants go through a multi-step admission process as outlined below.

1. An admissions representative will interview and determine the abilities and needs of the applicant.
2. Applicants must be beyond the age of compulsory school attendance and must possess a high school diploma, a General Education Development (GED) certificate, or a Home School certificate that is equivalent to a high school level diploma school and is recognized by the student's home state. Home school students are exempt from compulsory age requirements under Texas state law. All applicants must be at least 17 years of age and must be 18 years of age prior to starting their scheduled externship/clinical. Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U.S. high school diploma by a recognized evaluation service. Exception: Medication Aide applicants must possess a high school diploma, or a General Education Development (GED) certificate, or a Home School certificate that is equivalent to a high school level diploma and is recognized by the student's home state, be at least 18 years of age, and be able to read, write, speak, and understand English.
3. Should an applicant not possess a high school diploma or its equivalent, he or she is required to take a test to determine the student's ability-to-benefit (ATB) from the program. NOTE: Students admitted on the basis of ability-to-benefit will not be eligible for Title IV financial aid funding. Ability-to-Benefit applicants must achieve or exceed minimum scores in each sub-test area of the required ability-to-benefit test for acceptance within a specific program. An applicant will be retested if the current score is not indicative of an examinee's current knowledge and skills, in accordance with the rules and regulations of the publisher of the test. (Refer to Admission Test Score Requirements Table.)
4. All applicants eligible for enrollment must take a validated admissions test (Wonderlic Scholastic Level Exam (SLE) and a short-answer essay to determine their eligibility in their selected programs. If the prospective student does not satisfactorily complete the test on his/her first opportunity, a substantially different test may be administered the same day. An applicant must wait five calendar days prior to retaking the same entrance test. Should the applicant fail on the third attempt, he/she must wait six (6) months before retesting. (Refer to Admission Test Score Requirements Table). The SLE is offered in an online and onsite format, and the passing scores are valid for three years from the onsite, online test date.
5. The applicant must complete an enrollment agreement and submit it with the registration fee deposit. If an applicant is not accepted, the full amount of the deposit will be refunded.
6. The applicant will supply unofficial transcripts from former schools attended. An official transcript is required if a student requests a review of their educational courses for the purpose of credit transfer. An official transcript is defined as one that is prepared and sent directly by the school, typically the registrar's office, to the intended Texas Health School's official either via a third-party online transcript delivery service or via the official's institution assigned email. Non electronic transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution.
7. Applicants for the Nurse Aide Training Program must sign a statement and be verified they are not listed on the Nurse Aide Registry (NAR) in revoked status, or as unemployable on the Employee Misconduct Registry (EMR) and have not been convicted of a criminal offense as listed in the Texas Health and Safety Code (THSC) §250.006(a), or convicted of a criminal offense listed in the Texas Health and Safety Code (THSC) §250.006(b) within the five years immediately before participating in the program.

8. Applicants for the Medication Aide Program must be employed as a nurse aide in a Medicare-skilled nursing facility or a Medicaid nursing facility, or in a facility for 90 days as non-licensed direct care staff during the 12-month period before the first official day of the applicant’s medication aide training program.
9. Prior to admittance into the program, all Medication Aide applicants are required to sign THHS (Texas Health & Human Services) Form 5538-MA and complete a Texas Department of Public Safety (DPS) fingerprint criminal background check to determine eligibility to take the Medication Aide examination. HHSC guidelines related to the practice of registered medication aides, potential ineligibility of persons convicted of offenses and how to request a criminal history evaluation letter are available at <https://www.hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/credentialing/medication-aide-program>. Notifying potential trainees as described in this section is required by the Occupations Code, §53.152.
10. Accepted Applicants must agree to abide by all general policies, rules, and regulations of the school.

**Minimum CPAt, & Wonderlic SLE Test  
Admission Test Score Requirements**

Program	Wonderlic SLE	CPAt			
		Language Usage	Reading	Numerical Skills	Composite Score
MA	13	42	43	41	126
MDA*	11	Not Applicable			
NA	11	42	43	41	126
MCB	15	Not Applicable			

\*Medication Aide Students must possess a high school diploma, GED Certificate, or meet the home school requirements.

**ACCEPTANCE BY THE SCHOOL**

Upon completion of the previously referenced items, the school reviews the application and informs the applicant of its decision in a timely manner. If the applicant is denied admission, all fees paid to the school will be refunded.

**NON-DISCRIMINATION POLICY**

Texas Health School will promote equal opportunity and fair treatment for admission to, and access to, its programs and activities to all persons. The institution does not discriminate on the basis of sex, race, color, religion, national origin, age, marital status, or physical handicap (except where such conditions constitute a bona fide occupation qualification necessary for proper and efficient administration). Texas Health School is an equal opportunity educational institution and complies with all federal and state laws regarding affirmative action requirements.

Texas Health School is committed to being compliant with The Rehabilitation Act of 1973 (Section 504) and The Americans Disability Act (ADA) of 1990. Students with disabilities are requested to submit written notice of the specific need to the School President or his/her designee, at least 10 days before beginning classes at the school to allow the school to evaluate the request. Documentation to support the disability must be submitted with the written notice. Reasonable accommodations that do not alter the nature of the program will be provided on an individual basis.

**CREDIT FOR PREVIOUS EDUCATION**

Credit for previous education and training may be granted for students enrolled in the program, based on a personal interview with the student and an analysis of an **official** transcript from the previous school attended indicating a grade of “C” or better in a course that is comparable in content and length and taken within the last five (5) years. The applicant or student must make the request within thirty days following the start date of the student’s program, but not later than two days after the start date of the module in which the course for credit is being requested. The School President or appropriate designee will review official transcripts from previous institutions to determine what credit, if any, will be granted. The program length and cost will be adjusted accordingly for the granted transfer credit. The maximum allowable credit for previous education is 50% of the total credits in the program.

Students applying for Veterans benefits must submit copies of transcripts from all post-secondary institutions previously attended prior to being certified. Texas Health School will consider skills obtained through military experience, education, and training as per Texas Administrative Code Chapter 807.121(e)(7), and will grant credit for experience, education, or training for courses that align with the military course credit directory, where applicable. The students will be required to submit official copies of the military education or training for which credits are being sought. VA students who receive VA educational benefits may not retake classes that were previously taken and successfully completed.

The institution does not permit testing for credit. (CLEP)

## **LATE ENROLLMENT**

Students are encouraged to enroll as early as possible for a particular class start. Classes start on the date indicated on the Academic Calendar. A student may begin classes through the third day of class subject to the approval of the School President. All days missed as a result of late enrollment will be counted as absences.

## **CANCELLATION POLICY**

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

## **REFUND POLICY**

Refund computations will be based on scheduled clock hours 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: (a) the last day of attendance if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the cancellation privilege 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. If a student enters a residence education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refunds for items of extra expense to the student, such as books, tools, or other supplies are handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, 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 such 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 after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll 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: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) 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;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date

the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) 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:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds, when due, shall be issued within 45 days of the effective date of termination, or of the planned start date for classes canceled by the school. 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.

### **VETERANS ADMINISTRATION REFUND POLICY**

The following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$ 10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds, when due, for veterans and other eligible persons, shall be issued within 40 days after the last date of attendance.

## **FINANCIAL INFORMATION**

Texas Health School is an eligible institution participating in selected Title IV financial assistance programs. The primary responsibility for meeting the costs of education is that of the individual student and their families. Financial aid funds are available to supplement the funds provided by students and their families. It is the goal of Texas Health School that no student should be prevented from achieving his/her educational goals because of limited financial resources. To meet this goal, the school maintains a program of grants and loans for eligible students who are accepted and enrolled as certificate seeking students in good standing.

All students are encouraged to explore the availability of financial aid funding through state and federal agencies for tuition assistance. Students who do not qualify for financial aid or who do not wish to apply for educational loans may make monthly tuition payments to the school. Payment arrangements will be made with the Financial Aid Office. Final payment is due prior to starting clinical and/or externship.

Texas Health School has a full-time financial aid representative to counsel and assist students on the various financial aid programs available to qualifying students in pursuit of higher education goals. The financial aid department maintains a 9:00 a.m. to 7:00 p.m. schedule, Monday through Thursday. The office opens at 8:00 a.m. on Friday and closes at 5:00 p.m. During these hours, this department is available to all students. Appointments may be made for non-scheduled hours when necessary.

### **APPLICATION PROCEDURES**

Students seeking any type of financial aid should apply with the Financial Aid Office. Applicants are strongly encouraged to apply early to ensure they have a completed financial aid package and funds for which they are eligible can be disbursed in a timely manner.

Students should complete a Texas Health School Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> to begin the application process. The Texas Health School Financial Aid Application form is available at the Financial Aid Office. The Financial Aid Representative reviews the School's Application for Financial Aid, the Free Application for Federal Student Aid (FAFSA), and other required financial paperwork. The Financial Aid Representative utilizes a needs analysis system at the time of the student's interview and assists with determining the student's eligibility and programs best suited to serve the student. The Financial Aid Representative will review available funds and discuss tuition payment plans.

The financial aid award year is from July 1<sup>st</sup> through June 30<sup>th</sup> of the next year. Continuing students needing financial aid funds to attend school must reapply for financial aid each award year as soon as possible after January 1<sup>st</sup>. Failure to reapply for financial aid funds may result in a delay or denial of financial aid awards and result in the student having to pay out of pocket for tuition and fees while attending school.

## **DETERMINING STUDENT NEED**

Financial need is calculated to determine the student's eligibility for financial aid. Financial need is the difference between the total cost of attending the school (cost of attendance) and the amount of the student and/or family's financial resources (expected family contribution). The total cost of attending the school may include tuition, fees, books, supplies, room, board, transportation, personal, and miscellaneous expenses. Through the use of the Expected Family Contribution, a determination is made of the amount of funds the student and/or parents can contribute toward meeting educational costs. Students with financial need will be considered for financial assistance. To determine the Expected Family Contribution (EFC) the calculation formula used is the Federal Need Analysis, mandated by the U.S. Congress. The Expected Family Contribution is calculated by information provided on the Free Application for Federal Student Aid (FAFSA) and reported on the Student Aid Report (SAR), which is emailed to the student by the federal processor. Financial aid may not cover the entire cost of attendance. Students may be expected to provide monthly payments towards meeting the cost of their education.

## **TITLE IV PROGRAMS IN WHICH TEXAS HEALTH SCHOOL PARTICIPATES**

Texas Health School participates in the Federal Pell Grant Program and the Federal Direct Student Loan Program. In addition to the information below, a detailed description of these programs is available online at the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/>.

### **FEDERAL PELL GRANT**

The Pell Grant is not a loan and therefore requires no repayment. The Federal PELL Grant program is for any eligible undergraduate student pursuing a post-secondary education. The amount of the award is determined by demonstrated financial need, program length, and available federal funding levels. For more information about the Federal Pell Grant please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/grants/pell>

### **FEDERAL DIRECT STUDENT LOANS**

Loans borrowed directly from the U.S. Department of Education are Federal Direct Loans and are for students attending school at least half-time. This program is a low-interest rate, long-term loan program for students who have financial need. Direct Loans are a legal obligation and must be repaid. Federal funding levels determine the amount and availability of these loans. For more information regarding the Federal Direct Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

#### **Direct Subsidized Student Loans**

These loans are based on financial need and are available for undergraduate students. The federal government pays the interest on the loan while the student is attending school at least half-time and during deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

#### **Direct Unsubsidized Student Loans**

These loans are not based on financial need and are available to both undergraduate and graduate students. The student is responsible for interest during in-school and deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

### **DIRECT PARENTAL LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

The Direct PLUS loan is an educational loan for parents to assist with the educational expenses of a dependent student. PLUS loans are for dependent undergraduate and graduate students attending school at least half-time. The PLUS loan is borrowed directly from the U.S. Department of Education and may be based upon credit worthiness. PLUS loans must be repaid. Federal funding levels determine the amount and availability of the PLUS loans. For more information about the Direct PLUS Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/plus-app/>

## **OTHER AID PROGRAMS**

Students attending Texas Health School may be eligible to receive funds to help meet educational costs from Americorp, the Veterans Administration (VA), Bureau of Indian Affairs (BIA), Texas Workforce Solutions – Vocational Rehabilitation Services (TWC-VRS), Texas Workforce Solutions (TWC) employee tuition waiver, and other organizations. Students inquiring about these funding sources should contact the Admissions Department. Students who will be receiving Texas Workforce Innovation and Opportunity Act (WIOA), Department of Assistive and Rehabilitative Services (DARS), or other sources of alternate funding for school must present the agency's authorization for such funding before starting school.

## **TITLE IV ELIGIBILITY REQUIREMENTS**

In general, participants in Title IV financial aid programs must:

1. Have a high school diploma or its recognized equivalent.

2. Complete a Free Application for Federal Student Aid (FAFSA) and the Texas Health School Financial Aid Application.
3. Be a citizen of the United States or an eligible non-citizen.
4. Be enrolled in an eligible program as a regular student.
5. Be making satisfactory progress toward completion of a diploma or certificate.
6. Not be in default on any federally guaranteed student loan.
7. Not owe a balance or a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant at any post-secondary institution or federal agency.
8. Have a valid Social Security number.
9. Be registered with the Selective Service if required.

### **VERIFICATION POLICY**

A student whose application is selected for verification, a process required by the Department of Education to review and verify information, may be required to submit additional documentation to the Financial Aid Office. The requested information must be provided to the school within 45 days of notification.

### **AWARD PROCEDURES**

All financial aid awards are made in accordance with the following criteria: demonstrated financial need and the student's ability to maintain satisfactory academic standing. Completed files are acted upon on a first come first serve basis. Some types of aid have limited funding. A financial aid file is complete only after the following documents or information has been received:

- A. Confirmation of Admission status in an eligible certificate or degree program.
- B. Completed Texas Health School Financial Aid Application.
- C. Completed FAFSA on file with the Department of Education, or Texas Health School code listed so that the Financial Aid Office can obtain the Student Aid Report (SAR) electronically.
- D. Submission of all information requested by the Financial Aid Office (required prior to disbursement of federal aid).

### **DISBURSEMENT PROCEDURES**

Disbursements of Federal Direct Stafford Loans are issued in at least two installments and are made by electronic funds transfer (EFT) directly from the U.S. Department of Education to the school. No installment will be greater than one-half of the amount of your loan.

The first disbursement of loans for first-time borrowers is made after the student has been in school for 30 calendar days (for non-first-time borrowers the first disbursement is made after the first week of class) and the student has completed a loan entrance interview with the financial aid office. The second disbursement is scheduled when the student has successfully completed half of the financial aid credit hours in the program (if less than one full academic year) or one-half (1/2) of the financial aid credit hours for an academic year and is at the midpoint of the loan period. Each recipient is notified when a disbursement has been credited to his/her account.

Federal Pell Grants are disbursed in two equal payments based upon successful completion of each payment period, defined as one-half (1/2) of the program's financial aid credit hours (if less than one full academic year) or one-half (1/2) of the financial aid credit hours for an academic year.

Federal Pell Grants are credited directly to a student's account when they start the program and again upon successful completion of on half of the financial aid credit hours in the program. Each recipient is notified when a disbursement has been credited to his/her account.

### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

Federal law specifies how Texas Health School must determine the amount of Title IV funds that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Federal Direct Loans, and Federal Direct PLUS Loans.

Title IV funds are posted to the student's account at the start of each payment period. The student earns the funds as he/she completes the payment period. Should a student withdraw during the payment period, the amount of Title IV funds that the student has earned up to that point is determined by a specific formula. If the student received (or Texas Health School or the parent received on the behalf of the student) less Title IV funds than the amount that he/she earned, the student may be able to receive those additional funds. If the student received more Title IV funds than he/she earned, the excess funds must be returned by the school and/ or the student. The amount of Title IV funds that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of his/her payment period, the student earned 30% of the Title IV funds

he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he/she earns all the Title IV funds he/she was scheduled to receive for that payment period.

If the student did not receive all the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes Federal Direct Loan funds, Texas Health School must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt. Texas Health School may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Texas Health School requires the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not provide Texas Health School with his/her permission the student will be offered the funds. However, it may be in the student's best interest to allow Texas Health School to keep the funds to reduce your debt at Texas Health School.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of their program before he/she withdraws, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30th day. If the student received (or Texas Health School or parent received on behalf of the student) excess Title IV program funds that must be returned, Texas Health School must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of his/her funds, or
2. The entire amount of excess funds.

Texas Health School must return this amount even if it did not keep this amount of the student's Title IV program funds.

If Texas Health School is not required to return all the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with Texas Health School or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the Texas Workforce Commission refund policy. The school's refund policy will be applied after the Title IV return calculation has been completed and funds (if any) have been returned to the Title IV programs. The school will calculate the tuition charges in accordance with the Texas Workforce Commission's refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Texas Health School will charge the student for any Title IV program funds that the school was required to return. The requirements and procedures for officially withdrawing from school are listed in the school catalog.

If the student has questions about their Title IV program funds the student may call the Federal Student Aid Information Center at 1-800-433-3243 at the U. S. Department of Education Student Financial Aid website: <https://studentaid.gov/>

## **REFUND AND DISTRIBUTION POLICY**

Texas Health School adheres to the refund policy as required by the Texas Workforce Commission Career Schools and Colleges refund policy for residence school vocational programs and as noted in the enrollment agreement. If a student withdraws from Texas Health School and a refund is due, the following return of funds and refund distribution policy will be followed.

Amounts of Title IV Financial Aid funds will be allowed in compliance with federal regulations. Refunds will be allocated in the following order:

- Unsubsidized Federal Direct Student Loan
- Subsidized Federal Direct Student Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Other state, private, and institutional student financial assistance
- The student

## **TUITION PAYMENT PLAN**

Independent students or parents of dependent students who do not qualify for financial aid or who do not wish to apply for educational loans may make weekly, bi-weekly, or monthly tuition payments to the school. These arrangements must be made with the Financial Aid Office.

## **FINANCIAL OBLIGATION**

Students who fail to make cash payments according to their payment plan or fail to make a good faith effort to process their financial aid paperwork on a timely basis are subject to Texas Health School's disciplinary action. It is Texas Health School's policy that students must satisfy all outstanding financial obligations to the school prior to the start of the next module. Students with delinquent cash payments will not be permitted to attend class until satisfactory arrangements have been made with the Financial Aid Office. No academic records will be released to any institution or individual until all financial obligations are satisfied.

## **VETERANS AFFAIRS**

Texas Health School is particularly concerned with the educational, vocational, and personal advancement of those men and women who served in the armed forces. Ex-military personnel, active duty military, reserve duty military and dependents of disabled or deceased veterans are able to obtain assistance in applying for veterans' benefits, educational and occupational counseling, job referral, and academic advising. A student planning to apply for benefits should contact the Financial Aid Office as soon as the student has enrolled in the school for classes.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

1. The school's accrediting and licensing agencies
2. The school's programs, facilities, and faculty
3. The cost of attending Texas Health School
4. The financial assistance available
5. How the Financial Aid Office determines the student's financial need.
6. Each type of aid to be received and how it will be disbursed.
7. How to submit appeals under various school policies
8. The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility.
9. Interest rates, repayment amounts, cancellation, and deferment provisions for all loans borrowed by the student.
10. The criteria for continued eligibility for financial aid
11. The terms of all loans borrowed by the student.

All students have the following responsibilities:

1. To review and consider all aspects of the school program before enrolling.
2. To complete financial aid applications accurately and truthfully
3. To provide additional documentation, verification, correction, etc. as requested by the school or agency.
4. To read, understand, and keep copies of all forms received.
5. To notify the school of any change in their financial circumstances
6. To notify the school and the lender of a name or address change
7. To understand the school's satisfactory and academic progress policy
8. To understand the school's refund policies
9. To sign all required certification statements
10. To repay all loans according to the promissory notes signed

## **ALUMNI DISCOUNT**

Texas Health School graduates who re-enroll in another program are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and complete the program. This discount applies to tuition only and does not cover fees, books, supplies, or other charges. It is available for all programs and will be applied as a tuition adjustment when final charges are posted to the student ledger. Please note: The institution reserves the right to modify or discontinue this discount at any time.

## **ACADEMIC INFORMATION**

### **DEFINITIONS**

#### **Academic Year:**

An academic year is defined as 30 weeks of instructional time in which a full-time student is expected to complete 36 quarter credit hours.

#### **Academic Module:**

An academic module is defined as 5 weeks for the day classes and 6 ¼ weeks for the evening classes.

**Academic Credit Hour:**

One academic quarter credit hour is equal to 10 clock hours of lecture, 20 clock hours of lab, or 30 clock hours of externship.

**Class Hour:**

A class hour is equal to 50 minutes of lecture, lab, externship, or clinical training during a 60-minute period. (Exception: the nurse aide and medication aide programs a class hour is equal to 60 minutes of lecture, lab, or clinical training during a 60-minute period).

**Full-Time Enrollment:**

For undergraduate students, full-time status is 36-quarter credit hours per academic year, or the pro-rated equivalent for a program of less than one academic year. During externship, students are considered full-time.

**TUITION AND FEES (See Appendix #1 for Tuition Schedule)****Fee Schedule (non-refundable)**

Change of Program after Start	\$100.00
Registration	\$100.00
Late Payment Fee	\$ 20.00 (1)
THS Transcript (after 1 <sup>st</sup> )	\$ 10.00 (2)
Re-entry/Reinstatement Fee	\$100.00 (3)

- (1) A \$20.00 late payment fee will be charged to the student's account each time a scheduled payment is not made within 5 days of its due date. The student's account will continue to accrue a monthly \$20.00 late fee until his/her account has been brought current or paid in full. Payment is due on the scheduled payment date or the following business day if scheduled payment falls on Saturday, Sunday, or a holiday.
- (2) To be submitted with transcript request
- (3) Re-entries from LOA excluded from fee.

Textbooks are loaned to all students. If the textbooks are not returned or damaged, students will be charged 100% of the cost of the book.

**CLASS SCHEDULES: (See Appendix #2 for Academic Calendar)**

Day classes are scheduled between Monday to Friday, between the hours of 8:00 am and 2:30 pm. Evening classes are scheduled between Monday to Thursday, between the hours of 6:00 pm and 10:30 pm. Externships are scheduled at the end of the Program at 36 hours per week for five weeks and hours may vary depending upon the externship site's schedule. Clinical times for the Medication Aide and Nurse Aide are indicated below.

<b>Day Classes</b>		<b>Evening Classes</b>	
Period 1	08:00 a.m. - 08:50 a.m.	Period 1	06:00 p.m. - 06:50 p.m.
Break	08:50 a.m. - 09:00 a.m.	Break	06:50 p.m. - 07:00 p.m.
Period 2	09:00 a.m. - 09:50 a.m.	Period 2	07:00 p.m. - 07:50 p.m.
Break	09:50 a.m. - 10:00 a.m.	Break	07:50 p.m. - 08:00 p.m.
Period 3	10:00 a.m. - 10:50 a.m.	Period 3	08:00 p.m. - 08:50 p.m.
Break	10:50 a.m. - 11:00 a.m.	Break	08:50 p.m. - 09:00 p.m.
Period 4	11:00 a.m. - 11:50 a.m.	Period 4	09:00 p.m. - 09:50 p.m.
Break	11:50 a.m. - 12:00 p.m.	<b>Break</b>	<b>09:50 p.m. - 10:00 p.m.</b>
Period 5	12:00 p.m. - 12:50 p.m.	Period 5	10:00 p.m. - 10:30 p.m.
Break	12:50 p.m. - 01:00 p.m.		
Period 6	01:00 p.m. - 01:50 p.m.		
Break	1:50 p.m. - 02:00 p.m.		
Period 7	02:00 p.m. - 02:30 p.m.		

**Medication Aide\***

<b>Morning Classes</b>		<b>Evening Classes</b>	
Period 1	09:00 a.m. - 09:50 a.m.	Period 1	05:00 p.m. - 05:50 p.m.
Break	09:50 a.m. - 10:00 a.m.	Break	05:50 p.m. - 06:00 p.m.
Period 2	10:00 a.m. - 10:50 a.m.	Period 2	06:00 p.m. - 06:50 p.m.
Break	10:50 a.m. - 11:00 a.m.	Break	06:50 p.m. - 07:00 p.m.
Period 3	11:00 a.m. - 11:50 a.m.	Period 3	07:00 p.m. - 07:50 p.m.
Break	11:50 a.m. - 12:00 p.m.	Break	07:50 p.m. - 08:00 p.m.
Period 4	12:00 p.m. - 12:50 p.m.	Period 4	08:00 p.m. - 08:50 p.m.

## Nurse Aide

### Morning Classes\*\*

Period 1	08:00 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 10:00 a.m.
Break	10:00 a.m. – 10:05 a.m.
Period 3	10:05 a.m. – 11:05 a.m.
Period 4	11:05 a.m. – 12:05 p.m.
Break	12:05 a.m. – 12:10 a.m.
Period 5	12:10 p.m. – 01:10 p.m.

### Evening Classes\*\*\*

Period 1	05:55 p.m. – 06:55 p.m.
Break	06:55 p.m. – 07:00 p.m.
Period 2	07:00 p.m. – 08:00 p.m.
Break	08:00 p.m. – 08:05 p.m.
Period 3	08:05 p.m. – 09:05 p.m.
Period 4	09:05 p.m. – 10:05 p.m.

### Afternoon Classes

Period 1	01:00 p.m. – 02:00 p.m.
Period 2	02:00 p.m. – 03:00 p.m.
Break	03:00 p.m. – 03:05 p.m.
Period 3	03:05 p.m. – 04:05 p.m.
Period 4	04:05 p.m. – 05:05 p.m.
Break	05:05 p.m. – 05:10 p.m.
Period 5	05:10 p.m. – 06:10 p.m.
Period 6	06:10 p.m. – 07:10 p.m.

### Saturday Classes \*\*\*\*

Period 1	08:00 a.m. – 09:00 a.m.	Period 5	12:40 p.m. – 01:40 p.m.
Break	09:00 a.m. – 09:05 a.m.	Break	01:40 p.m. – 01:45 p.m.
Period 2	09:05 a.m. – 10:05 a.m.	Period 6	01:45 p.m. – 02:45 p.m.
Break	10:05 a.m. – 10:10 a.m.	Break	02:45 p.m. – 02:50 p.m.
Period 3	10:10 a.m. – 11:10 a.m.	Period 7	02:50 p.m. – 03:50 p.m.
Period 4	11:10 a.m. – 12:10 p.m.	Period 8	03:50 p.m. – 04:50 p.m.
Lunch	12:10 p.m. – 12:40 p.m.	Break	04:50 p.m. – 04:55 p.m.
		Period 9	04:55 p.m. – 05:30 p.m.

### Healthcare Administration (Medical Coding and Billing) AAS

Online courses are offered in both synchronous and asynchronous format; therefore, the scheduled hours will vary from module to module. Externship is scheduled at the end of the Program at 18 hours per week for a period of ten weeks. A total of 180 externship hours have to be completed in a face-to-face format and hours may vary depending upon the externship site's schedule.

- \* Medication Aide students attend classes 4 hours a day Monday through Thursday for 7 weeks. Students will begin clinical the third day of week 8. Students will perform clinical for 4 hours per day for 2 days and 2 hours on Monday during week 9. Week 9 students return to school for the remaining 10 hours of demonstration skills, 4 hours each on Tuesday and Wednesday, and 2 hours on Thursday.
- \*\* Morning Nurse Aide students attend classes 5 hours a day for 11 days, followed by 8 days of clinical (5 hours/day), and then return to the school for the last class day for 5 hours.
- \*\*\* Evening Nurse Aide students attend classes 4 hours per evening for 14 evenings, followed by 10 evenings of clinical (4 hours/eve), and then return to the school the last class day for 4 hours.
- \*\*\*\* Saturday Nurse Aide students attend classes 8 hours and 35 minutes on Saturdays for 7 weeks, followed by 5 Saturdays of clinical (8 hours/day).

#### Enrollment into the Programs begins as follows:

	DAY	EVENING	SATURDAY
Medical Assistant	Every 5 weeks	Every 5 weeks	N/A
Medication Aide	Scheduled Start Date	Scheduled Start Date	N/A
Nurse Aide	Scheduled Start Date	Scheduled Start Date	Scheduled Start Date

#### HOURS OF OPERATION:

Office Hours	
Monday – Thursday	8:00AM – 7:00PM
Friday	8:00AM – 5:00PM
Regular School Hours	
Monday – Thursday	8:00AM – 10:30PM
Friday	8:00AM – 5:00PM

**STUDENT HOLIDAYS**

New Year's Eve & Day  
 Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day and Friday After  
 Christmas Eve, Christmas Day, and the day after Christmas

For holidays that fall on a Saturday there will be no classes on Friday and for holidays that fall on a Sunday there will be no classes on Monday.

**ATTENDANCE POLICY**

**Attendance:** Attendance is utilized in both grading and for graduation eligibility, and is essential to the overall quality of training a student receives. Students are required to attend all scheduled classes regularly. Additionally, punctuality is recommended so that the classroom environment is not disrupted. The school emphasizes the need for all students to attend their scheduled classes in order to develop and build the proper skills and attitudes necessary to compete in the highly competitive labor market. Students must notify the school in advance of all intended absences.

For students who start their course after the first class day, the missed class time will be counted as part of their 20% absence calculation. Externship/clinical students will be counted absent only when they miss actual externship/clinical days as scheduled by the externship/clinical site. Make-up work will neither remove an absence nor add to the hours completed in the programs. School holidays are not considered an absence.

**Attendance Progress:** Texas Health School recognizes that there are times when a student is unable to attend class, arrives late, or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. Nurse Aide and Medication Aide students are required to have attended 100% of their scheduled hours in order to graduate. Medical Assistant students are not required to make up time. The Medical Assistant students are required to have attended 80% of their scheduled hours in order to graduate. In certain cases, and upon approval by the Campus Director, the Medical Assistant students may be allowed to make up no more than 5% of their scheduled program hours.

**Attendance Termination:** The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences: (1) more than 10 consecutive school days (Exception: VA Students more than 4 consecutive days); or in excess of 20% of the total class hours of the program, whichever occurs first. Students enrolled in short courses of 200 hours or less will be terminated if their absences exceed 25% of the total class hours in the program or 10 consecutive school days, whichever occurs first. Students whose enrollments are terminated for violation of the attendance policy may be readmitted at the discretion of the School President and may not re-enter before the start of the next grading period. Students who are beyond the point in the program where a refund is due and who exceed allowable absences or absence percentages may be permitted to continue in the program at the discretion of the Campus Director. Exception: VA students are subject to attendance policy throughout their entire program. Students who fail to return from an approved leave of absence will be terminated from the school.

**Tardiness**

Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

**READMISSION POLICY**

Students whose enrollments are terminated for violation of the attendance policy, satisfactory progress policy, or conduct policy may appeal the termination and be readmitted at the discretion of the School President. If readmitted, the student may not re-enter before the start of the next grading period (for violation of the attendance policy), or until a minimum of one grading period has passed (for violation of the satisfactory progress policy), or as early as the next grading period (for violation of the conduct policy). Students wanting to be readmitted are required to follow the re-entry procedure as outlined below:

1. Student must satisfy all past due financial obligations to the school.
2. Submit in writing to the School President the reason for wanting to be readmitted including what happened and what has changed that would allow for academic success if granted readmission.
3. Meet with the School President and/or Education Coordinator.

4. If granted readmission the student must meet with their admission representative to sign a new enrollment contract, pay a nonrefundable \$100 re-entry fee, and complete the credit for previous education form.
5. Meet with the financial aid representative to set up a new financial payment plan for the tuition charges and fees for the re-entry.
6. Students must re-enter at the beginning of the next module or next available class.
7. Students who have been withdrawn or dismissed and wish to return to their program of study more than one year after their last day of attendance must complete the re-enrollment process and meet all current admission requirements for the program. Credit for courses completed at Texas Health School within the past two years may be granted upon the recommendation of the Program Director and/or the Campus Director

### **LEAVE OF ABSENCE**

In the event of an emergency, Texas Health School may grant a leave of absence for students. A leave of absence must be requested in writing and submitted to the School President or appropriate designee prior to the beginning of the leave, unless extenuating circumstances prevent the student from doing so. The student must meet with the financial aid representative to determine the financial implications of the leave. Students can also request a leave if the course they are required to repeat is not available until the next term. A leave of absence must be approved by the School President or appropriate designee.

For programs with course time of 200 hours or less, a student may be on a leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days and shall be for specific and acceptable purposes. In a 12-month calendar period, a student may have no more than two leaves of absence. A student must resume classes at the same point at which they left the program. Upon returning from the leave of absence, a student's academic status will be the same as when they began their leave of absence. Texas Health School cannot guarantee the availability of courses for the student returning from a leave of absence.

The student will incur no additional tuition charges during an approved leave of absence, nor any charges for reentry from a leave of absence. During a leave of absence students will not be eligible for any financial aid while on an approved leave of absence. The veteran or other eligible person the Department of Veteran Affairs will be notified immediately about the leave. Upon returning from the leave of absence the veteran or other eligible person will be certified as an active student.

Note: If a student does not return from an approved leave of absence, he/she will be terminated. If a student who has received Title IV student loans does not return from an approved leave of absence the grace period for the Title IV student loans will begin with the last date of attendance. The remaining length of the eligible grace period is contingent upon any portion of the time frame previously used for the leave of absence.

### **OUT OF CLASS PREPARATION WORK**

The federal government has a clock and credit hour definition for the purpose of calculating Title IV funding.

**Clock Hour:**

One 50-minute class, lecture, or laboratory in a 60-minute period.

**Financial Aid Credit Hour:**

An amount of work represented by stated goals and objectives of activities for a program and verified by student achievement that is an institutionally established equivalent that approximates:

1. One hour of classroom instruction and two hours of independent student work each week for ten weeks for one quarter hour of credit, not to exceed 5 hours of out-of-class preparation work for 20 hours of classroom instruction, or the equivalent amount of work over a different amount of time; or
2. An equivalent amount of work as specified above for other academic activities as defined by the school including laboratory work, internships, externship, and other academic work required for the earning of credit hours.

Out-of-class preparation activities may include reading and writing assignments, projects, defined reports, practical application of theory, and other learning experiences.

To comply with the definitions and equivalencies identified above, Texas Health School has established the following policy for Title IV eligible programs.

1. One financial aid quarter credit in a lecture/laboratory course shall consist of 25 clock hours of classroom instruction and out-of-class preparation work. No more than 6.25 hours of out-of-class preparation work can be counted for each 25 clock hours of direct instruction.
2. One financial aid quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. This instruction must be at the externship/clinical site and does not include any out-of-class preparation work.

The institution will use the same grading standards for measuring student academic achievement in classroom work as well as out-of-class preparation work for credit. (Refer to Academic Information for the definition of an academic credit hour.)

**SATISFACTORY ACADEMIC PROGRESS**

The satisfactory academic progress policy applies to all students enrolled at Texas Health School. To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0 and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

**ACADEMICS - SAP POLICY (IN ACCORDANCE WITH TEXAS RULES)**

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at THS. To maintain SAP, a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. This requirement is evaluated at the end of each grading period and must be met in order to be considered to be making satisfactory academic progress.

<b>End of Grading Period</b>	<b>CGPA Minimum Requirement (Qualitative)</b>
#1	1.5
#2	2.0
#3 through Program Completion	2.0

**Academic Probation**

A student who has not achieved a satisfactory cumulative grade point average (CGPA) at the end of a grading period will be placed on academic probation. When a student is placed on academic probation, the student will be counseled prior to returning to class. The date, action taken, and terms of the probation will be documented and maintained in the student’s file.

If the student on probation achieves satisfactory progress (2.0) for the probationary grading period but fails to achieve a CGPA of 2.0 at the end of the probationary grading period, the student may continue on probation for one additional grading period.

If the student on probation does not achieve satisfactory progress (2.0) for the probationary grading period, the student will be terminated from the program. The enrollment of a student who fails to achieve satisfactory progress for two consecutive grading periods shall be terminated.

**Maximum Time Frame**

Texas Health School requires that all subjects be successfully completed in order to graduate from the program. Students are expected to complete the classes in their program within a period of no more that 1.5 times the published program length. Therefore, students must maintain a satisfactory rate of progress in order to graduate without exceeding the maximum permissible time frame.

Students are expected to complete 67% of all credits attempted each payment period. Course repeats are counted as hours attempted but not earned and the higher grade is used in calculating the CGPA. The grade Withdrawal-Failing “WF” is counted as hours attempted and included in the CGPA. The grades of Withdrawal-Passing “WP”, and Withdrawal-Military “WM” are not counted as hours attempted or included in the CGPA. Transfer credits are counted as courses attempted and earned but are not calculated in the CGPA. Subject audits, and incompletes are not counted as credits attempted in determining progression toward completion. Authorized leaves of absences will not be considered part of the maximum time frame.

**Example of Transfer Credits for determining maximum time frame:**

<b>Payment Period #</b>	<b>Payment Period #1</b>	<b>Payment Period #2</b>
<b>Transfer Credits</b>	<b>4.0</b>	<b>0.0</b>
<b>Registered Credits</b>	<b>14.0</b>	<b>18.0</b>

**The student had transfer credits and registered for a total 18.0 credits for the first payment period. Based upon 18.0 credits the student must successfully pass a minimum of 12.0 credits (18 attempted credits multiplied by 67% = 12.0) to successfully complete within the maximum scheduled timeframe.**

**FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0, rate of progress of 67%, and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

### **Financial Aid Warning**

Should the student fail to achieve a cumulative grade point average of 2.0 for the payment period just completed or did not successfully complete 67% of the credit hours attempted for the payment period, the student will be counseled and placed on Financial Aid “Warning”. Students on Financial Aid Warning are considered to be making satisfactory academic progress and remain eligible for Title IV Federal Financial Aid for the next payment period.

Should a student fail to achieve a Cumulative GPA of 2.0 for the subjects attempted during the Financial Aid Warning period or has a completion rate of less than 67% of the credit hours attempted, the student is deemed not to be making satisfactory academic progress and the student’s enrollment will be terminated. Students who do not achieve satisfactory academic progress at the end of the payment period may appeal the termination and request to be placed on Financial Aid Probation. (Students receiving VA educational benefits who fail to meet satisfactory academic progress requirements will be reported to the Department of Veterans Affairs Regional Office as making unsatisfactory progress.)

### **Financial Aid Probation**

Financial Aid “Probation” is a status assigned to a student who is failing to achieve satisfactory academic progress and successfully appeals. The student will be reinstated on Financial Aid Probation and remain eligible for Title IV Financial Aid for one payment period only. A student who meets the satisfactory academic progress minimums will be placed in good standing at the end of the payment period. This is accomplished by:

- Achieving a cumulative GPA of 2.0 or better by the end of the Financial Aid Probation payment period, and
- Attempting and earning enough credits to complete within the scheduled maximum time frame.

If the student does not achieve satisfactory academic progress by the end of the “Probationary” period he/she will be terminated.

### **Appeals**

A student who is terminated for failing to maintain satisfactory academic progress may appeal this decision following the Readmission Policy described in the school catalog. The student must submit a written appeal to the School President, explaining in writing extenuating circumstances that prevented the student from making satisfactory progress. Examples of extenuating circumstances include but are not limited to the death of a relative, injury to illness of the student, or issues beyond the student’s control will be considered on a case by case basis. The letter of appeal must include an explanation and supporting documentation of why the student failed to make satisfactory academic progress and how circumstances have changed so that the student will be academically successful. The appeal must be submitted within 30 days of being terminated by the school.

The School President will evaluate the written appeal and supporting documentation to determine if the circumstances were extenuating and review if it is possible for the student to meet satisfactory academic progress in the required amount of time should the appeal be accepted. Students whose appeal is granted, will be allowed to re-enter after a minimum of one grading period has passed and will be placed on Financial Aid “Probation” status with an academic plan to assist them in improving their academics and remain eligible for Title IV Financial Aid. Students whose appeal is granted must complete all steps outlined in the readmission policy.

### **GRADING STANDARDS**

Grades are issued at the completion of each subject within a program. The grading system in use is the five letter grade (A, B, C, D, F). The mark “I” represents an incomplete subject and is given at the discretion of the instructor. An incomplete grade will not be counted in determining satisfactory progress. Students have ONLY until the end of their current module to complete the work. Failure to complete the work within that time frame results in an “F” and will be counted in the grade point average. A student 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 merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. The mark “TR” is used when credit is granted through transfer. A mark of “WP”, “WF”, or “WM” is given for subjects withdrawn after the official add/drop period and prior to completion.

### **Grading Scale:**

<u>Grade</u>	<u>GPA</u>	<u>Description</u>	<u>Scale %</u>
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89

C	2.0	Satisfactory	70-79
D	1.0	Unsatisfactory	60-69
F	0.0	Failing	0-59
WF	0.0	Withdrawal-Failing	Student withdrew from course prior to completion, failing the course at time of withdrawal

**Grades for courses that are not completed and are not calculated into the grade point average.**

I	Incomplete	Coursework incomplete - Student must make up by specified deadline
WP	Withdrawal-Passing	Student withdrew from course prior to completion, passing the course at time of withdrawal
WM	Withdrawal-Military	Student withdrew as a result of student being called to active duty in a military service of the United States or the Texas National Guard

**Grades for courses that are completed and are not calculated in the grade point average.**

TR	Transfer Credit	Student met the course requirement by previous education
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The number of grade points in a subject is obtained by multiplying the number of credit hours by the grade received in the subject. The grade point average (GPA) is calculated by dividing the total number of grade points by the total number of credit hours attempted that module. Calculation is done on both a modular and cumulative basis. Incomplete (I), Transfer (TR), Withdrawal-Passing (WP), and Withdrawal-Military (WM), are not included in the GPA calculation.

**Repeating A Course:** Students must repeat all required courses within their program of study in which a grade of “F”, “WP”, “WF”, or “WM” is given. Permission for a student to repeat any course must be approved by the School President or appropriate designee. Students must repeat a failed course at the first available opportunity or at a time designated by the School President or appropriate designee. Course repeats will be on a space-available basis. *Students are responsible for the cost of all repeat courses.* The school will require that a course be repeated before a student continues to subsequent courses in any instance in which courses are prerequisites. When a student repeats a subject with an “F” and receives a passing grade, credit is given for the subject and the higher grade is calculated into the GPA. The failing grade(s) for the course and the repeat grade will be recorded on the student’s transcript. All course hour attempts are counted in the student’s quantitative measure for satisfactory academic progress.

**GRADING PERIOD**

A grading period consists of one module and externship is considered to be one grading period.

**PROGRESS REPORTS**

All students receive written progress reports 5 days after the end of a module, which includes their grades for the completed module as well as the grades for the prior modules. Students attending externship/clinical will receive a mid-point and final evaluation grade.

**TRANSFER BETWEEN PROGRAMS**

Texas Health School encourages all students to complete their initial program of training for which they enrolled. However, due to various reasons students may request a change of program after classes start which must be approved by the Education Coordinator and/or School President.

Students transferring to a new program must complete a new enrollment agreement and meet the entrance requirements for the newly selected program. The student will be charged according to the approved refund policy for the program he/she is transferring out of. A \$100.00 change of program fee and the current tuition and laboratory fees of the new program the student is transferring into will be assessed. All similar subjects in the previous program which the student has completed with a grade of “C” or better will be given credit. Any transfer credit from the initial program will be applied on a pro-rated basis to the tuition for the new program. Students transferring to a new program should be aware that their financial aid eligibility and program costs will be affected.

**ADD/DROP**

There is a three-day Add/Drop period during which students will be allowed to add or drop classes from their schedules. The Add/Drop period ends on the third day of the module. Students who withdraw from a class during the official Add/Drop period will receive no grade for the class and the class will not be counted as attempted hours for purposes of satisfactory academic progress. Adding or dropping a class could affect a student’s financial aid. Students desiring to add/drop a class should speak with their financial aid representative. Students will not be allowed to change schedules after the Add/Drop period.

## **WITHDRAWAL OF ENROLLMENT**

Students who wish to withdraw from any course or from a program of study should notify the School President in writing (although not required) prior to the date of withdrawal explaining the reason for the withdrawal. The student must complete an exit interview with the School President and/or Education Coordinator and the Financial Aid Representative before withdrawing from the course or program. Students withdrawing from school should be aware that their financial aid eligibility and program costs will be affected. (Refer to the Financial Information section of the catalog for the school's Treatment of Title IV Aid When A Student Withdraws.)

## **EXTERNSHIP AND CLINICAL TRAINING**

Programs offered by the school may include an externship or clinical training that is completed without compensation. The school will provide the externship/clinical site upon completion of the classroom portion of the training. Prior to beginning the externship/clinical training all students are required to complete an orientation with the externship/clinical coordinator. During the externship/clinical training students are expected to perform in a safe, ethical and professional manner. While on externship, students are required to maintain weekly contact with the school and must submit all evaluations, time sheets and reports in accordance with the school's externship procedures.

Students must meet the following requirements before beginning their externship or clinical portion of training:

1. Students must have passed all required prerequisite courses as indicated in the catalog
2. Students must have at least a CGPA of 2.0, and
3. Students must be current on their tuition payments to the school

The externship site will be assigned by the externship coordinator. The school provides externship and clinical sites in the greater Houston and surrounding areas. The school cannot guarantee a particular location or clinic and the student may not choose or refuse an externship site. Some students may be assigned to facilities that require traveling to and from the facility or possible relocation. *NOTE: TEXAS HEALTH SCHOOL DOES NOT OFFER EVENING EXTERNSHIP SITES.*

Students are scheduled to begin their externship immediately following the classroom portion of their training, and must start within 10 business days following their externship assignment or be terminated from the program. Students who do not begin their externship on the assigned date may be terminated from the program. Students must attend their externship site as scheduled and complete the required minimum hours each week or may be terminated from the program. All students are required to submit weekly externship time sheets via fax, email or in person. Failure to submit time sheets in a timely manner may result in repeating any hours submitted after the deadline before a student will be given credit. The student is responsible for submitting the original signed time sheets at the completion of their externship to receive credit for externship and graduate from the program. Any student who is absent 10 consecutive days from the externship site will be terminated from the program.

The student will receive a grade for their externship/clinical training and must successfully complete all required hours in order to graduate from their program. If the student is unable to achieve minimum competency in the extern or clinical facility, the student will be required to return to school for remedial assistance and/or complete additional externship/clinical hours. If a student is terminated from the externship/clinical site the School President will review the circumstances with the externship/clinical coordinator to determine the enrollment status of the student. Dismissal from two (2) externship/clinical sites will result in termination from the school.

## **STATE LICENSURE AND CERTIFICATION**

Understanding the requirements of state licensing and certification exams is the responsibility of the student. Completion of the program in no way automatically licenses or certifies a student. Although certain programs are designed to prepare the student to take certifications and licensing exams the school cannot guarantee the student will pass the exam.

In some cases a GED, or high school diploma may be required for graduates to take their state or certification exams. The state and other testing agencies may require a criminal background check, fingerprinting and/or drug testing before a student can take the licensing or certification exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in their program, or later if their circumstances change at the time of making application for certification or licensure. Texas Health School does not take responsibility for the denial of test administration or licensure if issues arise later when the State or Certification Agency verifies the pending application. It is solely the student's responsibility to verify approval of application for licensure and/or certification prior to enrollment. The student accepts full responsibility for any and all consequences of background findings.

## **GRADUATION REQUIREMENTS**

To be eligible for a diploma, students must (1) complete the number of credit hours for the program in which they are enrolled of which a minimum of 50% must have been completed at Texas Health School; (2) complete the program within 1.5 times

the standard program length; (3) maintain an overall GPA of 2.0; (4) fulfill all financial obligations to the school; (5) return all property belonging to the school; and (6) complete an exit interview with the financial aid office.

### **Certificates and Diplomas**

Students satisfactorily completing any short-term subjects are awarded a certificate of completion.

A certificate of training is provided, at the discretion of the School President, to students who are close to completion of the program but are unable to finish the program due to extraordinary circumstances. Students completing the program with less than a 2.0 GPA may also receive a certificate of training.

A diploma is awarded to students who meet all graduation requirements.

### **TRANSFERABILITY OF CREDITS**

Texas Health School does not guarantee the transferability of its credits to any other institution unless there is a written articulation agreement with that institution. Any decision on the transferability of credits is at the sole discretion of the receiving institution. There is no guarantee that credits earned will transfer and students who plan to continue their education at other schools must not assume that any courses or credits in this catalog can be transferred to another institution. It is the student's responsibility to confirm whether an institution will accept credits from Texas Health School. Current articulation agreements with other institutions are kept on file with the School President.

## **STUDENT INFORMATION**

### **CONDUCT\***

Texas Health School has attempted to establish an environment which is conducive to the learning process. The School expects students to conduct themselves in a manner which is compatible with our standards. The following behaviors are considered to be in conflict with the educational objectives of the School and may result in disciplinary action.

The first offense of rules A through E will result in a written warning, the second offense will result in suspension, and the third offense will result in termination. Time on suspension will be counted as an absence. Violations of any school policy, which are deemed egregious by the School President, may result in immediate dismissal even in the absence of previous disciplinary action. **Violation of rules F through I will result in immediate termination from the school.**

- A) Conduct that is detrimental to fellow students, other individuals, or the institution.
- B) Undue profanity.
- C) Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
- D) Failure to comply with directions of school officials acting in the performance of their duties.
- E) Failure to make tuition payments in a timely manner.
- F) **Theft or damage to the school premises, property, or to the property of a member of the school.**
- G) **Any student who uses alcoholic beverages and/or controlled substances on the school and clinical premises will immediately be terminated from the program.**
- H) **Any student who makes deliberate sexual contact on school premises whether student/faculty, student/therapist, or student/intern will be immediately terminated from the program.**
- I) **Any student who abuses or neglects clients/patients will be immediately terminated from the program.**

Any students who is terminated for conduct violation(s) are eligible to appeal the termination for re-entry by following the readmission policy outlined in the catalog. *\*Any student whose conduct causes the loss of an externship/clinical site will be terminated from Texas Health School and is not eligible to appeal for re-entry.*

### **ACADEMIC INTEGRITY**

All students are expected to demonstrate professionalism and integrity in their academic and clinical activities. Students are responsible for maintaining ethics in their academic coursework and clinical experiences in order to prepare them for success in their future professions.

Academic dishonesty is the fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means. Cheating is academic dishonesty and includes but is not limited to: receiving or giving unauthorized information an exam, quiz, or assignment, taking an exam for another student, altering or changing test answers after grades have been given. Fabrication is academic dishonesty and includes the presentation of false, misleading, made-up information. Examples include submitting patient care information for which care had not been given, or creating made-up references in a bibliography. Plagiarism is academic dishonesty and is defined as taking another's work, thoughts, ideas and representing them as your own. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in appropriate disciplinary action up to and including immediate termination from the program.

### **DISCIPLINARY ACTION**

Students who are dismissed from the school have the right to appeal by applying to the School President in writing within 24 hours of notification of dismissal. A review by the instructor and School President of the student's progress will be conducted. The decision to re-instate or to deny re-admission is at the sole discretion of the School President. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

### **DRESS CODE**

THS sets a dress code to be followed by all students while attending their program. Students must look professional through proper dress, personal appearance, cleanliness, and neatness. Students are required to wear the school's uniform in class and on externship. Shoes must be closed toe - closed heel and should be either white, navy, or black. Uniforms and shoes must be kept clean and in good shape. A school issued student ID badge is required to be worn by students at all times.

Should a student not receive their uniform prior to classes beginning he/she should wear clothing that is appropriate and meets the expected standards of the allied health profession. Once the school uniform has been issued, the dress code must be followed. Students in violation of the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in their proper uniform.

Students with visible tattoos and other markings must have their tattoos covered at all times. Visible body piercings (tongue, nose, eyebrow, etc.) other than ear will not be permitted. Pierced earrings: One pair only. Clip-on, dangle, hoops, ear-gauging and tunneling are prohibited. Fingernails must be short and clean for aseptic and safety reasons. Clear polish only.

### **STUDENT HEALTH INSURANCE**

Students are expected to maintain their own health insurance while attending Texas Health School and are responsible for any medical expenses incurred during the course of the program. It is the student's responsibility to seek medical services from their personal physician or health care provider while attending class or clinical if a situation should occur that requires medical attention or follow-up.

### **STUDENT RECORDS ACCESS POLICY**

The educational records of students who enroll in Texas Health School's programs are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Students transcripts are maintained permanently. Students and parents of dependent students have the right to review the student's educational records, request amendments to the student's educational records, and to provide consent prior to disclosure of personally identifiable information.

The student's records will be furnished upon written request subject to the conditions of the Federal Educational Rights and Privacy Act of 1974 (FERPA). If a student is not in good financial standing with the school, official certificates and official academic transcripts will not be released.

### **Definition**

Educational records are defined as any record (in handwriting, print, computer database or other medium) maintained by the school, or an agent of the school, which is directly related to a student with the following exceptions:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker or his/her temporary substitute;
2. The records of an employee who is also a student, but whose employment is not contingent on the fact that he/she is a student. Only records used solely in relation to the individual's employment are excluded under the provision;
3. Records that contain information about the student only after he/she is no longer in attendance at the school, and the records do not relate to the person during the period of being a student.

### **Procedures to Inspect Institutional Records**

Students and/or parents of a dependent student may inspect and review their educational records upon written request to the School President. The written request must identify the records the student wishes to inspect. The School President will make arrangements for access as soon as possible and notify the student and/or parent(s) of the time and place where the records may be inspected. In no case will the requested meeting be scheduled more than 45 days from the date of the request.

### **Correction of Educational Records**

Students have the right to challenge the record for purposes of correcting or deleting any of the contents they believe are inaccurate, misleading, or in violation of their privacy rights. The following procedures are for requesting a correction of records:

1. A student must submit a written request to the School President requesting to amend a record. As part of the request, the student should identify the part of the record he/she is challenging and specify why he/she believes it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The School President and/or the Director of Education will review the written request and meet with the student. A decision will be made to retain, change, or delete the challenged data. Should the school decide not to amend the record the student will be advised of the right to a hearing to challenge the disputed information.
3. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

### **Right of School to Restrict Access**

The school reserves the right to refuse the student the right to inspect the following records:

- The financial statement of the student's parent(s);
- Letters and statements of recommendations for which the student has waived his/her right of access;
- Records connected with an application to attend the school if that application was denied; and
- Those records that are excluded from the definition of educational records under the Family Educational Rights and Privacy Act.

### **Request for Copies**

The student may request a copy of a record for which consent for release has been given. However, the school reserves the right to deny official transcripts and certificates if the student has an unpaid financial obligation to the school or there is an unresolved disciplinary action against the student.

### **Disclosure of Educational Records**

The school will disclose information from the student's educational records only with the written consent of the student with the following exceptions:

1. To school officials who have legitimate educational interest in the records.
2. To officials of another school upon request if the student seeks or intends to enroll at that institution.
3. To officials of the U. S. Department of Education, the Inspector General, state, and local educational authorities.
4. In connection with the student's request for, or receipt of, Title IV financial aid.
5. To accrediting commissions to carry out their functions.
6. To comply with a Federal Grand Jury subpoena issued for law enforcement purposes.
7. To comply with a civil subpoena or court order after notice has been given to the student and the student has failed to object.
8. To appropriate parties for health and safety emergencies.
9. To U.S. Citizenship and Immigration Services (USCIS) for students attending school who have a student visa.

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

The school strives to provide its students with a secure and safe environment. Students should be aware of the policies and procedures of the school and the externship/clinical site. The school is located in a professional office building equipped with a security system to prevent unauthorized entry. Facilities are opened and closed each day by the building maintenance personnel.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities.

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the School President, Front Office Receptionist, and/or Instructor in a timely manner. It is important that school personnel are aware of any such problems on school campus. In extreme emergencies, the School President or her designee

may immediately contact law enforcement personnel if such involvement is necessary. The School President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation.

Texas Health School complies with the Crime Awareness and Campus Security Act of 1990 (now referred to as the Clery Act) and publishes an annual report on October 1st of each year which can be found on the school's website. The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute to students and employees a disclosure regarding the availability, location, and contents of the campus security report.

#### **GUN LAW**

Students/employees are not permitted to bring weapons onto the school property and externship/clinical site. It is a violation of Texas Health school policy to possess any firearm or other deadly weapon on school property or at an externship/clinical site, even if the person holds a valid Texas Concealed Weapons License.

#### **STUDENT HEALTH AND SAFETY**

First aid kits are located in the reception areas of the school and within the clinical laboratory for the treatment of minor injuries. Emergency medical treatment is readily accessible and available at nearby medical facilities. Students are responsible for all costs of their medical services.

Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes. Fire extinguishers are located throughout the school and emergency exit lights are located at all exits. Students must report any unsafe or potentially hazardous conditions to a school staff or faculty member as soon as possible. An emergency evacuation plan is posted near the door in each classroom, laboratory, clinic room, break room, and reception area. The plan instructs the actions to be taken before, during and after an emergency or disaster. Fire drills are conducted periodically in compliance with state and local regulations.

In the event of an emergency that occurs after school office hours, the Instructor present is required to immediately contact the Education Coordinator. If the Education Coordinator cannot be contacted, the Instructor is to contact the School President. If the Instructor deems the situation extreme, he/she is to promptly call 911.

A copy of the Health and Safety Plan is available in the President's office. Incident Reports must be completed for any uncommon incident resulting in a potential injury to any student, visitor, employee, school property, or public reputation. The incident report must be filed within 24 hours of the incident and submitted to the Education Coordinator or School President. The incident report is kept on file by the school for a minimum of three years after the incident.

#### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data reflecting the institution's first time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. The completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

#### **DRUG FREE SCHOOL AND WORKPLACE POLICY**

In compliance with the Drug-Free Schools and Committee Act amendments of 1989, Public Law 101-226, Texas Health School is declared a drug and alcohol-free school and workplace. The school embraces the spirit of the public law that requires schools to provide a drug free campus and workplace. As a part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. The school provides a Drug Free School and Workplace disclosure to each student during the enrollment process. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical and emotional health. Any student or employee who suspects either they are or someone else may be at risk is invited to seek services which can be of help. The school maintains drug and alcohol education information and a list of counseling and support services, which can be obtained from the School President or Education Coordinator.

The Education Coordinator is the designated contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice, and information on drug and alcohol education and services in the community. Issues discussed with the contact person will remain confidential.

## **Students and Employees**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action including expulsion or termination of employment. Students and employees are responsible for notifying the School President of any criminal drug statute convictions while enrolled or employed by Texas Health School no later than 5 days after such a conviction.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or the school administration will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

## **WITHHOLDING RECORDS**

Texas Health School will withhold a student's transcript, certificate, or diploma until the student has completed all the graduation requirements listed on page 23.

## **CAREER SERVICES**

Texas Health School assists students in finding employment in entry-level positions in their chosen career fields and provides guidance on searching for employment. Texas Health School offers placement assistance to all eligible completers and graduates of the school .

Texas Health School has an established employer base comprised of companies that are interested in hiring our graduates or have hired our graduates previously. Texas Health School also makes initial contacts with companies, doctors' offices, clinics and other allied health groups to obtain employment opportunities for its completers and graduates. Upon successful completion of the program the school will refer graduates and present their resumes to prospective employers. Placement assistance includes helping students with resume writing, cover letter writing, finding job openings, as well as other job search skills. Texas Health School may share students' contact information with prospective employers in order to assist with placement. The school will provide assistance and techniques on job networking to students on securing employment. Students' that do not attend an interview arranged by Texas Health School may lose their access to job placement services.

Texas Health School does not guarantee placement, nor does it guarantee that a graduate will earn a specific wage in their area of study. The skills and characteristics of each individual student as well as the demand for students with a particular background typically determines the beginning wage a student will receive.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

The grievance procedure is designed to provide a structured process by which a student's grievance is evaluated and resolved at the level of the school. No adverse actions will be taken by any school employee as a result of the student's notification of the grievance. All parties to a grievance should maintain confidentiality. The first process of the grievance procedure is for the student to resolve any problem through informal communication with the parties involved. Should the student not receive satisfaction with the response or solution provided he/she may present the grievance to the Education Coordinator. Should the student's grievance remain unresolved, the student should discuss the problem with the School President. Texas Health School will make every effort to resolve complaints in a reasonable and timely manner.

If the grievance cannot be resolved between Texas Health School and the student directly, the student may contact; Texas Workforce Commission, Career Schools & Colleges, Room 226T, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001, (512) 936-3100, [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents). Additionally, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the Institution for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires to: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 (770) 396-3898, <http://council.org>.

## **PROGRAMS OF INSTRUCTION**



## MEDICAL ASSISTANT PROGRAM OUTLINE

Quarter Credit Hours: 52.0

Length: 32 Weeks Day and Evening

**Objective:** The Medical Assistant Program is designed to provide the students with clinical and administrative skills, which will enable them to perform both front and back-office procedures in medical offices. The administrative skills students will learn include medical ethical issues, medical codes, how to deal with a variety of patients, schedule appointments, complete insurance forms, patient billing, and electronic medical records. Students will learn how to perform the following clinical skills: setup an examination room and assist with general examinations, take vital signs, injections, capillary punctures, venipunctures, perform and evaluate routine laboratory tests. Students will learn how to use these skills and procedures via classroom and clinical hands-on training. The medical assistant graduates will be qualified for entry-level employment in medical offices, various hospital departments, and health-care clinics. They can seek post graduate employment positions as a medical assistant, patient care assistant, patient care technician, medical office receptionist and administrative health assistant.

**Delivery Method:** Blended Class Delivery

Subject Number		Lecture	Lab	Extern	Academic Quarter Credits
AP-101B	Anatomy & Physiology	80			8.0
MA-101B	Master Student Study Skills	20			2.0
EM-100B	Employment Preparation	05	15		1.0
HC-100B	Patient Healthcare Applications	10	50		3.5
MA-103B	Psychology of Human Relations	30			3.0
MA-105B	Medical Terminology	60			6.0
MA-108B	Introduction to Medical Billing & Coding	15	15		2.0
MA-208B	Applied Applications of Medical Billing & Coding	15	15		2.0
MA-202B	Medical Office Procedures	10	20		2.0
MA-300B	Pharmacology	30			3.0
MA-301B	Hematological Procedures	10	50		3.5
MA-401B	Clinical Laboratory Procedures	10	50		3.5
MA-501B	Medical Laboratory Procedures	10	50		3.5
MA-502B	Specialty Medical Procedures	10	20		2.0
MA-600B	Certification Prep		20		1.0
MA-601B	Medical Assistant Externship			180	6.0
<b>Total Clock Hours 800</b>		<b>315</b>	<b>305</b>	<b>180</b>	<b>52.0</b>

*\*The Texas Workforce Commission formula for converting clock hours to quarter credit hours mandates calculated quarter credit hours to be rounded down to the nearest half quarter credit.*

## MEDICATION AIDE PROGRAM OUTLINE

Total Clock Hours: 140  
Quarter Credit Hours: 10.0

Length: 9 Weeks Day  
9 Weeks Evening

**Objective:** The Medication Aide Program is designed to prepare Nurse Aides and students for administration of medicines under supervision and guidance stipulated by the Texas Health and Human Services Commission Medication Aide Permit Program. The students will learn the following topics:

- Procedures for preparation and administration of medications
- Responsibility, control, accountability, storage, and safeguarding of medications.
- Use of reference material
- Documentation of medications in residents' clinical records
- Minimum licensing standards for facilities covering pharmaceutical service, nursing service, and clinical records
- Federal and state certification standards for participation under Title XVIII (Medicare) and Title XIX (Medicaid) of the Social Security Act pertaining to pharmaceutical service, nursing service, and clinical records
- Lines of authority in the facility
- Responsibilities and liabilities associated with the administration and safeguarding of medication.
- Allowable and prohibited practices of permit holders in the administration of medication.
- Drug reactions and side effects of medications commonly administered to facility residents.
- Rules covering the medication aide training program.

Students will learn how to use these skills and procedures via classroom and clinical hands-on training. Medication Aide students are required to pay for and complete a Texas Department of Public Safety (DPS) fingerprint criminal background check to determine eligibility to take the Medication Aide examination. Graduates are eligible to register for the examination required for Medication Aide Permitting under the Health and Safety Code, Chapter 242, Sub Chapter N.

Medication aide graduates will be qualified for entry-level employment as direct care staff in long-term or personal care facilities, correctional institutions, state schools, and state hospitals.

Subject	Lecture	Lab	Extern	Credits
MDA-100 Introduction to Medication Aide & Basic Concepts	32			3.0
MDA-200 Basic Principles of Medication Administration	20			2.0
MDA-201 Demonstration Skills of Medication Administration		20		1.0
MDA-300 Drug Therapy of Common Disease Processes	32			3.0
MDA-400 Age Related Patient Medication Administration	12			1.0
MDA-500 Care Planning and Role of Medication Aide	4			0.0*
MDA-600 Clinical Practice (Externship)			10	0.0*
MDA-601 Return Skills Demonstration		10		0.5
<b>Total Clock Hours 140</b>	<b>100</b>	<b>30</b>	<b>10</b>	<b>10.0**</b>

\* The Texas Workforce Commission formula for converting clock hours to quarter credit hours mandates calculated quarter credit hours to be rounded down to the nearest half quarter credit.

\*\* The Council on Occupational Education mandates calculated quarter credit hours for the total program to be rounded down to the nearest whole quarter credits.

## NURSE AIDE PROGRAM OUTLINE

Total Clock Hours: 100  
Quarter Credit Hours: 5.0

Length: 4 Weeks Day  
6.25 Weeks Evening  
12 Weeks Saturday

**Objective:** The Nurse Aide program is designed to provide the students with the skills and abilities essential to the provision of basic care to homebound patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients. They will assist patients in attaining and maintaining maximum functional independence while observing patient rights. They will learn how to take vital signs, apply basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Students who successfully complete all the minimum and specific requirements as required by the Texas Health and Human Services Commission and the Texas Nurse Aide Registry will receive a certificate for Nurse Aide and are eligible to register for the Nurse Aide Competency Evaluation for certification administered by the state. Graduates may find entry-level employment as a nurse aide with hospitals, nursing homes, assisted living facilities, home health agencies, state schools, and institutions.

Subject Number		Lecture	Lab	Academic	
				Hours Extern	Quarter Credits
NA-101	Introduction to Long Term Care	15	01	00	1.5
NA-107	Personal Care & Basic Nursing Skills	11	21	00	2.0
NA-109	Restorative, Mental Health, Social Services, & Social Skills	04	08	00	0.5*
NA-106	Clinical Practice	00	00	40	1.0*
<b>Total Clock Hours 100</b>		<b>30</b>	<b>30</b>	<b>40</b>	<b>5.0</b>

*\*The Texas Workforce Commission formula for converting clock hours to quarter credit hours mandates calculated quarter credit hours to be rounded down to the nearest half quarter credit.*

## HEALTHCARE ADMINISTRATION (MEDICAL CODING AND BILLING) – AAS PROGRAM OUTLINE

Total Clock Hours: 1100  
Semester Credit Hours: 60.0

**Program Length:** 60 Weeks Day

**Delivery Method:** Distance Education delivered via both synchronous and asynchronous method. Courses delivered residentially are notated by an asterisk.

**Objective:** The Healthcare Administration (Medical Coding and Billing) – Associate of Applied Science (MCB-AAS) program, with a focus on Revenue Cycle Management, is designed to prepare students for dynamic careers in medical administrative field, specifically within the revenue cycle department. This program equips students with essential knowledge and skills related to medical billing, coding, and financial management in healthcare settings. The program is offered over a 60-week period consisting of 10 five-week modules followed by a ten-week externship term. Students will gain a comprehensive understanding of the healthcare revenue cycle, from patient registration to claims processing and payment collection. The curriculum emphasizes the importance of accuracy and compliance in billing practices, as well as the financial implications of healthcare delivery. Students will also be prepared to sit for industry-recognized certification examinations, such as the Certified Professional Coder (CPC) and Certified Professional Biller (CPB), enhancing their employability and career advancement opportunities. The program curriculum includes a combination of synchronous and asynchronous learning modalities, followed by clinical learning experiences in a variety of healthcare settings. Graduates of this program will be prepared for entry-level positions as Medical Billing and Coding Specialists, Revenue cycle analysts, Patient accounts representatives, and Healthcare financial coordinators in areas such as hospitals, clinics, insurance agencies, billing enterprises, and physician offices.

Course Code	Course Name	Lecture Hours	Lab Hours	Externship Hours	Total Hours	Semester Credits
MA1305	Medical Terminology	48			48	3.0
MCB1201	Healthcare Computer Applications & Keyboarding	16	32		48	2.0
BIOL2301	Anatomy & Physiology I	48			48	3.0
MCB1202	Healthcare Delivery System and Organization	32			32	2
BIOL2302	Anatomy & Physiology II	48			48	3.0
MCB1203	Health Information Management	32			32	2.0
ENGL1301	English Composition	48			48	3.0
MCB1204	Medical Coding Basics	32			32	2.0
MATH1332	Contemporary Mathematics	48			48	3.0
MCB1205	Billing and Collections in Healthcare	32			32	2.0
PSYC2301	Introduction to Psychology	48			48	3.0
MCB1206	Electronic Health Records	24	16		40	2.0
MCB2207	Healthcare Policy Development	40			40	2.5
MCB2308	Advanced Billing and Coding	48			48	3.0
MCB2209	Healthcare Law & Ethics	40			40	2.5
MCB2310	Health Insurance and Reimbursement	48			48	3.0
MCB2311	Medical Practice Management	48			48	3.0
MCB2312	Compliance and Risk Management in Healthcare	48			48	3.0
SPCH1318	Interpersonal Communication	48			48	3.0
MCB2313	Revenue Cycle Management	48			48	3.0
MCB2314	Certification Review	48			48	3.0
MCB2415	MCB Externship*			180	180	4.0
<b>TOTAL:</b>		872	48	180	1100	60.0

\* The Council on Occupational Education mandates calculated semester credit hours for the total program to be rounded down to the nearest whole semester credits.

## **SUBJECT DESCRIPTIONS**

**Course Descriptions:** The numbers under each course represent Lecture/Lab/Clinical/Total clock hours for that specific course, i.e., 48/00/00/48 represents 48 lecture hours/0 lab hours/0 clinical hours/ 48 total hours.

- AP-101B      Anatomy & Physiology**  
The students will learn how to identify the structures and functions of the human body. This includes the skeletal system, muscular system, cardiovascular system, nervous system, special senses, and the integumentary system. The students will learn how to identify the structures and functions of the reproductive system, immune system, endocrine system, urinary system, respiratory system, and digestive system.  
Prerequisite: None  
**80/00/00/80** **Quarter Credit Hours: 8.0**
- MA-101B      Master Student Study Skills**  
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology.  
Prerequisite: None  
**20/00/00/20** **Quarter Credit Hours: 2.0**
- EM-100B      Employment Preparation**  
Students will learn to write and submit professional cover letters and effective resumes for employment. Instruction on how to conduct effective job search strategies for successful employment utilizing various methods including the internet, networking, job search listings and employment websites will be discussed. Students will perform in mock interviews and learn follow-up techniques. Emphasis will be placed on the students producing properly formatted documents and letters used in the business and medical offices with knowledge of the basic operations of a personal computer: editing, storing and retrieval of text.  
Prerequisite: None  
**5/15/00/20** **Quarter Credit Hours: 1.0**
- HC-100B      Patient Healthcare Applications**  
The students will be introduced to the basic entry-level skills applicable to the allied healthcare clinical environment. Students will learn safety and infection control, communication skills, HIPAA guidelines, patient in-takes, preparing the patient for treatment, how to take vital signs, basic first aid application in response to emergencies, and CPR. Students will obtain CPR certification. The students will learn about the formation of ethics, legal terms, rules of conduct, and the various laws and regulatory agencies for all operational forms. They will also learn the importance of patient confidentiality, medical liability, and negligence.  
Prerequisite: None  
**10/50/00/60** **Quarter Credit Hours: 3.5**
- MA-103B      Psychology of Human Relations**  
Students will learn how to deal with difficult patients with normal/abnormal behavior. They will learn how to treat patients with special and specific needs, and how to manage cancer and terminally ill patients. Students will learn about emotional crisis with the patient/family and how to work with them. They will learn about various treatment protocols.  
Prerequisite: None  
**30/00/00/30** **Quarter Credit Hours: 3.0**
- MA-105B      Medical Terminology**  
The students will learn the medical language and terminology used in the healthcare profession. This course will provide the students with the basic framework of medical terminology using word roots, prefixes, and suffixes. Medical terms are taught within the context of the structures, functions, and physiological processes of the eleven major body systems. The students will be taught advanced medical terms associated with the diseases, disorders, and pathology of related body systems.  
Prerequisite: None  
**60/00/00/60** **Quarter Credit Hours: 6.0**

<b>MA-108B</b>	<p><b>Introduction to Medical Billing &amp; Coding</b>  This course will provide students with the fundamental knowledge and skills required in completing and submitting the Universal Health Insurance Claim Form. Students will become familiar with third-party reimbursement, diagnostic and procedural coding, insurance coding, insurance terminology, and types of government sponsored insurance including worker's compensation.  Prerequisite: None  <b>15/15/00/30</b></p>	<b>Quarter Credit Hours: 2.0</b>
<b>MA-202B</b>	<p><b>Medical Office Procedures</b>  The students will learn the front office, clinical care, and coding and billing for the electronic health record software used in the medical office. The students will build the electronic patient fact sheet, order patient tests, document phone calls, create letters, chart patient vital signs, and import documents/images into the patient's chart. Students will also learn how to build a medical note from a patient's office visit, add new diagnoses, treatments, claims, collections, and billing. Students will apply their skills with tutorials that include simulated medical office activities.  Prerequisite: None  <b>10/20/00/30</b></p>	<b>Quarter Credit Hours: 2.0</b>
<b>MA-208B</b>	<p><b>Applied Applications of Medical Billing &amp; Coding</b>  This course will teach students the processing of medical insurance claims for various carriers, managed care plans, and government programs such as Medicare, Medicaid, and Workman's Compensation, and Disability. Students will review and practice third-party reimbursement, diagnostic and procedural coding. Insurance and laboratory coding will be performed as well as pre-authorization, referral procedures and medical record documentation. Students will perform coding and complete insurance claim forms utilizing the ICD-9 and CPT coding systems.  Prerequisite: None  <b>15/15/00/30</b></p>	<b>Quarter Credit Hours: 2.0</b>
<b>MA-300B</b>	<p><b>Pharmacology</b>  Students will learn the value of drugs for therapeutic purposes, and the government regulations to be followed in prescribing, dispensing, and administering drugs. They will learn how to identify possible reactions to particular drugs and to recognize possible adverse reactions.  Prerequisite: None  <b>30/00/00/30</b></p>	<b>Quarter Credit Hours: 3.0</b>
<b>MA-301B</b>	<p><b>Hematological Procedures</b>  Students will learn the elementary chemistry necessary to perform blood testing such as obtaining blood samples for hematocrits and differential counts from blood smears, staining procedures, and blood typing with extended lab time. Students will also learn how to use capillary sticks and perform venipuncture procedures.  Prerequisite: None  <b>10/50/00/60</b></p>	<b>Quarter Credit Hours: 3.5</b>
<b>MA-401B</b>	<p><b>Clinical Laboratory Procedures</b>  Students will use their skills to perform intramuscular, subcutaneous, and intradermal injections. They will also learn emergency preparedness and clinical OSHA standards.  Prerequisite: None  <b>10/50/00/60</b></p>	<b>Quarter Credit Hours: 3.5</b>
<b>MA-501B</b>	<p><b>Medical Laboratory Procedures</b>  Students will learn how to perform and evaluate routine laboratory tests. These tests include sensorimotor tests, specimen collection, physical, chemical, and microscopic examination of urine, throat cultures, diabetic testing, and pregnancy tests.  Prerequisite: None  <b>10/50/00/60</b></p>	<b>Quarter Credit Hours: 3.5</b>



<b>MDA-100</b>	<p><b>Introduction to Medication Aide &amp; Basic Concepts</b>  The students will learn the basic roles and responsibilities of the medication aide in the allied health field. They will learn the history and reasons of drug use, drug administration, legislation and therapy, pharmacodynamics, competency skills, and use of generic drugs.  Prerequisites: None  <b>32/00/00/32</b></p>	<b>Quarter Credit Hours: 3.0</b>
<b>MDA-200</b>	<p><b>Basic Principles of Medication Administration</b>  The students will learn comprehensively the basic principles of medication administration. They will learn about medication supply and storage, medication orders and potential causes of medication errors and roles and responsibilities of medication aides in drug therapy. They will also learn medication preparation, procedures, and techniques for administering medications and how to maintain medication records.  Prerequisite: None  <b>20/00/00/20</b></p>	<b>Quarter Credit Hours: 2.0</b>
<b>MDA-201</b>	<p><b>Demonstration Skills of Medication Administration</b>  The student will learn and participate in all the skills demonstration topics covered in MDA-200-Basic Principles of Medical Administration. This will also include learning accurate vital signs assessment.  Corequisite: MDA-200  <b>00/20/00/20</b></p>	<b>Quarter Credit Hours: 1.0</b>
<b>MDA-300</b>	<p><b>Drug Therapy of Common Disease Processes</b>  Students will learn the value of drugs for therapeutic purposes, and the government regulations to be followed in prescribing, dispensing, and administering drugs. They will learn about drugs affecting the various body systems (cardiovascular, urinary, respiratory, gastro-intestinal, central nervous system, musculoskeletal, endocrine, and eye, ear, and skin). They will learn how to identify possible reactions to particular drugs, and to recognize possible adverse reactions.  Prerequisite: None  <b>32/00/00/20</b></p>	<b>Quarter Credit Hours: 3.0</b>
<b>MDA-400</b>	<p><b>Age Related Patient Medication Administration</b>  The students will learn special skills in the administration of medication to patients suffering from age related diseases and disorders as well as younger children. The students will also learn about administering medication to immuno-compromised patients.  Prerequisite: None  <b>32/00/00/32</b></p>	<b>Quarter Credit Hours: 1.5</b>
<b>MDA-500</b>	<p><b>Care Planning and Role of Medication Aide</b>  The students will learn the purpose of care planning, the significance of interdisciplinary care plans and the role of the medication aide in relation to patient care planning.  Prerequisite: None  <b>04/00/00/40</b></p>	<b>Quarter Credit Hours: 0.0</b>
<b>MDA-600</b>	<p><b>Clinical Practice (Externship)</b>  Students will perform on-the-job-training in local long term or personal care facilities, correctional facilities or state schools. The students will demonstrate their skills as a medication aide. The students will receive no remuneration while gaining valuable experience.  Prerequisite: Completion of MDA-100 through MDA-500  <b>00/00/10/10</b></p>	<b>Quarter Credit Hours: 0.0</b>
<b>MDA-601</b>	<p><b>Return Skills Demonstration</b>  The students will learn and participate in all the vital signs assessments and demonstration skills related to the topics covered in MDA 200 - Basic Principles of Medication Administration and MDA-400 - Age Related Patient Medication Administration.  Prerequisite: MDA-600 (Completion of Clinical Observation)  <b>00/10/00/10</b></p>	<b>Quarter Credit Hours: 0.5</b>

- NA-101**      **Introduction to Long Term Care**  
 The students learn the role, responsibilities and the certification and regulations of a Nurse Aide/Home Health Aide as well as employment trends and job challenges. They will learn how to perform skills used in safety and emergencies procedures, infection control, isolation techniques, and in communicating with clients.  
 Prerequisite: None  
**15/01/00/16**      **Quarter Credit Hours: 1.5**
- NA-107**      **Personal Care & Basic Nursing Skills**  
 Students will learn how to maintain a safe, clean environment through the proper use and care of equipment and supplies, and proper body mechanics in positioning and moving clients. While practicing in the clinical laboratory setting students will learn how to perform personal care skills for the client's total body needs including hygiene, grooming, and toileting. Students will learn how to take and record vital signs and apply basic nutrition in meal planning. They will also learn how to observe and report summaries of hydration and elimination and assist clients in coping with death.  
 Prerequisite: None  
**10/20/00/30**      **Quarter Credit Hours: 2.0**
- NA-109**      **Restorative, Mental Health, Social Services, & Social Skills**  
 Students will learn how to assist with using prosthetic devices safely and properly apply restorative care for clients. They will also assist with exercising and ambulating. Students will learn how to assist with clients basic human and emotional needs. They will learn the different aspects of culture change and the benefits of culture change for the client and the facility. Students will learn how to minimize undesirable behavior using behavior management as well as meeting the needs of cognitively impaired clients. They will also learn the proper use of personal and facility technology in resident care including social media and cell phones.  
 Prerequisite: None  
**05/09/00/14**      **Quarter Credit Hours: 0.5**
- NA-106**      **Clinical Practice**  
 Students will perform 40 hours of clinical practice under licensed supervision through hands-on in a long-term care facility.  
 Prerequisite: Completion of NA-101  
**00/00/40/40**      **Quarter Credit Hours: 1.0**

**Course Descriptions:** The numbers under each course represent Total clock hours, Lecture/Lab/Extern/ for that specific course, i.e., 48 (48/00/00) represents Total hours = 48, (48 lecture hours/0 lab hours/0 extern hours).

**MA1305 Medical Terminology**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

The students will learn the medical language and terminology used in the healthcare profession. This course will provide the students with the basic framework of medical terminology using word roots, prefixes, and suffixes. Medical terms are taught within the context of structures, functions, and physiological processes of the eleven major body systems. The students will be taught advanced medical terms associated with the diseases, disorders, and pathology of related body systems.

Prerequisites: None

**MCB1201 Health Care Computer Applications & Keyboarding**

Total Course Hours: 48 (16 Lecture, 32 Lab, 0 Extern) Semester Credits: 2.0

The course is designed to provide an overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures is provided. Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, and internet use are explained. Students learn about basic word processing and other programs within the Microsoft Office Suite. Students are taught to create, save, and retrieve work in Word, Excel, Power point etc. in an effort to be able to demonstrate basic commands and functionality of the programs. This information will be carried further into the applications of these systems in the healthcare environment using real world examples and practice exercises.

Prerequisites: None

**BIOL2301 Anatomy & Physiology I**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including the cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Prerequisites: None

**MCB1202 Healthcare Delivery Systems and Organization**

Total Course Hours: 32 (32 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.0

The course is designed to review health care delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care.

Prerequisites: None

**BIOL2302 Anatomy & Physiology II**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Prerequisites: None

**MCB1203 Health Information Management**

Total Course Hours: 32 (32 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.0

The students are introduced to basic records information management systems including manual and electronic filing within a healthcare setting. Students will be able to identify the stages in the life cycle of a medical record; file and retrieve records using filing systems; and differentiate between manual and electronic filing. The students will learn about the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care

Prerequisites: None

**ENGL1301 English Composition**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisites: None

**MCB1204 Medical Coding Basics**

Total Course Hours: 32 (32 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.0

The students will learn coding guidelines with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or disease manifestation. They will also learn the process of converting procedure descriptions into numerical codes related to the CPT Evaluation and Management section, and review facility coding (ICD-10 PCS). Students will also learn the basics of converting descriptions of procedures into numerical codes (CPT/HCPCS) to provide uniform language to identify medical, surgical, and diagnostic services.

Prerequisites: None

**MATH1332 Contemporary Mathematics**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course.

Prerequisites: None

**MCB1205 Billing and Collections in Healthcare**

Total Course Hours: 32 (32 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.0

The course is designed to promote patient satisfaction and enforcing accurate, timely payment policies. The course will help students to establish policies and processes that support the administration and communication of financial responsibilities. Students will be able to implement a fail-safe process to address payment before the patient arrives, when present in the office and post-visit and ensure that any collections are handled ethically, efficiently, and legally.

Prerequisites: None

**PSYC2301 Introduction to Psychology**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

Introduction to psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Students will be exposed to a broad range of topics in the field of psychology, including research methods, neurophysiology, perception, cognition, development, learning, consciousness, intelligence, and social-personality psychology.

Prerequisites: None

**MCB1206 Electronic Health Records**

Total Course Hours: 40 (24 Lecture, 16 Lab, 0 Extern) Semester Credits: 2.0

The course content allows the student to build upon their prior knowledge of and experience with electronic health records (EHR). Through focused lab exercises, students practice navigating a basic EHR system intended to prepare them for the types of tasks they will encounter in the medical office environment. This course also reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and the associated issues.

Prerequisites: None

**MCB2207 Healthcare Policy Development**

Total Course Hours: 40 (40 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.5

The course is designed to provide students with the tools needed to understand the non-clinical side of health care. In this health care administration and policy course, the students cover a wide range of topics, including law, policy analysis, data analysis and quality improvement. The students will also gain a cross-cultural perspective by comparing the U.S. health care system to those in other countries.

Prerequisites: None

**MCB2308 Advanced Billing and Coding**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

The course is designed to build on skills acquired in the Introduction to, or Basic Medical Billing and Coding course. This course focuses on the advanced medical coding skills necessary for reviewing and assigning the appropriate procedure and diagnosis codes for healthcare services.

Prerequisites: None

**MCB2209 Healthcare Law & Ethics**

Total Course Hours: 40 (40 Lecture, 0 Lab, 0 Extern) Semester Credits: 2.5

The course outlines principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Included are the current ethical issues related to the various healthcare professions and patient confidentiality. Students are also introduced to general legal terms as they apply to the practice of medicine; discuss the importance of the Patient's Bill of Rights; identify local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and differentiate among traditional and contemporary views and principles of bioethics.

Prerequisites: None

**MCB2310 Health Insurance and Reimbursement**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides students with a more in-depth look at the processes and procedures related to medical billing. Topics include compliance for medical practices, medical documentation as it pertains to claims and billing, and reimbursement strategies. Students will also learn the life cycle of health insurance claim to include terminology, policies and procedures and introduction to revenue cycle management. Students will also learn Medicare, Medicaid, and private insurance basics including terminology, eligibility, claims and billing processes. HIPAA Compliance and Regulatory Laws will also be reviewed.

Prerequisites: None

**MCB2311 Medical Practice Management**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, and financial and medical records management. Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.

Prerequisites: None

**MCB2312 Compliance and Risk Management in Healthcare**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

The course is designed to focus on how and why healthcare organizations engage with both federal and state regulations to achieve and maintain compliance. Students will begin by examining principal federal and state laws which apply to activities in healthcare settings, including hospitals, clinics, insurers, and individual providers. This course also covers the importance of coding compliance, and the impacts of clinical documentation, medical necessity, and medical reimbursement regulations have on compliant coding. Auditing and prevention, along with basic management principles of identifying valid codes for coding accuracy will be explored. With the current advancements in health information field, students will learn how to utilize the emerging technologies that will enhance their ability to identify coding discrepancies. Upon completion of the course, students will have gained the skills to identify the critical legal issues that healthcare institutions face in the ordinary course of business.

Prerequisites: None

**SPCH1318 Interpersonal Communication**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

A focus upon the nature and influence of communicative behavior in close, personal relationships. Interpersonal communication structure and processes are explored as they relate to the development and maintenance of identities and friendships, as well as romantic and family relationships.

Prerequisites: None

**MCB2313 Revenue Cycle Management**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

The course is designed to gain essential skills and insights to effectively manage and optimize the revenue cycle and ensure the financial health of healthcare providers. The course covers the foundational knowledge of RCM and best practices for pre-registration and insurance verification to mastering medical coding, charge entry, and claim submission for maximum reimbursement. Students will also learn effective strategies for accounts receivable management and reducing denials through strategic analysis and corrective actions. This course equips students with the expertise to enhance the financial operations of healthcare organizations.

Prerequisites: None

**MCB2314 Certification Review**

Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0

The course is designed to help students prepare for a coding certification exam through review of content addressed in prior sequences and completion of practice exams.

Prerequisites: MCB1201, MCB1202, MCB1203, MCB1304, MCB1305, MCB1206, MCB2207, MCB2308, MCB2209, MCB2310, MCB2311, MCB2212, & MCB2313.

**MCB2415 MCB Externship**

Total Course Hours: 180 (0 Lecture, 0 Lab, 180 Extern) Semester Credits: 4.0

While on externship, students will have the opportunity to demonstrate professional behavior when interacting with facility staff and patients. Students will continue to gain knowledge of billing and coding practices while building upon the foundation created in the classroom.

Prerequisites: MCB1201, MCB1202, MCB1203, MCB1304, MCB1305, MCB1206, MCB2207, MCB2308, MCB2209, MCB2310, MCB2311, MCB2212, MCB2313 & MCB2314

## **SECTION II**

### **LICENSED VOCATIONAL NURSING TO ASSOCIATE OF APPLIED SCIENCE IN NURSING (LVN to ADN) and VOCATIONAL NURSING PROGRAMS**



## **INSTITUTION INFORMATION**

### **ACCREDITATION/APPROVALS**

Texas Health School is accredited by the Commission of the Council on Occupational Education, COE, a national accrediting agency recognized by the United States Department of Education.

Texas Health School is approved and regulated by the:

- Texas Board of Nursing (BON), Vocational Nursing Program and Licensed Vocational Nursing to Associate of Applied Science in Nursing (LVN-to-A DN) Program.
- Texas Health and Human Services Commission, Nurse Aide Training Program
- Texas Health and Human Services Commission, Medication Aide Training Program
- Texas Workforce Commission, Career Schools and Colleges, Austin, Texas
- Texas Department of Licensing and Regulation, Austin, Texas
- Texas Higher Education Coordinating Board to grant associate degrees.
- United States Department of Veterans Affairs
- Texas Veterans Commission, Veterans Education

Texas Health School:

- Is recognized by the United States Department of Education for participation in Federal Title IV Student Financial Assistance Programs (Federal Pell Grant, Federal Direct Student and Parent Loans)
- Provides educational training services for the Workforce Solutions (TWC) (for select programs only)
- Is approved for training of veterans and other eligible persons under the provisions of Title 38, United States Code for approved programs by the Texas Veterans Commission (for select programs)
- Is an approved vendor of the Texas Workforce Solutions – Vocational Rehabilitation Services (TWS-VRS)

A copy of the school's accreditation, licensure, and approvals are on file and available for review upon written request to the School President.

### **MISSION STATEMENT**

The mission of Texas Health School is to provide quality educational programs that prepare its graduates for employment in their specialized field of allied health.

### **Objectives**

The programs emphasize hands-on training that are relevant to the requirements of the employer community and focus on areas that offer long-term employment opportunities. Specifically, the School's objectives are:

- To provide an education that will prepare the student to become a productive member of the community as well as increasing his/her employment potential.
- To offer quality instruction by employing instructors and administrators who are experienced in their specialized fields and providing facilities and resources that promote educational growth.
- To assist students in developing self-discipline, skills, and attitudes that will motivate the student to allow him/her to achieve his/her full potential for success in their careers.
- To provide competent, responsible support staff needed to help meet the employment demands of the local business and industry job market.

### **LVN to ADN PROGRAM MISSION STATEMENT**

The mission of the Texas Health School's LVN-to-ADN Program is to provide quality education to a diverse student population necessary to contribute to the nursing profession through development of competent, safe, and empathetic novice RNs. The curriculum of the LVN-to-ADN Program will expand students' competence as LVNs by emphasizing knowledge, skills, and aptitudes necessary to make appropriate clinical judgments consistent with the RN scope of practice in a variety of clinical settings. Graduates will be committed to life-long learning, using reflection and self-evaluation to continue their professional development.

### **VN PROGRAM MISSION STATEMENT**

The mission of Texas Health School's Vocational Nursing Program is to provide quality education to a diverse student population that will contribute to the profession of nursing by practicing competent, safe, and responsible nursing care. Nursing education's primary goal is the development of a practical nurse with a strong theoretical base as well as competent clinical skills and sound clinical judgment. The program emphasizes hands-on training necessary for skill competence, a structured decision-making model based on rationale for quality patient care, self-evaluation, and reflection in the promotion of professional development.

## **SCHOOL HISTORY AND DESCRIPTION**

Texas Health School was established in Houston in 2002 to provide specialized training programs needed to address the increasing demand for skilled healthcare professionals. The school began classes in 2003 at 10565 Katy Freeway then moved to 11211 Katy Freeway during the summer of 2004, and in 2019, relocated to 11511 Katy Freeway to a larger more modernized facility. This location offers easy access from all areas of Houston and the surrounding communities. The school occupies approximately 12,000 sq. ft. on the second floor and additional space is available for future expansion of the programs. The school is designed to provide an optimum learning environment for students. The facilities include a computer lab, two nursing skills labs, a medical lab, two lecture rooms, and a massage clinic classroom. The classrooms and labs are supplied with equipment and instruments related to the specific academic program of study and provide for practical training simulations. The administrative and faculty offices are in the northeast quadrant of the school. There is a student lounge and internet access is available throughout the school.

## **OWNERSHIP**

Texas Health School is a limited partnership. David B. Hawk is the President/CEO of Texas Health School L.P. and is the sole individual with controlling interest over the business.

## **APPENDICES**

Please note the catalog is not considered complete unless the appropriate appendices (if applicable) are included. Although every effort has been made to ensure the accuracy of information included in this catalog, revisions may occur after publication and does not constitute a binding agreement on the part of Texas Health School. Please refer to the catalog appendices for more information.

## **LVN to ADN STUDENT HANDBOOK**

Students will receive and review the LVN to ADN Student Handbook during their orientation session. Students are required to read the handbook and are responsible for adhering to all policies and procedures listed in the LVN to ADN Student Handbook. Please see the Dean of Nursing or LVN to ADN Program Director if you have questions regarding the LVN to A DN program Student Handbook.

## **VOCATIONAL NURSING STUDENT HANDBOOK**

Students will receive and review the VN Student Handbook during their orientation session. Students are required to read the handbook and are responsible for adhering to all policies and procedures listed in the VN Student Handbook. Please see the VN Program Director if you have questions regarding the VN Student Handbook.

## **CHANGES IN PROGRAMS OR POLICIES**

The school has the right to modify the programs, course content, and schedules to best meet the needs of students and future employers. Texas Health School reserves the right to make changes to the catalog, school policies and procedures, faculty and staff, school calendar and other dates. The school is required to make changes necessary to comply with the standards and regulations of the school's accrediting body, state licensing agency and/or U.S. Department of Education.

## **ADMISSIONS INFORMATION**

### **ADMISSION REQUIREMENTS FOR LVN to ADN PROGRAM**

THS requires all LVN to ADN Program applicants to go through an admissions process as outlined below. THS will maintain a competitive selection process due to limited enrollment capacity. Applicant ranking system for all qualified candidates will be judged and scored on previous academic history, entrance examination scores, letters of recommendations, program readiness, and interview performance. Student acceptance will be based upon highest ranking scores matched with seats available for a respective class start. Students will not be permitted to start class after the third day.

1. Attend a mandatory LVN to ADN Program Information Session (NO CHILDREN/GUESTS ALLOWED).
2. Complete the THS Application Form.
3. Initial interview by an admissions representative, to assess qualifications for the nursing program and gain information about the LVN-to-ADN Program and tour of the school.
4. Submit proof of successful completion of secondary education at a public, private, or home school, or GED.(official transcripts required). An official transcript is defined as one that is prepared and sent directly by the school, typically the registrar's office, to the intended Texas Health School's official either via a third-party online transcript delivery service or via the official's institution assigned email. Non electronic transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution.
5. Submit an official transcript for the completed Licensed Vocational Nursing program with a cumulative GPA of 2.5 or higher. An official transcript is defined above

6. Submit unofficial transcripts from all previously attended schools. An official transcript is required if a student requests a review of their educational courses for the purpose of credit transfer. An official transcript is defined as one that is prepared and sent directly by the school, typically the registrar's office, to the intended Texas Health School's official either via a third-party online transcript delivery service or via the official's institution assigned email. Non electronic transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution.
7. Provide proof of active unencumbered LVN nursing license. THS will verify LVN license through the Texas Board of Nursing website.
  8. Pass the HESI® Admission Assessment (A2) Exam (either before or after the LVN to ADN Program Information Session as defined by achieving:
    - a. A minimum individual score of 75% on each of the Reading Comprehension, Math, Vocabulary and General Knowledge, and Anatomy & Physiology content areas of the A2
    - b. Provide Scores for all previous HESI A2 tests taken.
    - c. Students with more than three, within three years, HESI A2 attempts will not be considered for admission into the LVN to ADN program.
    - d. Only three HESI A2 Exam attempts within a three-year period will be considered. Students are encouraged to wait 30 days between each testing date.
  9. Successfully complete the Health Education Systems, Inc. (HESI®) Specialty LPN to A DN Mobility examination with a minimum composite score of 750 or higher. The HESI Specialty LPN to A DN Mobility Exam is a computerized exam that is part of the application process for entry into the LVN to ADN program. Only three attempts within a three-year period will be allowed. It is recommended that each attempt is separated by 30 days. The students are allowed to take the HESI LPN-A DN Entrance examination version for repeat attempts. Students are required to attain a minimum score of 750 on these HESI LPN-A DN exams

The HESI LPN to RN admission's exam is designed to assess clinical knowledge and critical thinking skills. The questions are based on what current RN students will be studying in their nursing programs. Some of the topics covered include the following:

- Basic nursing fundamentals
- Medical and surgical procedures
- Operative knowledge
- Pharmaceutical knowledge
- Dosage calculations
- Pediatrics
- Psychiatrics
- Physical assessment

10. Test of Essential Academic Skills (TEAS) test with the following requirements may be accepted in place of the HESI A2 for LVN-to-ADN program admission

- a. Achieve a minimum overall individual score of 70% as calculated on the ATI TEAS test score and
- b. Achieve the following minimum percentages (%) in the sub-sections:
  - i. Reading: 70%
  - ii. Math: 70%
- c. Students with more than three TEAS attempts within the last three-year period will not be considered for admission for the LVN-to- A DN program
- d. TEAS results from remote (even proctored) testing will not be accepted.

11. Payment of a registration fee.

12. General Education courses previously completed will require submission of official transcripts from those educational institutions. (Science courses cannot be more than five (5) years old and psychology and other general education courses no more than seven (7) years old) unless the non-science courses are part of a completed degree. In this case non-science courses will be accepted irrespective of the lapsed time. Completed courses as listed above with a grade of "C" or above will be considered for transfer credits. A course with a grade of "C -" will not be considered. The students seeking credit for previous education are required to submit official transcripts mailed directly to the school from the institution previously attended or downloaded by the THS administration directly from the email link provided by the third-party transcript

service provider, for evaluation before the beginning of the course for which the credit is requested. Students cannot hand carry an official transcript.

13. Apply to THS LVN to ADN Program by completing the program application.

14. Submit typed written one page essay answering question “My Commitment to Excellence in Nursing and Professional Career Advancement Goals”.

15. Licensure Eligibility Questions (complete the LEQ forms and submit with program application to nursing office along with THS application. These forms will initiate the criminal background check.

16. Provide two letters of recommendation from previous or former nursing supervisors with current contact information.

10. 17. Provide proof of immunizations:

- a. MMR (measles, mumps, rubella) (record of two doses of MMR within the last 10 years or a current titer, atleast performed within the last 5 years)
- b. Tdap (tetanus, diphtheria, acellular pertussis) (vaccination within the last 10 years)
- c. Hep B series (record of having completed the full series of Hepatitis B vaccination within the last 10 years or a current titer, at least performed within the last 5 years)
- d. Varicella (chicken pox) (record of two doses of vaccine within the last 10 years or a current titer, at least performed within the last 5 years)
- e. TB skin test: if your TB test if positive, also submit a report of chest x-ray showing no evidence of active lung disease. TB test is good for one year, chest x-ray is good for 5 years. or QuantiFERON within the past two years)
- f. Influenza seasonal vaccine required annually.
- g. Meningitis if the student is under 21 years of age.
- h. COVID Vaccine is not mandated but recommended.
- i. Other immunizations may be required based on the requirements of clinical facilities.

18. Clear Criminal Background Check. Applicants with a felony conviction will be disqualified from admission. Applicants with misdemeanors or deferred adjudication will be instructed to submit for declaratory order of license eligibility petition to the Texas Board of Nursing (TBON) upon acceptance. Documents students received stating final decision will be placed in students’ academic record as evidence of approval to take licensure examination.

19. American Heart Association (Healthcare Provider Certification) CPR card

20. Physical Exam by healthcare provider (physician, physician assistant, nurse practitioner)

21. Submit current resume.

22. Demonstrate evidence of health insurance (i.e., copy of insurance card)

23. Complete a panel interview with an acceptance committee.

24. Complete all required forms, documents, and information for financial assistance from the financial aid officer.

25. The nursing acceptance committee will make final decisions regarding applicant selection at least two weeks prior to class start date. They will review all documents submitted, interviews, letters of recommendations (from supervisors and/or teachers only), typed essay, academic record, admission test scores and rank qualified candidates who have completed the process. Those candidates will be notified of their selection to the LVN to ADN Program.

26. Ten (10) panel drug screens with negative results to be completed one to two weeks before the class start.

**27. AN ORIGINAL BLUE CARD FROM THE TBON OR AN ORIGINAL DECLARATORY ORDER OUTCOME LETTER FROM THE TBON, STATING THE STUDENT IS ELIGIBLE TO TAKE THE NCLEX-RN® EXAM AT A FUTURE DATE, IS REQUIRED PRIOR TO THE FIRST DAY OF THE FIFTH Module, BEFORE STARTING CLINICALS; NO EXCEPTIONS.**

28. Applicants not accepted into the program may reapply and will be required to complete the panel interview again. All applicants who are accepted are required to attend the LVN to ADN Program Student Orientation at the school.

29. Meeting all admission requirements does NOT guarantee acceptance into the program.

### **ADMISSION REQUIREMENTS FOR VOCATIONAL NURSING (VN)**

THS requires all VN Program applicants to go through a multi-step admission process as outlined below. Students will not be permitted to enter class after the third day.

Applicants who have previously attended a vocational nursing program must submit a letter of good standing with the Program Directors or designee’s signature on program letterhead.

**STEP 1.** Applicants are required to:

1. Attend a mandatory VN Program Information Session (NO CHILDREN/GUESTS ALLOWED).
2. Complete the THS Application Form.

Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17. If the applicant does not satisfactorily complete the test on the first opportunity, a substantially different test may be administered the same day. An applicant must wait five (5) calendar days prior to retaking the same entrance test. The applicant will be allowed three (3) attempts to achieve a passing score on the Wonderlic Scholastic Level Exam. Student has to wait at least six months to retake the SLE test, after the failed third attempt. The SLE is offered in an online and onsite format, and the passing scores are valid for three years from the date of the onsite, online test.

3. Submit proof of a high school diploma or a General Education Development (GED) equivalency. Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U. S. high school diploma by an accredited evaluation service.

THS will accept the following documents:

- Official high school transcript indicating the date of high school graduation.
- GED certificate or official notification that a GED has been earned.
- College transcript indicating the date of high school graduation.
- Foreign high school transcript evaluation.

**Note: An official high school transcript or official GED scores must be submitted to the THS if the student is accepted into the VN Program.** An official transcript is defined as one that is prepared and sent directly by the school, typically the registrar's office, to the intended Texas Health School's official either via a third-party online transcript delivery service or via the official's institution assigned email. Non electronic transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution.

4. Be able to read, write, speak, and communicate effectively in English (as evidenced by completed application and successful SLE score) and must be eighteen (18) years of age before graduation.
5. Complete an initial criminal background check conducted by the school through its approved vendor.

The applicant must successfully complete all items in Step I before applying to the VN Program (Step II).

**STEP II.** Applicants are required to:

1. Complete the THS VN Program Application Form.
2. Pass the TEAS VI® test (either before or after the VN Program Information Session) as defined by achieving:
  - a. A minimum overall individual score of 58% as calculated on the ATI TEAS IV test score OR an ATI TEAS Composite score of 63.0% or higher using the combined highest ATI TEAS Section Test Scores weighted according to the following formula:  
$$\text{Reading (Score} \times 30\%) + \text{Math (Score} \times 30\%) + \text{Science (Score} \times 10\%) + \text{English (Score} \times 30\%) = \text{ATI TEAS Composite Score}$$
 and
  - b. Achieve the following minimum percentages (%) in the sub-sections:
    - i. Reading: 64%
    - ii. Math: 60%
  - c. Provide Scores for all previous TEAS tests taken
  - d. Students with more than three TEAS attempts within the last three-year period will not be considered for admission for the VN program
3. Submit official high school or official GED score (if not previously submitted).
4. The applicant is also required to submit unofficial transcripts from all previously attended post-secondary schools and colleges.
5. Submit two (2) THS letters of recommendation forms from an employer(s) and/or teacher describing the applicant's work ethic and probability of success in nursing. Forms must be received directly from the sender via email or postal mail.
6. Submit a one-page typed essay titled and answering the question, "Why I Want to be a Nurse".
7. Submit a current resume.
8. Submit immunization records showing the completion of the following:
  - a. Hepatitis B (record of having completed the full series of Hepatitis B vaccination within the last 10 years or a current titer, at least performed within the last 5 years)
  - b. MMR (record of two doses of MMR within the last 10 years or a current titer, at least performed within the last 5 years)
  - c. Tdap (vaccination within the last 10 years)
  - d. TB (either a negative TB test within the past (12) months or QuantiFERON test results done within the last two years or a report from a chest x-ray done within the past five years showing no evidence of active lung disease.)
  - e. Varicella ((record of two doses of vaccine within the last 10 years or a current titer, at least performed within the last 5 years)
  - f. Meningitis if the student is under 21 years of age.
  - g. Influenza
  - h. COVID – 19 vaccination is not mandated, but recommended
9. Submit completed medical history and physical exam form signed by the health care provider.
10. Submit evidence of current Health Insurance (i.e. copy of insurance card).
11. Submit a copy of current BLS American Heart Association HealthCare Providers CPR card.

**STEP III.** Applicants are required to:

1. Meet with the Financial Aid Department to complete the financial assistance process.
2. Complete an Enrollment Agreement and submit the **non-refundable** registration fee.

**STEP IV.** Applicants are required to:

1. Complete an interview with the Nursing Selection Committee. All documentation in Step II must be submitted prior to scheduling the interview. The Nursing Selection Committee includes the Program Director, President and/or Campus Director or other designated faculty.

**ACCEPTANCE BY THE SCHOOL**

The nursing acceptance committee will make final decisions regarding applicant selection at least two weeks prior to class start date THS will email the applicant a decision as either conditionally accepted, on the waiting list, or denied acceptance. All documents are a permanent part of the applicant's file and will not be returned. It is the applicant's responsibility to keep their email address(es) current with the school.

**AFTER** the VN applicant has received an offer of conditional acceptance, the applicant **must submit the following documents for final acceptance.**

**On or before the first day of class:**

1. A 10-panel drug screening completed no earlier than 7 - 10 days before the class start date.

**Before the first day of the third semester:**

1. An original blue card from the TBON or an original declaratory order outcome letter from the TBON, stating the student is eligible to take the NCLEX-PN® Exam at a future date, **PRIOR TO THE FIRST DAY OF THE THIRD SEMESTER: NO EXCEPTIONS.**

**SELECTION PROCESS**

Admission to the VN Program is selective. Applicants will be ranked for acceptance in the program based on their TEAS VI® Exam Score, Selection Committee Interview Evaluation Form, past academic and/or employment history, Wonderlic® Exam Score, Letters of Recommendation Forms, and essay. Applicants not accepted into the program may reapply and will be required to complete the panel interview again. Applicants accepted are required to attend the VN Student Orientation at the school. Meeting all the admission requirements does NOT guarantee acceptance into the program.

**CREDIT FOR PREVIOUS EDUCATION**

**VN Program**

No credit will be given for previous education from other institutions for the Vocational Nursing Program. Texas Health School will consider skills obtained through military experience, education, and training as per Texas Administrative Code Chapter 807.121(e)(7), and will grant credit for experience, education, or training for courses that align with the military course credit directory, where applicable. The students will be required to submit official copies of the military education or training for which credits are being sought. Credit may be granted for previous Texas Health School Vocational Nursing students. The Vocational Nursing Program Director will review the student's official transcript from the previous enrollment to determine what credit, if any, will be granted. Transfer credits cannot be funded with Title IV financial aid.

The institution does not permit testing for credit. (CLEP)

**LVN to ADN Program**

Credit may be granted for previous education for the LVN to ADN program. Only general education courses will be considered for transfer credits. Credits will not be given for any of the nursing core courses. General Education courses previously completed with a grade of "C" or higher will require submission of official transcripts from those educational institutions. Courses with "C-" will not be considered for transfer credits. (Science courses cannot be more than five (5) years old and psychology and other general education courses no more than seven (7) years old) unless the non-science courses are part of a completed degree. In this case non-science courses will be accepted irrespective of the lapsed time. Texas Health School will also consider skills obtained through military experience, education, and training as per Texas Administrative Code Chapter 807.121(e)(7), and will grant credit for experience, education, or training for courses that align with the military course credit directory, where applicable. The students will be required to submit official copies of the military education or training for which credits are being sought. Transcripts furnished after the orientation date will not be considered for granting of credits for previous education.

**CRIMINAL BACKGROUND CHECK POLICY FOR LVN TO ADN AND VN PROGRAMS**

Background checks are used to:

1. Satisfy clinical facilities' requirements of a background check prior to allowing a student to care for the clients under

his or her responsibility.

2. Identify students who may have difficulty in meeting TBON eligibility for licensure and thereby allow such students early submission of petition for declaratory order from the TBON.
3. Protect and promote client/patient safety.

Two criminal background checks will be conducted on ALL students.

The first criminal background checks will be conducted by the school approved vendor as a condition of progression to step II of the admission process. Please note acceptance of this background check does not guarantee eligibility for licensure.

The second background check will be conducted by the TBON approved vendor, which is currently the DPS/FBI. If the student has a satisfactory outcome with the TBON-mandated background check, the TX BON will mail a "Blue Card" to the student stating this.

If a positive criminal history is revealed during the TX BON-mandated (DPS/FBI) background check, the student must submit a "Petition for Declaratory Order", see below.

Policies relating to criminal background screening is mandatory for all nursing schools. THS along with clinical agencies and clinical affiliates requires student background checks as conditions of their agreements. It also provides early documentation of students who have difficulty meeting TBON eligibility for licensure examination.

Throughout the Admission and Selection process students are notified of the TBON regulations (**Section 213.27 – 213.30 of the Texas Administration Code**) for nurses who have criminal histories. (*Good Professional Character, Licensure of Individuals with Criminal History, Disciplinary Guidelines for Criminal Conduct, Fitness to Practice, and Declaratory Order of Eligibility for Licensure.*) The following histories will disqualify an individual from entrance into the LVN-to-ADN Program

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distributions, or transfer of narcotics or controlled substances
- Registered sex offenders

#### **TBON Licensure Eligibility Questions** [https://www.bon.texas.gov/licensure\\_eligibility.asp.html](https://www.bon.texas.gov/licensure_eligibility.asp.html)

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility for renewing your license, please review the following:

To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you:  
(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)  
been arrested and have a pending criminal charge?  
been convicted of a misdemeanor?  
been convicted of a felony?  
pled nolo contendere, no contest, or guilty?  
received deferred adjudication?  
been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?  
been sentenced to serve jail, prison time, or court-ordered confinement?  
been granted pre-trial diversion?  
been cited or charged with any violation of the law?  
been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter

411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. \*Are you currently the target or subject of a grand jury or governmental agency investigation?
8. \*Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

**NOTE:** Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

**NOTE:** This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

The Nursing Student Handbook includes policies for admission, dismissal, progression, and graduation in addition to all information that will be helpful for student success. Additionally, the Nursing Student Handbook has forms validating receipt of eligibility information and the licensure process for the NCLEX-RN® examination which is presented during orientation.

### **TBON Petition for Declaratory Order**

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX® and receiving initial licensure. **The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.**

You should submit the **DO & \$150** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & \$150.

You should submit the **DO ONLY** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card BUT have to disclose a non-CBC related eligibility issue (i.e., questions 2-5 on the DO).

**OR**

- You are attending an out-of-state nursing program, are more than 6 months away from graduation, and have an eligibility issue to disclose to the Board.

**You will need to contact the Board for specific instructions on submitting the DO without the \$150 payment. Please send an email with your name, DOB, and last 4 of your SSN to [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov). The subject line should be DO – Payment Bypass.**

**NOTE:** As of June 15, 2020 the DO must be submitted electronically via the Nurse Portal (<https://www.bon.texas.gov/texasnurseportal/>).

Depending on the complexity of the student's situation/background and the TX BON's workload, it **may take a minimum of 6 months to 2 years for the TX BON to process the student's Petition for Declaratory Order.** The TX BON determines eligibility for future licensure on a case-by-case basis. For criminal incidents, the TX BON considers the severity of the offense, how long ago the offense was committed, and the behavior of the individual since the incident.

### **NON-DISCRIMINATION POLICY**

Texas Health School will promote equal opportunity and fair treatment for admission to, and access to, its programs and activities to all persons. The institution does not discriminate on the basis of sex, race, color, religion, national origin, age, marital status, or physical handicap (except where such conditions constitute a bona fide occupation qualification necessary for proper and efficient administration). Texas Health School is an equal opportunity educational institution and complies with all federal and state laws regarding affirmative action requirements.

Texas Health School is committed to being compliant with The Rehabilitation Act of 1973 (Section 504) and The Americans Disability Act (ADA) of 1990. Students with disabilities are requested to submit written notice of the specific need to the VN Program Director and allow the school to evaluate the request before beginning classes at the school. Documentation to

support the disability must be submitted with the written notice. Reasonable accommodations will be made on an individual basis.

#### **LATE ENROLLMENT**

Students are encouraged to enroll as early as possible for a particular class start. Classes start on the date indicated on the Academic Calendar. A student may begin classes through the third day of class subject to the approval of the School President. All days missed as a result of late enrollment will be counted as absences.

#### **CANCELLATION POLICY**

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

#### **TRANSFER POLICY:**

Texas Health School will consider transfer requests from other institutions for its students enrolled in a Texas Board of Nursing approved Vocational Nursing or Associate Degree Nursing program. Institutional requests for transfer from accredited allied health programs will also be considered. The School President or appropriate designee will review official transcripts from the currently attending institution to determine what credit, if any, will be granted. The program length and cost will be adjusted accordingly for the granted transfer credit. The maximum allowable credit for previous education is 50% of the total credits in the program. The transfer students will be required to meet and complete all admission requirements, as listed in the catalog, for the program they intend to enroll in at Texas Health School (THS). The students will also be required to complete all forms, documents, and information for financial assistance provided by the financial aid representative. The Dean of Nursing will determine equivalency for the Math and Reading scores achieved on the specialty admissions entrance test.

#### **REFUND POLICY**

Refund computations will be based on scheduled clock hours 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: (a) the last day of attendance if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the cancellation privilege 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. If a student who enters a residence education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such 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 after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll 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: (a) An enrollee is found to be ineligible for the program (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) 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.
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) 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:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds, when due, shall be issued within 45 days of the effective date of termination, or of the planned start date for classes canceled by the school. 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.

### **VETERANS ADMINISTRATION REFUND POLICY**

The following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not to exceed \$ 10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds, when due, for veterans and other eligible persons, shall be issued within 40 days after the last date of attendance.

## **FINANCIAL INFORMATION**

Texas Health School is an eligible institution participating in selected Title IV financial assistance programs. The primary responsibility for meeting the costs of education is that of the individual student and their families. Financial aid funds are available to supplement the funds provided by students and their families. It is the goal of Texas Health School that no student should be prevented from achieving his/her educational goals because of limited financial resources. To meet this goal, the school maintains a program of grants and loans for eligible students who are accepted and enrolled as certificate seeking students in good standing.

All students are encouraged to explore the availability of financial aid funding through state and federal agencies for tuition assistance. Students who do not qualify for financial aid or who do not wish to apply for educational loans may make monthly tuition payments to the school. Payment arrangements will be made with the Financial Aid Office. Final payment is due prior to starting clinical and/or externship.

Texas Health School has a full-time financial aid representative to counsel and assist students on the various financial aid programs available to qualifying students in pursuit of higher education goals. The financial aid department maintains a 9:00 a.m. to 7:00 p.m. schedule, Monday through Thursday. The office opens at 8:00 a.m. on Friday and closes at 5:00 p.m. During these hours, this department is available to all students. Appointments may be made for non-scheduled hours when necessary.

### **APPLICATION PROCEDURES**

Students seeking any type of financial aid should apply with the Financial Aid Office. Applicants are strongly encouraged to apply early to ensure they have a completed financial aid package and funds for which they are eligible can be disbursed in a timely manner.

Students should complete a Texas Health School Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> to begin the application process. The Texas Health School Financial Aid Application form is available at the Financial Aid Office. The Financial Aid Representative reviews the School's Application for

Financial Aid, the Free Application for Federal Student Aid (FAFSA), and other required financial paperwork. The Financial Aid Representative utilizes a needs analysis system at the time of the student's interview and assists with determining the student's eligibility and programs best suited to serve the student. The Financial Aid Representative will review available funds and discuss tuition payment plans.

The financial aid award year is from July 1<sup>st</sup> through June 30<sup>th</sup> of the next year. Continuing students needing financial aid funds to attend school must reapply for financial aid each award year as soon as possible after January 1<sup>st</sup>. Failure to reapply for financial aid funds may result in a delay or denial of financial aid awards and result in the student having to pay out of pocket for tuition and fees while attending school.

### **DETERMINING STUDENT NEED**

Financial need is calculated to determine the student's eligibility for financial aid. Financial need is the difference between the total cost of attending the school (cost of attendance) and the amount of the student and/or family's financial resources (expected family contribution). The total cost of attending the school may include tuition, fees, books, supplies, room, board, transportation, personal, and miscellaneous expenses. Through the use of the Expected Family Contribution, a determination is made of the amount of funds the student and/or parents can contribute toward meeting educational costs. Students with financial need will be considered for financial assistance. To determine the Expected Family Contribution (EFC) the calculation formula used is the Federal Need Analysis, mandated by the U.S. Congress. The Expected Family Contribution is calculated by information provided on the Free Application for Federal Student Aid (FAFSA) and reported on the Student Aid Report (SAR), which is emailed to the student by the federal processor. Financial aid may not cover the entire cost of attendance. Students may be expected to provide monthly payments towards meeting the cost of their education.

### **TITLE IV PROGRAMS IN WHICH TEXAS HEALTH SCHOOL PARTICIPATES**

Texas Health School participates in the Federal Pell Grant Program and the Federal Direct Student Loan Program. In addition to the information below, a detailed description of these programs is available online at the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/>.

#### **FEDERAL PELL GRANT**

The Pell Grant is not a loan and therefore requires no repayment. The Federal PELL Grant program is for any eligible undergraduate student pursuing a post-secondary education. The amount of the award is determined by demonstrated financial need, program length, and available federal funding levels. For more information about the Federal Pell Grant please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/grants/pell>

#### **FEDERAL DIRECT STUDENT LOANS**

Loans borrowed directly from the U.S. Department of Education are Federal Direct Loans and are for students attending school at least half-time. This program is a low-interest rate, long-term loan program for students who have financial need. Direct Loans are a legal obligation and must be repaid. Federal funding levels determine the amount and availability of these loans. For more information regarding the Federal Direct Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

##### **Direct Subsidized Student Loans**

These loans are based on financial need and are available for undergraduate students. The federal government pays the interest on the loan while the student is attending school at least half-time and during deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

##### **Direct Unsubsidized Student Loans**

These loans are not based on financial need and are available to both undergraduate and graduate students. The student is responsible for interest during in-school and deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

#### **DIRECT PARENTAL LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

The Direct PLUS loan is an educational loan for parents to assist with the educational expenses of a dependent student. PLUS loans are for dependent undergraduate and graduate students attending school at least half-time. The PLUS loan is borrowed directly from the U.S. Department of Education and may be based upon credit worthiness. PLUS loans must be repaid. Federal funding levels determine the amount and availability of the PLUS loans. For more information about the Direct PLUS Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/plus-app/>

## **OTHER AID PROGRAMS**

Students attending Texas Health School may be eligible to receive funds to help meet educational costs from Americorp, the Veterans Administration (VA), Bureau of Indian Affairs (BIA), Texas Workforce Solutions – Vocational Rehabilitation Services (TWC-VRS) Texas Workforce Solutions (TWC) employee tuition waiver, and other organizations. Students inquiring about these funding sources should contact the Admissions Department. Students who will be receiving Texas Workforce Innovation and Opportunity Act (WIOA), Department of Assistive and Rehabilitative Services (DARS), or other sources of alternate funding for school must present the agency’s authorization for such funding before starting school.

## **TITLE IV ELIGIBILITY REQUIREMENTS**

In general, participants in Title IV financial aid programs must:

1. Have a high school diploma or its recognized equivalent.
2. Complete a Free Application for Federal Student Aid (FAFSA) and the Texas Health School Financial Aid Application.
3. Be a citizen of the United States or an eligible non-citizen.
4. Be enrolled in an eligible program as a regular student.
5. Be making satisfactory progress toward completion of a diploma or certificate.
6. Not be in default on any federally guaranteed student loan.
7. Not owe a balance or a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant at any post-secondary institution or federal agency.
8. Have a valid Social Security number.
9. Be registered with the Selective Service if required.

## **VERIFICATION POLICY**

A student whose application is selected for verification, a process required by the Department of Education to review and verify information, may be required to submit additional documentation to the Financial Aid Office. The requested information must be provided to the school within 45 days of notification.

## **AWARD PROCEDURES**

All financial aid awards are made in accordance with the following criteria: demonstrated financial need and the student’s ability to maintain satisfactory academic standing. Completed files are acted upon on a first come first serve basis. Some types of aid have limited funding. A financial aid file is complete only after the following documents or information has been received:

- A. Confirmation of Admission status in an eligible certificate or degree program.
- B. Completed Texas Health School Financial Aid Application.
- C. Completed FAFSA on file with the Department of Education, or Texas Health School code listed so that the Financial Aid Office can obtain the Student Aid Report (SAR) electronically.
- D. Submission of all information requested by the Financial Aid Office (required prior to disbursement of federal aid).

## **DISBURSEMENT PROCEDURES**

Disbursements of Federal Direct Stafford Loans are issued in at least two installments and are made by electronic funds transfer (EFT) directly from the U.S. Department of Education to the school. No installment will be greater than one-half of the amount of your loan.

The first disbursement of loans for first-time borrowers is made after the student has been in school for 30 calendar days (for non-first-time borrowers the first disbursement is made after the first week of class) and the student has completed a loan entrance interview with the financial aid office. The second disbursement is scheduled when the student has successfully completed half of the financial aid credit hours in the program (if less than one full academic year) or one-half (1/2) of the financial aid credit hours for an academic year and is at the midpoint of the loan period. Each recipient is notified when a disbursement has been credited to his/her account.

Federal Pell Grants are disbursed in two equal payments based upon successful completion of each payment period, defined as one-half (1/2) of the program’s financial aid credit hours (if less than one full academic year) or one-half (1/2) of the financial aid credit hours for an academic year.

Federal Pell Grants are credited directly to a student’s account when they start the program and again upon successful completion of half of the financial aid credit hours in the program. Each recipient is notified when a disbursement has been credited to his/her account.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

Federal law specifies how Texas Health School must determine the amount of Title IV funds that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Federal Direct Loans, and Federal Direct PLUS Loans.

Title IV funds are posted to the student's account at the start of each payment period. The student earns the funds as he/she completes the payment period. Should a student withdraw during the payment period, the amount of Title IV funds that the student has earned up to that point is determined by a specific formula. If the student received (or Texas Health School or the parent received on the behalf of the student) less Title IV funds than the amount that he/she earned, the student may be able to receive those additional funds. If the student received more Title IV funds than he/she earned, the excess funds must be returned by the school and/ or the student. The amount of Title IV funds that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of his/her payment period, the student earned 30% of the Title IV funds he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he/she earns all the Title IV funds he/she was scheduled to receive for that payment period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes Federal Direct Loan funds, Texas Health School must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt. Texas Health School may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Texas Health School requires the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not provide Texas Health School with his/her permission the student will be offered the funds. However, it may be in the student's best interest to allow Texas Health School to keep the funds to reduce your debt at Texas Health School.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of their program before he/she withdraws, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30th day. If the student received (or Texas Health School or parent received on behalf of the student) excess Title IV program funds that must be returned, Texas Health School must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of his/her funds, or
2. The entire amount of excess funds.

Texas Health School must return this amount even if it did not keep this amount of the student's Title IV program funds.

If Texas Health School is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with Texas Health School or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the Texas Workforce Commission refund policy. The school's refund policy will be applied after the Title IV return calculation has been completed and funds (if any) have been returned to the Title IV programs. The school will calculate the tuition charges in accordance with the Texas Workforce Commission's refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Texas Health School will charge the student for any Title IV program funds that the school was required to return. The requirements and procedures for officially withdrawing from school are listed in the school catalog.

If the student has questions about their Title IV program funds the student may call the Federal Student Aid Information Center at 1-800-433-3243 at the U. S. Department of Education Student Financial Aid website: <https://studentaid.gov/>

## **REFUND AND DISTRIBUTION POLICY**

Texas Health School adheres to the refund policy as required by the Texas Workforce Commission Career Schools and Colleges refund policy for residence school vocational programs and as noted in the enrollment agreement. If a student withdraws from Texas Health School and a refund is due, the following return of funds and refund distribution policy will be followed.

Amounts of Title IV Financial Aid funds will be allowed in compliance with federal regulations. Refunds will be allocated in the following order:

- Unsubsidized Federal Direct Student Loan
- Subsidized Federal Direct Student Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Other state, private, and institutional student financial assistance
- The student

### **TUITION PAYMENT PLAN**

Independent students or parents of dependent students who do not qualify for financial aid or who do not wish to apply for educational loans may make weekly, bi-weekly, or monthly tuition payments to the school. These arrangements must be made with the Financial Aid Office.

### **FINANCIAL OBLIGATION**

Students who fail to make cash payments according to their payment plan or fail to make a good faith effort to process their financial aid paperwork on a timely basis are subject to Texas Health School's disciplinary action. It is Texas Health School's policy that students must satisfy all outstanding financial obligations to the school prior to the start of the next module. Students with delinquent cash payments will not be permitted to attend class until satisfactory arrangements have been made with the Financial Aid Office. No academic records will be released to any institution or individual until all financial obligations are satisfied.

### **VETERANS AFFAIRS**

Texas Health School is particularly concerned with the educational, vocational, and personal advancement of those men and women who served in the armed forces. Ex-military personnel, active duty military, reserve duty military and dependents of disabled or deceased veterans are able to obtain assistance in applying for veterans' benefits, educational and occupational counseling, job referral, and academic advising. A student planning to apply for benefits should contact the Financial Aid Office as soon as the student has enrolled in the school for classes.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

1. The school's accrediting and licensing agencies
2. The school's programs, facilities, and faculty
3. The cost of attending Texas Health School
4. The financial assistance available
5. How the Financial Aid Office determines the student's financial need.
6. Each type of aid to be received and how it will be disbursed.
7. How to submit appeals under various school policies
8. The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility.
9. Interest rates, repayment amounts, cancellation, and deferment provisions for all loans borrowed by the student.
10. The criteria for continued eligibility for financial aid
11. The terms of all loans borrowed by the student.

All students have the following responsibilities:

1. To review and consider all aspects of the school program before enrolling.
2. To complete financial aid applications accurately and truthfully
3. To provide additional documentation, verification, correction, etc. as requested by the school or agency.
4. To read, understand, and keep copies of all forms received.
5. To notify the school of any change in their financial circumstances
6. To notify the school and the lender of a name or address change
7. To understand the school's satisfactory and academic progress policy
8. To understand the school's refund policies
9. To sign all required certification statements
10. To repay all loans according to the promissory notes signed

### **ALUMNI DISCOUNT**

Texas Health School graduates who re-enroll in another program are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and complete the program. This discount applies to tuition only and does not cover fees, books, supplies, or other charges. It is available for all programs and will be applied as a tuition adjustment when final charges are posted to the student ledger. Please note: The institution reserves the right to modify or discontinue this discount at any time.

# ACADEMIC INFORMATION VOCATIONAL NURSING PROGRAM

## DEFINITIONS

### Academic Year:

An academic year is defined as 30 weeks of instructional time in which a full-time student is expected to complete 24 semester credit hours or 900 clock hours.

### Academic Semester:

An academic semester is defined as 16 weeks for the day classes.

### Academic Module/Session:

An academic module/session is defined as 8 weeks for the day classes.

### Academic Credit Hour:

One academic semester credit hour is equal to 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship.

### Class Hour:

A class hour is 50 minutes of lecture, lab, or clinical training during a 60-minute period.

### Full-Time Enrollment:

For undergraduate students, full-time status 24 hours per week.

## TUITION AND FEES (See Appendix #1 for Tuition Schedule)

### Fee Schedule (non-refundable)

Change of Program after Start	\$100.00
Registration	\$100.00
Late Payment Fee	\$ 20.00 (1)
THS Transcript (after 1 <sup>st</sup> )	\$ 10.00 (2)
Re-entry/Reinstatement Fee	\$100.00 (3)

- (1) A \$20.00 late payment fee will be charged to the student's account each time a scheduled payment is not made within 5 days of its due date. The student's account will continue to accrue a monthly \$20.00 late fee until his/her account has been brought current or paid in full. Payment is due on the scheduled payment date or the following business day if scheduled payment falls on Saturday, Sunday, or a holiday.
- (2) To be submitted with transcript request
- (3) Re-entries from LOA excluded from fee.

## CLASS SCHEDULES: (See Appendix #8 for Academic Calendar)

Day classes are scheduled Monday through Friday, 8:00 am – 5:00 pm. Evening classes are scheduled Tuesday through Thursday, 6:00 pm – 9:50 pm and Saturday, 8:00 am – 5:00 pm. All students have a ten (10) minute break for every one (1) hour of scheduled class time. Day students will receive a one (1) hour lunch break. \*Periods 7 and 8 are scheduled remediation and open study sessions. The semester curriculum calendar and detailed course schedule is available to the students prior to the beginning of each course. Clinical times for the day and evening classes are indicated below.

### Daytime Classes

Period 1	08:00 a.m. – 08:50 a.m.	Break	12:50 a.m. – 01:00 p.m.
Break	08:50 a.m. – 09:00 a.m.	Period 5	01:00 p.m. – 01:50 p.m.
Period 2	09:00 a.m. – 09:50 a.m.	Break	01:50 p.m. – 02:00 p.m.
Break	09:50 a.m. – 10:00 a.m.	Period 6	02:00 p.m. – 02:50 p.m.
Period 3	10:00 a.m. – 10:50 a.m.	Break	02:50 p.m. – 03:00 p.m.
Break	10:50 a.m. – 11:00 a.m.	Period 7*	03:00 p.m. – 03:50 p.m.
Lunch	11:00 a.m. – 12:00 p.m.	Break	03:50 p.m. – 04:00 p.m.
Period 4	12:00 p.m. – 12:50 p.m.	Period 8*	04:00 p.m. – 04:50 p.m.

Clinical time for LVN to ADN program is typically scheduled to begin at 6:45 am and end at 7:15 pm. The **actual time, days and shifts** may vary based on the facility where the clinical is performed.

Clinical time for VN program is typically scheduled to begin at 6:45 am and end at 7:15 pm. The **actual time, days, and shifts** may vary based on the facility where the clinical is performed.

### Evening Classes

Period 1	06:00 p.m. – 06:50 p.m.	Period 3	08:00 p.m. – 08:50 p.m.
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Break	06:50 p.m. – 07:00 p.m.	Break	08:50 p.m. – 09:00 p.m.
Period 2	07:00 p.m. – 07:50 p.m.	Period 4	09:00 p.m. – 9:50 p.m.
Break	07:50 p.m. – 08:00 p.m.		

Note: LVN to ADN program is not offered during the evening shift.

Clinical time is typically scheduled on Saturdays to begin at 6:45:00 am and end at 7:15 pm. The actual **day, time, and shifts** may vary based on the facility where the clinical is performed.

VN clinical is scheduled for a total of 120 hours in Semester I, 186 hours in Semesters II, and 174 hours in Semester III. Clinical hours are scheduled to comply with the Board of Nursing requirements as stated in the Texas Administrative Code, Rule 214.

**Enrollment into the Program: (Refer to Appendix #8 For Class Start Dates)**

The Program application and ALL required documents must be submitted to the school office by the assigned deadline to be eligible for enrollment. Prospective students should contact the admissions office for specific dates.

**HOURS OF OPERATION:**

The Nursing Department office is closed on holidays and has varied hours of operation during the scheduled breaks.

Nursing Department Office Hours	
Monday-Friday	8:00AM – 5:00PM
Nursing Department Regular School Hours	
Day: Monday - Friday	8:00AM – 5:00PM
Evening: Tuesday-Thursday and Saturday	6:00 AM – 10:00PM 8:00 AM – 5:00PM

Note: LVN to ADN program is not offered during the evening shift.

**LVN to ADN and VN STUDENT HOLIDAYS**

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday After
- Christmas Break: Christmas Eve Day through New Year’s Day

**VN SCHEDULEDBREAKS**

3 - 5 days Semester Break  
between semesters

For holidays that fall on a Saturday there will be no classes on Friday and for holidays that fall on a Sunday there will be no classes on Monday.

Note: LVN to ADN program does not have breaks between semesters.

**LVN to ADN ATTENDANCE POLICY**

**Classroom and Skills Lab Attendance Policy**

Regular and punctual attendance is expected of all students. Instructors will maintain a complete record of attendance for each course. Attendance is monitored and recorded daily.

1. Absence from class will be counted starting from the first official day of classes.
2. Students (both present and absent) are responsible for all material presented or assigned in class. Mastery of the material by the student determines the course grade.
3. Absence of 20 percent (%) or more of total scheduled lecture, laboratory, and clinical time **per module may** result in student being placed on attendance probation. Absence of 20 percent (%) in the subsequent term, while on attendance probation will result in dismissal from the LVN-to-ADN Program. All incomplete courses will receive a Withdraw/Passing (WP) or a Withdraw/Failing (WF).

Students must immediately inform the instructor, in writing, of the reason for any absence.

For a scheduled absence, a Missed Class, or Clinical Notification Form (see Appendix 6) must be submitted by the student to the instructor prior to absence. For an unplanned absence, the student must submit the form to the instructor before returning to the next scheduled class.

**OUT OF CLASS PREPARATION TIME**

Students must spend at least 2-4 hours per day (outside of class) in preparation time for theory and clinical classes. Working on homework in class or at clinical sites is discouraged.

**Classroom Tardiness**

A tardy is defined as *being late to* or *absent from* the classroom during scheduled lecture times. Tardiness affects the student's absence record, and more importantly, the attendance hours *required* to graduate.

1. Absent or late students will receive a tardy mark on record.
2. Tardiness is accrued in 15-minute increments and recorded daily.
3. Students arriving to class more than 15 minutes late or returning late from break must wait until the next break to enter the classroom.

*Example: Class begins at 8:00am. Student arrives at 8:16 am and must wait until the next break to enter the classroom. Student must make up the entire hour of missed class time.*

4. All accrued tardies are counted toward the total amount of time absent.

Habitual tardiness is not tolerated. If, however, tardiness or absence is unavoidable, the student must give reasonable notice to nursing faculty prior to class time.

Failure to report to class without notifying the nursing faculty will result in a "No-Call-No-Show." **Two "No-Call-No-Shows" will result in dismissal from the program.**

### **LVN to ADN READMISSION POLICY**

Readmission is contingent upon space availability, skills competency, and the student's ability to meet THS and the LVN-to-ADN Program physical and academic requirements. Students will be charged tuition for course repeats at a prorated program cost. Note: Leave of Absence will not be available to the LVN to ADN program due to linear nature of the program until 2025. The student will have to withdraw and then apply for reenrollment when the required course is offered again

1. The student must request the Readmission Request Form from the Dean of Nursing.
2. The student must submit the readmission request form and supporting documentation to the Dean of Nursing no later than 45 days from termination or withdrawal of the program.
3. The Readmission committee will schedule a formal hearing to meet with the student within 30 days after receipt of the readmission request form.
4. The Readmission committee will meet with the student and make a recommendation to the Dean of Nursing. A final decision will be issued by the Dean of Nursing within 14 days. The final decision cannot be appealed.
5. A student may apply for readmission only **once (1)**.
6. A student must restart in the course that was not successfully completed.
7. The student must re-enter within a year following last attending the program to avoid restarting the application process from the beginning.
8. Students who have exhausted all readmission options must re-apply. Students re-applying must meet **ALL** admission requirements.
9. Students who have been withdrawn or dismissed and wish to return to their program of study more than one year after their last day of attendance must complete the re-enrollment process and meet all current admission requirements for the program. Credit for courses completed at Texas Health School within the past two years may be granted upon the recommendation of the Program Director and/or the Campus Director

### **VOCATIONAL NURSING ATTENDANCE POLICY**

**Attendance:** Attendance is utilized for graduation eligibility, and is essential to the overall quality of training a student receives. Students are required to attend all scheduled classes regularly. Punctuality is required so that the classroom environment is not disrupted. The school emphasizes the need for all students to attend their scheduled classes in order to develop and build the proper skills and attitudes necessary to compete in the highly competitive labor market. It is the student's responsibility to inform the instructor, in writing, of the reason for an absence and to do so in a timely fashion. Students must notify the school in advance of all intended absences. The student must personally notify his/her instructor. Notification by a peer, spouse or significant other will not be accepted. Failure to report to class without notifying the instructor will result in a "No-Call-No-Show." Two "No-Call-No-Shows" will result in termination from the VN program.

Each instructor will maintain a complete record of attendance for the entire length of each course. Attendance will be recorded beginning with the first official day of classes. For students who start their course after the first class day, the missed class time will be counted as absences. Students are responsible for all material presented or assigned for a course whether present or absent and will be held accountable for such materials in the determination of course grades. If a student misses more than 10 percent (10%) of the scheduled lecture, laboratory, and/or clinical combined hours in a semester, then the student will be terminated from the VN program.

Failure to make up missed days will affect your financial aid eligibility and could lead to disciplinary action up to and including your dismissal from school. Make up class work does not remove the absence.

**Classroom Tardiness:** A tardy is defined as not being in the classroom when the door is closed. If tardiness or absence is unavoidable, the instructor must be notified prior to class time.

### **Clinical Attendance/Tardiness:**

The student is expected to be in the clinical agency prepared to begin assignments at the designated time. Failure to arrive at the clinical site at the scheduled time will result in accrual of absence time. Students who are late to the clinical site will not be allowed to remain and will be counted absent for that entire clinical day. Students anticipating a clinical/lab absence must notify the clinical instructor assigned to that facility/unit. Failure to report to a clinical experience without notifying the instructor will result in a “No-Call-No-Show.” More than two “No-Call-No-Shows” in a clinical course will result in termination from the VN program. More than two absent clinical days per semester will result in dismissal from the VN Program.

**LVN-to-ADN and VN Programs Attendance Termination:** The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences: (1) more than 10 consecutive school days (Exception: VA Students more than 4 consecutive days); or (2) in excess of 20% of the total scheduled hours of the program; or (3) violates the attendance requirements of the VN and LVN-to-A DN programs as listed above, whichever occurs first. Students who fail to return from an approved leave of absence will be terminated from the school.

### **VN READMISSION POLICY**

Students whose enrollments are terminated for violation of the attendance policy, satisfactory progress policy, or conduct policy may appeal the termination and be readmitted at the discretion of the VN Program Director and School President. All readmission applicants are contingent upon space availability, skills competency, and must meet re-entry requirements for THS and the VN Program physical and academic requirements. If readmission is granted, the student may not re-enter before the next class start (for violation of the attendance policy or satisfactory progress policy), or as class scheduling permits (for violation of the conduct policy).

Students wanting to be readmitted are required to follow the re-entry procedure as outlined below:

1. Student must satisfy all past due financial obligations to the school.
2. Students must submit a Readmission Request Form and supporting documentation to the VN Program Administrative Assistant for review by the Readmission Committee. The Readmission Committee will make a recommendation to the VN Program Director. A final decision will be issued by the VN Program Director within 30 days of receiving the Readmission Request Form. The final decision cannot be appealed.
3. Students may apply for readmission only **twice (2)**.
4. Students must restart with the course that they did not successfully complete.
5. Students must re-enter within two (2) semesters of last attending the program if they wish to avoid starting the application process at the beginning.
6. If granted readmission the student must meet with their admission representative to sign a new enrollment contract, pay a nonrefundable \$100 re-entry fee, and complete the credit for previous education form.
7. Meet with the financial aid representative to set up a new financial payment plan for the tuition charges and fees for the re-entry.
8. Students who have been withdrawn or dismissed and wish to return to their program of study more than one year after their last day of attendance must complete the re-enrollment process and meet all current admission requirements for the program. Credit for courses completed at Texas Health School within the past two years may be granted upon the recommendation of the Program Director and/or the Campus Director

Students who have exhausted their readmission options, or those wishing to re-enter at a point longer than two (2) semesters, must re-apply for the program and compete against all other applicants for acceptance into program and begin again with the first semester. These students are subject to **ALL** admission requirements of all students wishing to enter the program (including the TEAS VI ® Exam).

### **LEAVE OF ABSENCE**

In the event of an emergency, Texas Health School may grant a leave of absence for students. For the Vocational Nursing Program, a student may request a leave of absence for a maximum of 180 calendar days and shall be for specific and acceptable purposes. **A LEAVE OF ABSENCE IS NOT ALLOWED IN THE FIRST SEMESTER OF THE VOCATIONAL NURSING PROGRAM IF THE STUDENT HAS NOT SUCCESSFULLY COMPLETED AT LEAST ONE COURSE.** A leave of absence must be requested in writing and submitted to the VN Program Director, School President, and/or the Dean of Nursing prior to the beginning of the leave, unless extenuating circumstances prevent the student from doing so. The student must meet with the financial aid representative to determine the financial implications of the leave. A leave of absence must be approved by the School President. Students can also request a leave if the course they are

required to repeat is not available until the next term. The Texas Health School Vocational Nursing & LVN-to-ADN Programs reserves the right to deny a leave of absence request.

The student will incur no additional tuition charges during an approved leave of absence, nor any charges for reentry from a leave of absence. During a leave of absence students will not be eligible for any financial aid while on an approved leave of absence. The veteran or other eligible person will be disenrolled and the Department of Veteran Affairs notified immediately. Upon returning from the leave of absence the veteran or other eligible person will be certified as re-enrolled.

Note: If a student does not return from an approved leave of absence, he/she will be terminated. If a student who has received Title IV student loans does not return from an approved leave of absence the grace period for the Title IV student loans will begin with the last date of attendance. The remaining length of the eligible grace period is contingent upon any portion of the time frame previously used for the leave of absence.

Note: Leave of Absence will not be available to the LVN to ADN program due to linear nature of the program until 2025. The student will have to withdraw and then apply for re-enrollment when the required course is offered again.

### **SATISFACTORY ACADEMIC PROGRESS**

The satisfactory academic progress policy applies to all students enrolled at Texas Health School. To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0 and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

### **ACADEMICS - SAP POLICY (IN ACCORDANCE WITH TEXAS RULES)**

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at THS. To maintain SAP, a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. This requirement is evaluated at the end of each grading period and must be met in order to be considered to be making satisfactory academic progress.

<b>End of Grading Period</b>	<b>CGPA Minimum Requirement (Qualitative)</b>
#1	1.5
#2	2.0
#3 through Program Completion	2.0

### **Academic Probation**

A student who has not achieved a satisfactory cumulative grade point average (CGPA) at the end of a grading period will be placed on academic probation. When a student is placed on academic probation, the student will be counseled prior to returning to class. The date, action taken, and terms of the probation will be documented and maintained in the student's file.

If the student on probation achieves satisfactory progress (2.0) for the probationary grading period but fails to achieve a CGPA of 2.0 at the end of the probationary grading period, the student may continue on probation for one additional grading period.

If the student on probation does not achieve satisfactory progress (2.0) for the probationary grading period, the student will be terminated from the program. The enrollment of a student who fails to achieve satisfactory progress for two consecutive grading periods shall be terminated.

### **Maximum Time Frame**

Texas Health School requires that all subjects be successfully completed in order to graduate from the program. Students are expected to complete the classes in their program within a period of no more than 1.5 times the published program length. Therefore, students must maintain a satisfactory rate of progress in order to graduate without exceeding the maximum permissible time frame.

Students are expected to complete 67% of all credits attempted each payment period. Course repeats are counted as hours attempted but not earned and the higher grade is used in calculating the CGPA. The grade Withdrawal-Failing "WF" is counted as hours attempted and included in the CGPA. The grades of Withdrawal-Passing "WP", and Withdrawal-Military "WM" are not counted as hours attempted or included in the CGPA. Transfer credits are counted as courses attempted and earned but are not calculated in the CGPA. Subject audits, and incompletes are not counted as credits attempted in

determining progression toward completion. Authorized leaves of absences will not be considered part of the maximum time frame.

**Example of Transfer Credits for determining maximum time frame:**

<b>Payment Period #</b>	<b>Payment Period #1</b>	<b>Payment Period #2</b>
<b>Transfer Credits</b>	<b>4.0</b>	<b>0.0</b>
<b>Registered Credits</b>	<b>14.0</b>	<b>18.0</b>

The student had transfer credits and registered for a total 18.0 credits for the first payment period. Based upon 18.0 credits the student must successfully pass a minimum of 12.0 credits (18 attempted credits multiplied by 67% = 12.0) to successfully complete within the maximum scheduled timeframe.

**FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0, a rate of progress of 67%, and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

**Financial Aid Warning**

Should the student fail to achieve a cumulative grade point average of 2.0 for the payment period just completed or did not successfully complete 67% of the credit hours attempted for the payment period, the student will be counseled and placed on Financial Aid “Warning”. Students on Financial Aid Warning are considered to be making satisfactory academic progress and remain eligible for Title IV Federal Financial Aid for the next payment period.

Should a student fail to achieve a Cumulative GPA of 2.0 for the subjects attempted during the Financial Aid Warning period or has a completion rate of less than 67% of the credit hours attempted, the student is deemed not to be making satisfactory academic progress and the student’s enrollment will be terminated. Students who do not achieve satisfactory academic progress at the end of the payment period may appeal the termination and request to be placed on Financial Aid Probation. (Students receiving VA educational benefits who fail to meet satisfactory academic progress requirements will be reported to the Department of Veterans Affairs Regional Office as making unsatisfactory progress.)

**Financial Aid Probation**

Financial Aid “Probation” is a status assigned to a student who is failing to achieve satisfactory academic progress and successfully appeals. The student will be reinstated on Financial Aid Probation and remain eligible for Title IV Financial Aid for one payment period only. A student who meets the satisfactory academic progress minimums will be placed in good standing at the end of the payment period. This is accomplished by:

- Achieving a cumulative GPA of 2.0 or better by the end of the Financial Aid Probation payment period, and
- Attempting and earning enough credits to complete within the scheduled maximum time frame.

If the student does not achieve satisfactory academic progress by the end of the “Probationary” period he/she will be terminated.

**Appeals**

A student who is terminated for failing to maintain satisfactory academic progress may appeal this decision following the Readmission Policy outlined in the school catalog. The student must submit a Readmission Request Form and supporting documentation to the VN Program Administrative Assistant explaining the extenuating circumstances that prevented the student from making satisfactory progress. Examples of extenuating circumstances include but are not limited to: death of a relative, injury to illness of the student, or issues beyond the student’s control will be considered on a case by case basis. The letter of appeal must include an explanation and supporting documentation of why the student failed to make satisfactory academic progress and how circumstances have changed so that the student will be academically successful. The appeal must be submitted within 30 days of being terminated by the school.

The Readmission Committee will make a recommendation to the VN Program Director. A final decision will be issued by the VN Program Director within 30 days of receiving the request form to determine if the circumstances were extenuating and review if it is possible for the student to meet satisfactory academic progress in the required amount of time should the appeal be accepted. Students whose appeal is granted, will be allowed to re-enter on Financial Aid “Probation” status with an academic plan to assist them in improving their academics and will remain eligible for Title IV Financial Aid. Students whose appeal is granted must complete all steps outlined in the readmission policy.

## GRADING STANDARDS

Grades are issued at the completion of each subject within a program. The grading system in use for the LVN to ADN and VN Program is the four letter grade (A, B, C, F). The mark "I" represents an incomplete subject and is given at the discretion of the instructor. An incomplete grade will not be counted in determining satisfactory progress. Students have ONLY until the end of their current semester to complete the work. Failure to complete the work within that time frame results in an "F" and will be counted in the grade point average. A student 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 merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. A mark of "WP", "WF", or "WM" is given for subjects withdrawn after the official add/drop period and prior to completion.

The following shall be the system used for reporting and evaluating student grades for the VN Program at THS.

Grade	GPA	Description	Scale %
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	75-79
F	0.0	Failing	Below 75
WF	0.0	Withdrawal-Failing	Student withdrew from course prior to completion, failing the course at time of withdrawal

## GRADE CALCULATION

A grade of 74.9% or below indicates failure. There will be NO rounding of exam or course grades. Students must achieve 75% or higher in order to pass the course on all grades combined.

## GRADE DETERMINATION

A grade of "C" (75.0%) or better in theory and clinical is required to pass all nursing and general education courses. The student must pass both theory classes and clinical to progress in the LVN to ADN and VN Program.

### Grades for courses that are not completed and are not calculated into the grade point average.

I	Incomplete	Coursework incomplete - Student must make up by specified deadline
WP	Withdrawal-Passing	Student withdrew from course prior to completion, passing the course at time of withdrawal
WM	Withdrawal-Military	Student withdrew as a result of being called to active duty in a military service of the United States or the Texas National Guard

The number of grade points in a subject is obtained by multiplying the number of clock hours by the numerical value of the grade received in the subject. The grade point average (GPA) is calculated by dividing the total number of grade points by the total number of clock hours attempted that module. Calculation is done on both a semester and cumulative basis. Incomplete (I), Withdrawal-Passing (WP), and Withdrawal-Military (WM), are not included in the GPA calculation.

**Repeating A Course:** Students of the LVN to ADN program who receive an "F" for a course will be terminated from the program due to progression requirements (each subsequent course has the prerequisites of prior courses). The student can apply for readmission and will be required to repeat all courses in which a grade of "F", "WP", "WF", or "WM" was given before progressing to the next semester/term. *Students are responsible for the cost of all repeat courses.* When a student repeats a subject with an "F" and receives a passing grade, credit is given for the subject and the higher grade is calculated into the GPA. The failing grade(s) for the course and the repeat grade will be recorded on the student's transcript. All course hour attempts are counted in the student's quantitative measure for satisfactory academic progress.

## GRADING PERIOD

A grading period for the semester based VN program consists of one semester. The grading period for the LVN to ADN program is an eight week module.

## PROGRESS REPORTS

All students receive written progress reports after the completion of a course, which includes their grades for the completed course as well as the grades for the prior courses.

## **TRANSFER BETWEEN PROGRAMS**

Texas Health School encourages all students to complete their initial program of training for which they enrolled. However, due to various reasons students may request a change of program after classes start which must be approved by the Dean of Nursing, Campus Director and/or School President.

Students transferring to a new program must complete a new enrollment agreement and meet the entrance requirements for the newly selected program. The student will be charged according to the approved refund policy for the program he/she is transferring out of. A \$100.00 change of program fee and the current tuition and laboratory fees of the new program the student is transferring into will be assessed. All similar subjects in the previous program which the student has completed with a grade of "C" or better will be given credit. Any transfer credit from the initial program will be applied on a pro-rated basis to the tuition for the new program. Students transferring to a new program should be aware that their financial aid eligibility and program costs will be affected.

## **ADD/DROP**

There is a three-day Add/Drop period during which students will be allowed to add or drop classes from their schedules. The Add/Drop period ends on the third day of the semester/term. Students who withdraw from a class during the official Add/Drop period will receive no grade for the class and the class will not be counted as attempted hours for purposes of satisfactory academic progress. Adding or dropping a class could affect a student's financial aid. Students desiring to add/drop a class should speak with their financial aid representative. Students will not be allowed to change schedules after the Add/Drop period.

## **WITHDRAWAL OF ENROLLMENT**

Students who wish to withdraw from any course or from a program of study should notify the School President and or Campus Director in writing (although not required) prior to the date of withdrawal explaining the reason for the withdrawal. The student must complete an exit interview with the School President, Campus Director and/or Dean of Nursing and the Financial Aid Representative before withdrawing from the course or program. Students withdrawing from school should be aware that their financial aid eligibility and program costs will be affected. (Refer to the Financial Information section of the catalog for the school's Treatment of Title IV Aid When A Student Withdraws.)

## **CLINICAL TRAINING**

Programs offered by the school may include clinical training that is completed without compensation. During the clinical training students are expected to perform in a safe, ethical and professional manner. The school will provide the clinical site. Students may be required to travel up to 100 miles each way to the assigned clinical site. Students are responsible for their own transportation to and from the clinical site as well as associated parking fees.

The student will receive a grade for their clinical training and must successfully complete all required hours in order to graduate from their program.

## **CLINICAL EVALUATION**

Clinical evaluation tools will be used by the instructor throughout all the clinical rotations. These evaluation tools indicate the expected behaviors of the student in each clinical course as required by the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs 2022)*. The expected behaviors reflect the student's growth in knowledge base and skill level as the student progresses through the curriculum to eventually fulfill the program objectives.

All clinical objectives sufficiently vary from course to course in order to demonstrate progression through the curriculum.

## **CLINICAL REMEDIATION**

Should the student be unable to achieve minimum competency in the clinical facility, the student will be required to return to school for remediation and/or tutoring. Students who demonstrate poor performance on any critical element within the Clinical Evaluation Tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures.
2. If necessary, the student will be referred to the Skill Lab for an assignment or tutoring as designated by the instructor. It is the student's responsibility to schedule a meeting with the course instructor.

Remediation must be successfully completed prior to the next clinical day or before the next skills lab. The student must present written proof of remediation to the clinical instructor.

## **LVN to ADN LICENSURE ELIGIBILITY AND PROCESS**

LVN-to-ADN Program graduates applying for licensure in the State of Texas must pass a state approved "Jurisprudence Examination" prior to graduation, in order to sit for the NCLEX-RN® examination.

During the eighth and final session of the LVN-to-ADN Program the student will be responsible for completing the following requirements to take the NCLEX-RN® exam:

1. Complete the licensure application and pay the appropriate fee through TX BON website <http://www.bon.state.tx.us> during RNSG 2221 Professional Nursing: Leadership and Management Course.
2. Complete the TX BON Nursing Jurisprudence Examination (NJE) during the RNSG 2221. Information found at <http://www.bon.state.tx.us>.
3. Register to take the NCLEX-RN® and pay the appropriate fee through the testing center at <https://portal.ncsbn.org/> during RNSG 2221.
4. Receive acknowledgement of receipt of registration from Pearson Vue by email.  
Note: The BON makes students eligible in the Pearson Vue system. The student must be made eligible by the BON with 1 year of the NCLEX-RN® registration and payment.
5. Receive the authorization to test (ATT) email from Pearson Vue.  
Note: Students must test within the validity dates (average of 90 days) on the ATT. There are no extensions.
6. Complete the process of scheduling the exam appointment at <https://portal.ncsbn.org/> or by calling (866) 496-2539.
7. Arrive for exam appointment and present acceptable identification.  
Note: please see <https://www.ncsbn.org/1221.htm> for a list of acceptable identification.
8. Receive official results from the BON up to six weeks after the exam.

**Any and all steps concerning the BON and NCLEX-RN® testing procedure is the student's responsibility.**

### **VN STATE LICENSURE**

Graduates are required to pass the National Council Licensure Examination (NCLEX-PN®) to become licensed vocational nurses. Prior to graduation, during the third semester the students prepare and submit applications for testing procedures to become licensed. The completed NCLEX-PN® applications must be submitted to the VN Program Director by the twelfth (12<sup>th</sup>) week of the last semester. Students who do not submit completed applications by the deadline will be delayed in scheduling their licensure examination.

Students who want to be licensed as a nurse in Texas must meet criteria regarding mental health status and freedom from substance dependence. (Refer to application for specific information). A person who has been convicted of a felony that relates to the responsibilities of a Licensed Vocational Nurse may be disqualified from obtaining licensure. Students with felony convictions who apply to take the NCLEX-PN® may be denied.

Understanding the eligibility requirements for the NCLEX-PN® and licensure as a vocational nurse is the responsibility of the student. Students are responsible for understanding the current requirements prior to enrolling in their program, or later if their circumstances change at the time of making application for licensure. Texas Health School does not take responsibility for the denial of test administration or licensure if issues arise later when the BON verifies the pending application. The student accepts full responsibility for any and all consequences of background findings. Completion of the program in no way automatically licenses or certifies a student. Although the Vocational Nursing program is designed to prepare the student to take the licensing exam the school cannot guarantee the student will pass the exam.

### **VN ELIGIBILITY ISSUES REGARDING LICENSURE**

The Texas BON requires schools to inform enrolled students about the eligibility requirements for licensure as a vocational nurse. A signed copy verifying receipt of the information (both in written format and verbally) must be maintained by the school. The BON has listed certain circumstances that may render a potential applicant ineligible for licensure as a licensed vocational nurse in the State of Texas. The BON allows the individuals the opportunity to appeal the denial of eligibility with the process of petition for a Declaratory Order as to their eligibility in accordance with the Nursing Practice Act Article 4519(a). For additional information and forms the student is directed to the BON website: [www.bon.texas.gov](http://www.bon.texas.gov) .

### **LVN to ADN GRADUATION REQUIREMENTS**

To be eligible for an associate degree students must:

1. Complete all assigned course and clinical work.
2. Successfully pass each course with a grade of 75.0% or higher.
3. Maintain the overall GPA of 2.0.
4. Complete - all assigned remediation activities.
5. Complete the NCLEX-RN® review course.
6. Meet all financial obligations to the school.
7. Return all property belonging to the school.
8. Complete an exit interview with the financial aid office.

## **VN GRADUATION REQUIREMENTS**

To be eligible to graduate students must (1) complete the number of clock hours for the program in which they are enrolled; (2) successfully pass all courses with a minimum grade of 75.0%; (3) complete all attendance requirements (refer to attendance policy); (4) complete all assigned course and clinical work; (5) complete all assigned comprehensive practice assessment and remediation activities; (6) fulfill all financial obligations to the school; (7) return all property belonging to the school; and (8) complete an exit interview with the financial aid office.

The Vocational Nursing graduate will be awarded a Diploma and will be prepared to sit for the National Council Licensure Examination or NCLEX-PN®.

## **TRANSFERABILITY OF CREDITS**

Texas Health School does not guarantee the transferability of its credits to any other institution unless there is a written articulation agreement with that institution. Any decision on the transferability of credits is at the sole discretion of the receiving institution. There is no guarantee that credits earned will transfer and students who plan to continue their education at other schools must not assume that any courses or credits in this catalog can be transferred to another institution. It is the student's responsibility to confirm whether an institution will accept credits from Texas Health School. Current articulation agreements with other institutions are kept on file with the School President.

## **STUDENT INFORMATION**

### **STUDENT CONDUCT**

Texas Health School has attempted to establish an environment which is conducive to the learning process. Nursing students are expected to conduct themselves in a manner which is compatible with the School's standards, specifically:

1. Students are expected to be ready for class, on time, and have the necessary supplies and materials.
2. Students are expected to be considerate of others and not be disruptive in the classroom or clinical setting with personal activities (conversation, cell phone, computer work, for example), or show disregard for the program and classroom policies and procedures, or exhibit other unprofessional behavior.
3. Students should never fraternize with staff or patients.
4. Students should not play with equipment, lie or sit on beds, except in mock simulated clinical practice.
5. Students will not chew gum during class or clinical.

Action taken against a student for violation of the above school policies may include, but is not limited to:

1. Verbal warning,
2. Written warning,
3. Suspension, and/or dismissal.

The following behaviors are considered to be in conflict with the educational objectives of the school and will result in immediate dismissal from the school:

1. Failure to adhere to the overriding, skill-specific critical elements in carrying out usual nursing functions expected of a student nurse under supervision.
2. Conviction of a felony or of any offense substantially related to the qualifications, functions, and duties of a student nurse, in which event the record of the conviction shall be conclusive evidence thereof.
3. Commission of any act involving dishonesty, fraud, or deceit with the intention to substantially benefit him/herself, or another, or substantially injure another.
4. Falsifying, to any extent, or making grossly incorrect, grossly inconsistent, or unintelligible entries in any hospital, patient, or other record pertaining to the role of a student nurse.
5. Violating confidentiality regarding patients or school related persons to the degree of causing harm to the patients or school related persons.
6. Abusing verbally or physically any patient, fellow student, teacher or employee of THS.
7. Repeated disruption of classroom or clinical setting with personal activities (conversation, cell phone, computer work, for example), repeated disregard for program and classroom policies and procedures, or other unprofessional behavior.
8. Theft or damage to the school premises, property, or to the property of a member of the school.
9. Profanity
10. Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
11. Failure to comply with directions of school officials acting in the performance of their duties.
12. Use of alcoholic beverages and/or controlled substances on the school premises.
13. Failure to make tuition payments in a timely manner.
14. This list is not inclusive of all possible offenses that would subject a student to discipline.

Any students who is terminated for conduct violation(s) are eligible to appeal the termination for re-entry by following the readmission policy outlined in the catalog\* *Any student whose conduct causes the loss of an externship/clinical site will be terminated from Texas Health School and is not eligible to appeal for re-entry.*

### **ACADEMIC INTEGRITY**

All students are expected to demonstrate professionalism and integrity in their academic and clinical activities. Students are responsible for maintaining ethics in their academic coursework and clinical experiences in order to prepare them for success in their future professions.

Academic dishonesty is the fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means. Cheating is academic dishonesty and includes but is not limited to: receiving or giving unauthorized information on an exam, quiz, or assignment, taking an exam for another student, altering or changing test answers after grades have been given. Fabrication is academic dishonesty and includes the presentation of false, misleading, made-up information. Examples include submitting patient care information for which care had not been given, or creating made-up references in a bibliography. Plagiarism is academic dishonesty and is defined as taking another's work, thoughts, ideas and representing them as your own. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in appropriate disciplinary action up to and including immediate termination from the program.

### **DISCIPLINARY ACTIONS**

Disciplinary actions are at the discretion of the Dean of Nursing/Program Directors, Campus Director, and School President. Violations of school policy which are deemed egregious by the Dean of Nursing/, Program Director, Campus Director and/or the School President may result in immediate dismissal even in the absence of previous disciplinary actions.

Students who are dismissed from school have the right to appeal following the readmissions policy within 72 hours of notification of dismissal. The decision to re-instate or to deny re-admission is at the sole discretion of the Dean of Nursing & Program Director. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

### **DRESS CODE**

THS sets a dress code to be followed by all students while attending their program. Students must look professional through proper dress, personal appearance, cleanliness, and neatness. Students are required to wear school uniforms in class and on externship. Shoes must be closed toe - closed heel and should be either white, navy, or black. Uniforms and shoes must be kept clean and in good shape. A school issued student ID badge is required to be worn by students at all times.

Should a student not receive their uniform prior to classes beginning he/she should wear clothing that is appropriate and meets the expected standards of the allied health profession. Once the school uniform has been issued, the dress code must be followed. Students in violation of the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in their proper uniform.

Students with visible tattoos and other markings must have their tattoos covered at all times. Visible body piercings (tongue, nose, eyebrow, etc.) other than ear will not be permitted. Pierced earrings: One pair only. Clip-on, dangle, hoops, ear-gauging and tunneling are prohibited. Fingernails must be short and clean for aseptic and safety reasons. Clear polish only.

### **SHOES**

Shoes must be white, black, or navy, closed toe - closed heel, clean and in good condition. All leather athletic shoes or closed heel clogs are acceptable.

### **STUDENT HEALTH INSURANCE**

Nursing Students are required to maintain their own health insurance while attending Texas Health School and are responsible for any medical expenses incurred during the course of the program. It is the student's responsibility to seek medical services from their personal physician or health care provider while attending class or clinical if a situation should occur that requires medical attention or follow-up.

### **IDENTIFICATION**

Students are provided a photo identification badge at the beginning of their program. The school badge is required to be worn at all times when on campus or in clinical areas, including during all class, lab, and clinical hours. There is a \$10.00 cost to the student for each additional identification badge.

## **JEWELRY**

1. Pierced earrings: No more than one pair is allowed provided they are small stud (ball) earrings – white, gold, silver, or diamond-like only. No clip-on, dangle, or hoop earrings, ear gauging, or tunneling is permitted.
2. Watches, class rings, engagement, or wedding sets may be worn as long as they are not hazardous to the patient. Rings with stones may **NOT** be worn. Necklaces are **NOT** to be worn during clinical hours
3. Visible body piercing (tongue, nose, eyebrow, etc.) other than ears **will not be permitted**.

## **GROOMING**

Guidelines for class and/or clinical:

1. Makeup must be conservative.
2. Body cleanliness is required, including oral hygiene, and daily bathing with the use of deodorant.
3. Hair must be clean and away from the face. Long hair must be restrained in a braid or a bun. Hair may not be dyed unnatural colors. Bangs must be kept out of the eyes
4. Clips, bobby pins, scrunchies, and elastic headbands are acceptable if they are simple and brown, tan, or comparable with hair color.
5. Men must be clean-shaven. If a mustache or beard is worn, it must be kept well groomed.
6. Perfumes and colognes are unacceptable.
7. Fingernails must be clean and trimmed short for aseptic and safety reasons. Only clear polish may be worn while in scrubs. **Artificial nails, nail polish, and gel-overlays are not permitted.**
8. No chewing gum is allowed in the clinical setting.

## **STUDENT RECORDS ACCESS POLICY**

The educational records of students who enroll in Texas Health School's programs are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review the student's educational records, request amendments to the student's educational records, and to provide consent prior to disclosure of personally identifiable information.

The student's records will be furnished upon written request subject to the conditions of the Federal Educational Rights and Privacy Act of 1974 (FERPA). If a student is not in good financial standing with the school, official certificates and official academic transcripts will not be released.

### **Definition**

Educational records are defined as any record (in handwriting, print, computer database or other medium) maintained by the school, or an agent of the school, which is directly related to a student with the following exceptions:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker or his/her temporary substitute.
2. The records of an employee who is also a student, but whose employment is not contingent on the fact that he/she is a student. Only records used solely in relation to the individual's employment are excluded under the provision.
3. Records that contain information about the student only after he/she is no longer in attendance at the school, and the records do not relate to the person during the period of being a student.

### **Procedures to Inspect Institutional Records**

Students and/or parents of a dependent student may inspect and review their educational records upon written request to the Dean of Nursing, and/or the Program Director. The written request must identify the records the student wishes to inspect. The Dean of Nursing, and/or the Program Director will make arrangements for access as soon as possible and notify the student and/or parent(s) of the time and place where the records may be inspected. In no case will the requested meeting be scheduled more than 45 days from the date of the request.

### **Correction of Educational Records**

Students have the right to challenge the record for purposes of correcting or deleting any of the contents they believe are inaccurate, misleading, or in violation of their privacy rights. The following procedures are for requesting a correction of records:

1. A student must submit a written request to the School President requesting to amend a record. As part of the request, the student should identify the part of the record he/she is challenging and specify why he/she believes it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The School President and/or the Campus Director will review the written request and meet with the student. A decision will be made to retain, change, or delete the challenged data. Should the school decide not to amend the record the student will be advised of the right to a hearing to challenge the disputed information.

3. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

### **Right of School to Restrict Access**

The school reserves the right to refuse the student the right to inspect the following records:

- The financial statement of the student's parent(s);
- Letters and statements of recommendations for which the student has waived his/her right of access.
- Records connected with an application to attend the school if that application was denied; and
- Those records that are excluded from the definition of educational records under the Family Educational Rights and Privacy Act.

### **Request for Copies**

The student may request a copy of a record for which consent for release has been given. However, the school reserves the right to deny official transcripts and certificates if the student has an unpaid financial obligation to the school or there is an unresolved disciplinary action against the student.

### **Disclosure of Educational Records**

The school will disclose information from the student's educational records only with the written consent of the student with the following exceptions:

1. To school officials who have legitimate educational interest in the records.
2. To officials of another school upon request if the student seeks or intends to enroll at that institution.
3. To officials of the U. S. Department of Education, the Inspector General, state, and local educational authorities.
4. In connection with the student's request for, or receipt of, Title IV financial aid.
5. To accrediting commissions to carry out their functions.
6. To comply with a Federal Grand Jury subpoena issued for law enforcement purposes.
7. To comply with a civil subpoena or court order after notice has been given to the student and the student has failed to object.
8. To appropriate parties for health and safety emergencies.
9. To U.S. Citizenship and Immigration Services (USCIS) for students attending school who have a student visa.

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

The school strives to provide its students with a secure and safe environment. Students should be aware of the policies and procedures of the school and the externship/clinical site. The school is located in a professional office building equipped with a security system to prevent unauthorized entry. Facilities are opened and closed each day by the building maintenance personnel.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities.

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the School President, Front Office Receptionist, and/or Instructor in a timely manner. It is important that school personnel are aware of any such problems on school campus. In extreme emergencies, the School President or her designee may immediately contact law enforcement personnel if such involvement is necessary. The School President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation.

Texas Health School complies with the Crime Awareness and Campus Security Act of 1990 (now referred to as the Clery Act) and publishes an annual report on October 1st of each year that can be found on the school's website. The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute to students and employees a disclosure regarding the availability, location, and contents of the campus security report.

### **GUN LAW**

Students/employees are not permitted to bring weapons onto the school property and externship/clinical site. It is a violation of Texas Health school policy to possess any firearm or other deadly weapon on school property or at an externship/clinical site, even if the person holds a valid Texas Concealed Weapons License.

### **STUDENT HEALTH AND SAFETY**

First aid kits are located in the reception areas of the school and within the clinical laboratory for the treatment of minor injuries. Emergency medical treatment is readily accessible and available at nearby medical facilities. Students are responsible for all costs of their medical services.

Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes. Fire extinguishers are located throughout the school and emergency exit lights are located at all exits. Students must report any unsafe or potentially hazardous conditions to a school staff or faculty member as soon as possible. An emergency evacuation plan is posted near the door in each classroom, laboratory, clinic room, break room, and reception area. The plan instructs the actions to be taken before, during and after an emergency or disaster. Fire drills are conducted periodically in compliance with state and local regulations.

In the event of an emergency that occurs after school office hours, the Instructor present is required to immediately contact the Campus Director/Education Coordinator. If the Campus Director/Education Coordinator cannot be contacted, the Instructor is to contact the School President. If the Instructor deems the situation extreme, he/she is to promptly call 911.

A copy of the Health and Safety Plan is available in the President's office. Incident Reports must be completed for any uncommon incident resulting in a potential injury to any student, visitor, employee, school property, or public reputation. The incident report must be filed within 24 hours of the incident and submitted to the Campus Director/Education Coordinator or School President. The incident report is kept on file by the school for a minimum of three years after the incident.

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data reflecting the institution's first time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. The completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

### **DRUG FREE SCHOOL AND WORKPLACE POLICY**

In compliance with the Drug-Free Schools and Committee Act amendments of 1989, Public Law 101-226, Texas Health School is declared a drug and alcohol-free school and workplace. The school embraces the spirit of the public law that requires schools to provide a drug free campus and workplace. As a part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. The school provides a Drug Free School and Workplace disclosure to each student during the enrollment process. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical and emotional health. Any student or employee who suspects either they are or someone else may be at risk, is invited to seek services which can be of help. The school maintains drug and alcohol education information and a list of counseling and support services, which can be obtained from the School President or VN Program Director.

The Dean of Nursing and/or the Program Director is the designated contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice, and information on drug and alcohol education and services in the community. Issues discussed with the contact person will remain confidential.

### **Students and Employees**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action including expulsion or termination of employment. Students and employees are responsible for notifying the School President of any criminal drug statute convictions while enrolled or employed by Texas Health School no later than 5 days after such a conviction.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy, or the school administration will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

### **DRUG and ALCOHOL SCREENING**

All nursing students are required to have a 10-panel drug screening at their expense prior to the first day of class attendance. While enrolled in the program, students may be subject to drug and alcohol screening. The fees associated with the screening will be paid by the student and reports will be submitted to the Dean of Nursing and/or the Program Director.

1. A student may/will be subject to drug and/or alcohol testing “**for cause**” at the discretion of the school or clinical/lab affiliate. Failure to comply will result in immediate dismissal from the LVN to ADN or the VN Program. Example: Mary Nurse arrives at the clinical site or school impaired and/or acting suspiciously. Only Mary Nurse will be tested “for cause.”
2. All students may/will be subject to drug and/or alcohol screening at any “**random time**” at the discretion of the school or clinical/lab affiliate. Failure to comply will result in immediate dismissal from the LVN to ADN or the VN Program. Example: all students will have drug screening prior to admission to the THS LVN to ADN and the VN Education Programs. All students may also have drug and/or alcohol screening later that year prior to graduation.

Students with positive drug screens prior to admission will not be offered admission to Texas Health School. If the student receives a positive drug or alcohol screen result while enrolled, the student will be immediately dismissed from the LVN to ADN or the VN Program. The Dean of Nursing and/or the Program Director reserve the right to deny any student with a positive drug or alcohol screen continuation or re-admittance in the LVN to ADN or the VN Program.

### **WITHHOLDING RECORDS**

Texas Health School will withhold a student’s transcript, certificate, or diploma until the student has fulfilled his/her financial obligation to the School.

### **CAREER SERVICES**

Texas Health School assists students in finding employment in entry-level positions in their chosen career fields and provides guidance on searching for employment. Texas Health School offers placement assistance to all eligible completers and graduates of the school .

Texas Health School has an established employer base comprised of companies that are interested in hiring our graduates or have hired our graduates previously. Texas Health School also makes initial contacts with companies, doctors’ offices, clinics and other allied health groups to obtain employment opportunities for its completers and graduates. Upon successful completion of the program the school will refer graduates and present their resumes to prospective employers. Placement assistance includes helping students with resume writing, cover letter writing, finding job openings, as well as other job search skills. Texas Health School may share students’ contact information with prospective employers in order to assist with placement. The school will provide assistance and techniques on job networking to students on securing employment. Students’ that do not attend an interview arranged by Texas Health School may lose their access to job placement services.

Texas Health School does not guarantee placement, nor does it guarantee that a graduate will earn a specific wage in their area of study. The skills and characteristics of each individual student as well as the demand for students with a particular background typically determines the beginning wage a student will receive.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

The grievance procedure is designed to provide a structured process by which a student’s grievance is evaluated and resolved at the level of the school. No adverse actions will be taken by any school employee as a result of the student’s notification of the grievance. All parties to a grievance should maintain confidentiality. The first process of the grievance procedure is for the student to resolve any problem through informal communication with the parties involved (i.e. instructor). Should the student not receive satisfaction with the response or solution provided he/she may present the grievance to the Dean of Nursing and/or the Program Director. Should the student’s grievance remain unresolved, the student should discuss the problem with the School President. Texas Health School will make every effort to resolve complaints in a reasonable and timely manner.

If the grievance cannot be resolved between Texas Health School and the student directly, the student may contact; Texas Workforce Commission, Career Schools & Colleges, Room 226T, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001, (512) 936-3100, [www.texasworkforce.org/careerschoolstudent](http://www.texasworkforce.org/careerschoolstudent). Additionally, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the Institution for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires to:

The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 (770) 396-3898, <http://council.org>.

## **PROGRAM OF INSTRUCTION**



**LICENSED VOCATIONAL NURSING TO ASSOCIATE OF APPLIED SCIENCE IN NURSING (LVN to ADN)  
PROGRAM OUTLINE**

Total Clock Hours: 1348  
Semester Credit Hours: 60.0

**Program Length:** 64 Weeks Day

Delivery Method: Blended Program delivered by both residential and distance education. Courses delivered via distance education are notated by an asterisk.

**Objective:** Licensed Vocational Nursing to Associate of Applied Science in Nursing (LVN to A DN) is a transition pre-licensure program offered over a 64-week period consisting of eight 8-week sessions and designed exclusively for currently Licensed Vocational Nurses (LVNs). Students who successfully complete the program, earn an Associate of Applied Science in Nursing degree, and earn eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) for licensure as a Registered Nurse in the State of Texas. The program is an accelerated course of study designed to expand upon previous education and experience. Students are expected to apply prior knowledge to all nursing courses. The program curriculum includes a combination of hybrid and face to face classes, simulation lab and skills performance, and clinical experiences in a variety of healthcare settings. Graduates of this program may find employment in areas such as hospitals, clinics, home health-care agencies, and physician offices.

<b>Course Number</b>		<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total Hrs.</b>	<b>Academic Semester Credits</b>
	SESSION 1					
BIOL2301	Anatomy & Physiology 1 (Lecture) <b>GE*</b>	48	0	0	48	3
BIOL2101	Anatomy & Physiology (Lab) <b>GE</b>	0	32	0	32	1
RNSG1327	Transition to Professional Nursing	48	0	0	48	3
	<b>SESSION TOTAL</b>	<b>96</b>	<b>32</b>	<b>0</b>	<b>128</b>	<b>7</b>
	SESSION 2					
BIOL2302	Anatomy & Physiology 2 (Lecture) <b>GE*</b>	48	0	0	48	3
BIOL2102	Anatomy & Physiology 2 (Lab) <b>GE</b>	0	32	0	32	1
PSYC2314	Lifespan Growth/Development <b>GE*</b>	48	0	0	48	3
RNSG1300	Health Assessment Across the Lifespan	16	64	0	80	3
	<b>SESSION TOTAL</b>	<b>112</b>	<b>96</b>	<b>0</b>	<b>208</b>	<b>10</b>
	SESSION 3					
BIOL2320	Microbiology for Non-Science Majors (Lecture) <b>GE*</b>	48	0	0	48	3
BIOL2120	Microbiology for Non-Science Majors (Lab) <b>GE</b>	0	32	0	32	1
RNSG1301	Pharmacology	48	0	0	48	3
	<b>SESSION TOTAL:</b>	<b>96</b>	<b>32</b>	<b>0</b>	<b>128</b>	<b>7</b>
	SESSION 4					
ENGL1301	English Composition 1 <b>GE*</b>	48	0	0	48	3
MATH1314	College Algebra <b>GE*</b>	48	0	0	48	3
RNSG1240	Professional Nursing Skills for Articulating Students	4	64	0	68	2
	<b>SESSION TOTAL</b>	<b>100</b>	<b>64</b>	<b>0</b>	<b>164</b>	<b>8</b>
	SESSION 5					
RNSG1341	Common Concepts of Adult Health	48	0	0	48	3
RNSG1261	Clinical/Registered Nurse Common Concepts Adult Health	0	0	96	96	2
RNSG2306	Nursing Informatics	48	0	0	48	3
	<b>SESSION TOTAL</b>	<b>96</b>	<b>0</b>	<b>96</b>	<b>192</b>	<b>8</b>
	SESSION 6					
RNSG1412	Nursing Care of the Childbearing and Childrearing Family	64	0	0	64	4
RNSG2261	Clinical Nursing Care of the Childbearing and	0	0	96	96	2

RNSG2313	Childrearing Family Mental Health	32	32	0	64	3
	<b>SESSION TOTAL</b>	<b>96</b>	<b>32</b>	<b>96</b>	<b>224</b>	<b>9</b>
	SESSION 7					
RNSG1343	Complex Concepts of Adult Health	48	0	0	48	3
RNSG1262	Clinical Complex Concepts of Adult- Mental Health	0	0	96	96	2
	<b>SESSION TOTAL</b>	<b>48</b>	<b>0</b>	<b>96</b>	<b>144</b>	<b>5</b>
	SESSION 8					
RNSG2221	Professional Nursing: Leadership and Management	32	0	0	32	2
RNSG2263	Capstone Clinical	0	0	96	96	2
RNSG2230	Professional Nursing: Review and Licensure Preparation	32	0	0	32	2
	<b>SESSION TOTAL</b>	<b>64</b>	<b>0</b>	<b>96</b>	<b>160</b>	<b>6</b>
<b>TOTAL PROGRAM HOURS</b>		<b>708</b>	<b>256</b>	<b>384</b>	<b>1348</b>	<b>60*</b>

*\* The Council on Occupational Education mandates calculated semester credit hours for the total program to be rounded down to the nearest whole semester credits.*

## VOCATIONAL NURSING PROGRAM OUTLINE

Total Clock Hours: 1440  
Semester Credit Hours: 55.0

**Program Length:** 48 Weeks Day  
74 Weeks Evening

**Objective:** The Vocational Nursing Program is designed to provide the students with theory, laboratory, and clinical skills, which will prepare them for an entry level position in the practice of vocational nursing caring for patients in a variety of health care settings. Students who successfully complete all the minimum theory and clinical hour requirements as required by the Texas Board of Nursing will receive a certificate for Vocational Nursing and be prepared to successfully pass the NCLEX-PN®. Upon passing the Texas BON Jurisprudence exam and NCLEX-PN®, the graduate is eligible to apply for licensure by the Texas BON to practice as a Licensed Vocational Nurse (LVN). Graduates of the program will be qualified for entry-level employment as vocational nurses in long-term care facilities, hospitals, skilled nursing facilities, schools, medical offices, various hospital departments, and health-care clinics.

Course Number		Lecture	Lab	Clinical	Total Hrs.	Academic Semester Credits
<b>Semester I</b>						
VNSG-1122	Vocational Nursing Concepts	18	6	0	24	1.0
VNSG-1320	Anatomy and Physiology for Allied Health	48	12	0	60	3.0
VNSG-1133	Growth and Development	18	6	0	24	1.0
VNSG-1323	Basic Nursing Skills	48	54	0	102	4.5
VNSG-2331	Advanced Nursing Skills	48	54	0	102	4.5
VNSG-1227	Essentials of Medication Administration	24	24	0	48	2.0
VNSG-1260	Clinical I	0	0	120	120	2.5
	Semester I Total	204	156	120	480	18.5
<b>Semester II</b>						
VNSG-1331	Pharmacology	57	18	0	75	4.0
VNSG-1216	Nutrition	33	6	0	39	2.0
VNSG-1429	Medical Surgical I	51	42	0	93	4.0
VNSG-1432	Medical Surgical II	51	36	0	87	4.0
VNSG-1460	Clinical II	0	0	186	186	4.0
	Semester II Total	192	102	186	480	18.0
<b>Semester III</b>						
VNSG-1226	Gerontology	33	12	0	45	2.0
VNSG-1330	Maternal Neonatal Nursing	45	18	0	63	3.5
VNSG-1334	Pediatrics	45	18	0	63	3.5
VNSG-1301	Mental Health and Mental Illness	48	18	0	66	3.5
VNSG-1219	Leadership and Professional Development	33	18	0	51	2.5
VNSG-2360	Clinical III	0	0	174	174	3.5
VNSG-1105	NCLEX-PN® Review	0	18	0	18	0.0*
	Semester III Total	204	102	174	480	18.5
<b>TOTAL PROGRAM HOURS</b>		<b>600</b>	<b>360</b>	<b>480</b>	<b>1440</b>	<b>55.0**</b>

*\*The Texas Workforce Commission formula for converting clock hours to semester credit hours mandates calculated semester credit hours to be rounded down to the nearest half semester credit.*

*\*\* The Council on Occupational Education mandates calculated semester credit hours for the total program to be rounded down to the nearest whole semester credits.*



## **SUBJECT DESCRIPTIONS**





**SESSION 3**  
**BIOL2320**

**Microbiology for Non-Science Majors (Lecture)**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisites: None

48/00/00/48

**Semester Credit Hours: 3.0**

**BIOL2120**

**Microbiology for Non-Science Majors (Laboratory)**

This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisites: None

00/32/00/32

**Semester Credit Hours: 1.0**

**RNSG1301**

**Pharmacology**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300

48/00/00/48

**Semester Credit Hours: 3.0**

**SESSION 4**  
**ENGL1301**

**English Composition I**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisites: None

48/00/00/48

**Semester Credit Hours: 3.0**

**MATH1314**

**College Algebra**

In-depth study and applications of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisites: None

48/00/00/48

**Semester Credit Hours: 3.0**

**RNSG1240**

**Professional Nursing Skills for Articulating Students**

Demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: rRNSG1300

04/64/00/68

**Semester Credit Hours: 2.0**

**SESSION 5**  
**RNSG1341**

**Common Concepts of Adult Health**

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240

Co-requisites: RNSG1261, RNSG2306

48/00/00/48

**Semester Credit Hours: 3.0**

- RNSG1261 Clinical/Registered Nurse Common Concepts of Adult Health**  
 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.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240.  
 Co-requisites: RNSG1341, RNSG2306  
**00/00/96/96 Semester Credit Hours: 2.0**
- RNSG2306 Nursing Infomatics**  
 Information systems and documentation tools utilized in professional nursing practice.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240  
 Co-requisites: RNSG1341, RNSG1261  
**48/00/00/48 Semester Credit Hours: 3.0**
- SESSION 6**  
**RNSG1412 Nursing Care of the Childbearing and Childrearing Family**  
 Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skills, and profession values within a legal/ethical framework.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG1261, RNSG2306  
 Co-requisites: RNSG2261, RNSG2313  
**64/00/00/64 Semester Credit Hours: 4.0**
- RNSG2261 Clinical Nursing Care of the Childbearing and Childrearing Family**  
 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.  
 Prerequisites: BIOL2301, BIO2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG2306  
 Co-requisites: RNS1412, RNSG2313  
**00/00/96/96 Semester Credit Hours: 2.0**
- RNSG2313 Mental Health**  
 Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG1261  
 Co-requisites: RNSG1412, RNSG2261  
**32/32/00/64 Semester Credit Hours: 3.0**
- SESSION 7**  
**RNSG1343 Complex Concepts of Adult Health**  
 Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patient and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG1261, RNSG1412, RNSG2261  
 Co-requisites: RNSG1262  
**48/00/00/48 Semester Credit Hours: 3.0**

- RNSG1262 Clinical Complex Concepts of Adult-Mental Health**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts while applying the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. Direct supervision is provided by the clinical professional.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNS 1240, RNSG1341, RNSG2306, RNSG1412, RNSG2231  
 Co-requisites: RNSG1343  
**00/00/96/96 Semester Credit Hours: 2.0**
- SESSION 8**
- RNSG2221 Professional Nursing: Leadership and Management**  
 Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG1261, RNSG 1412, RNSG2261, RNSG1443, RNSG1261  
 Co-requisites: RNSG2263, RNS 2230  
**32/00/00/32 Semester Credit Hours: 2.0**
- RNSG2263 Capstone Clinical**  
 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.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG2306, RNSG1412, RNSG2231, RNSG1443, RNSG1262  
 Co-requisites: RNSG2221, RNSG2230  
**00/00/96/96 Semester Credit Hours: 2.0**
- RNSG2230 Professional Nursing: Review and Licensure Preparation**  
 Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN®) test plan, assessment of knowledge deficits, and remediation.  
 Prerequisites: BIOL2301, BIOL2101, RNSG1327, BIOL2302, BIOL2102, PSYC2314, RNSG1300, BIOL2320, BIOL2120, RNSG1301, ENGL1301, MATH1314, RNSG1240, RNSG1341, RNSG1261, RNSG1412, RNSG2261, RNSG1443, RNSG1261  
 Co-requisites: RNSG2221, RNSG2263  
**32/00/00/32 Semester Credit Hours: 2.0**

## VOCATIONAL NURSING

### SEMESTER I

- VNSG-1122 Vocational Nursing Concepts**  
This course introduces the beginning vocational nursing student to the concepts that form the basis for the practice of nursing. It includes legal and ethical issues in the nursing practice as well as concepts related to the physical, emotional, and psychosocial self-care of the learned/professional and his/her role as part of the healthcare team.  
Prerequisites: None  
**18/06/00/24** **Semester Credit Hours: 1.0**
- VNSG-1320 Anatomy and Physiology for Allied Health**  
This course provides the student with an introduction to normal structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Including an understanding of the relationship of body systems and maintaining homeostasis.  
Prerequisites: None  
**48/12/00/60** **Semester Credit Hours: 3.0**
- VNSG-1133 Growth and Development**  
The student will be introduced to the basic aspects of growth and development throughout the life span. This course focuses on the growth and development of the individual's body, mind, and personality as influenced by the environment.  
Prerequisites: None  
**18/06/00/24** **Semester Credit Hours: 1.0**
- VNSG-1323 Basic Nursing Skills**  
This course provides the student with the theoretical knowledge and practical application of basic nursing skills and competencies for a variety of health care settings.  
Pre-requisites: None  
**48/54/00/102** **Semester Credit Hours: 4.5**
- VNSG-2331 Advanced Nursing Skills**  
This course provides the student with the theoretical knowledge and practical application of advanced level nursing skills and competencies necessary for patient care in a variety of health care settings.  
Pre-requisites: VNSG-1323  
**48/54/00/102** **Semester Credit Hours: 4.5**
- VNSG-1227 Essentials of Medication Administration**  
The student will be introduced to the general principles of medication administration including dosage calculations, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes solving calculation problems used in preparing medications as well as conversion of measurements.  
Pre-requisites: VNSG-1323, VNSG-2331  
**24/24/00/48** **Semester Credit Hours: 2.0**
- VNSG-1260 Clinical I**  
This beginning level clinical course introduces the student to the basic skills used in caring for the adult patient. Students will apply their basic nursing skills and concepts in a health-related work-based learning experience. Close and/or direct supervision is provided by the nursing faculty.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133,  
Co-Requisites: VNSG-1323, VNSG-2331,  
**00/00/120/120** **Semester Credit Hours: 2.5**

**SEMESTER II**

- VNSG-1331 Pharmacology**  
This course will introduce the student to the fundamentals of medications, drug classifications, their diagnostic, therapeutic, and curative effects. Content includes nursing interventions utilizing the nursing process.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260  
**57/18/00/75 Semester Credit Hours: 4.0**
- VNSG-1216 Nutrition**  
This course provides an introduction to the principles of nutrition and the role of diet therapy in growth and development and in the maintenance of health.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260  
Co-Requisites: None  
**33/06/00/39 Semester Credit Hours: 2.0**
- VNSG-1429 Medical-Surgical Nursing I**  
This course is designed to provide the student with a comprehensive understanding of the application of the nursing process used in caring for the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260, VNSG-1216  
Co-Requisites: VNSG-1460  
**51/42/00/93 Semester Credit Hours: 4.0**
- VNSG-1432 Medical-Surgical Nursing II**  
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.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260, VNSG-1331, VNSG-1216, VNSG-1429  
**51/36/00/87 Semester Credit Hours: 4.0**
- VNSG-1460 Clinical II**  
A health-related work-based learning experience that provides instruction in education, training, and experience in direct patient care at various clinical sites. Close and/or direct supervision is provided by the nursing faculty.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260  
Co-Requisites: VNSG-1331, VNSG-1216, VNSG-1429,  
**00/00/186/186 Semester Credit Hours: 4.0**
- SEMESTER III**
- VNSG-1226 Gerontology**  
Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward caring for the older adult.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227  
**33/12/00/45 Semester Credit Hours: 2.0**
- VNSG-1330 Maternal-Neonatal Nursing**  
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.  
Pre-requisites: VNSG-1122, VNSG-1320, VNSG-1133, VNSG-1323, VNSG-2331, VNSG-1227, VNSG-1260, VNSG-1331, VNSG-1216, VNSG-1429, VNSG-1432, VNSG-1460  
**45/18/00/63 Semester Credit Hours: 3.5**





**SECTION III**

**MASSAGE THERAPY PROGRAM**



## **INSTITUTION INFORMATION**

### **ACCREDITATION/APPROVALS**

Texas Health School is accredited by the Commission of the Council on Occupational Education, COE, a national accrediting agency recognized by the United States Department of Education.

Texas Health School's Massage Therapy Program is approved and regulated by:

- Texas Department of Licensing and Regulation, Massage Therapy Education Program License Number MS0160

Texas Health School:

- Is recognized by the United States Department of Education for participation in Federal Title IV Student Financial Assistance Programs (Federal Direct Student and Parent Loans)
- 

A copy of the school's accreditation, licensure, and approvals are on file and available for review upon written request to the School President.

### **MISSION STATEMENT**

The mission of Texas Health School is to provide quality educational programs that prepare its graduates for employment in their specialized field of allied health.

### **Objectives**

The programs emphasize hands-on training that are relevant to the requirements of the employer community and focus on areas that offer long-term employment opportunities. Specifically, the School's objectives are:

- To provide an education that will prepare the student to become a productive member of the community as well as increasing his/her employment potential.
- To offer quality instruction by employing instructors and administrators who are experienced in their specialized fields and providing facilities and resources that promote educational growth.
- To assist students in developing self-discipline, skills, and attitudes that will motivate the student to allow him/her to achieve his/her full potential for success in their careers.
- To provide competent, responsible support staff needed to help meet the employment demands of the local business and industry job market.

### **SCHOOL HISTORY AND DESCRIPTION**

Texas Health School was established in Houston in 2002 to provide specialized training programs needed to address the increasing demand for skilled healthcare professionals. The school began classes in 2003 at 10565 Katy Freeway then moved to 11211 Katy Freeway during the summer of 2004, and in 2019, relocated to 11511 Katy Freeway to a larger more modernized facility. This location offers easy access from all areas of Houston and the surrounding communities. The school occupies approximately 12,000 sq. ft. on the second floor and additional space is available for future expansion of the programs. The school is designed to provide an optimum learning environment for students. The facilities include a computer lab, two nursing skills labs, a medical lab, two lecture rooms, and a massage clinic classroom. The classrooms and labs are supplied with equipment and instruments related to the specific academic program of study and provide for practical training simulations. The administrative and faculty offices are located in the northeast quadrant of the school. There is a student lounge and internet access is available throughout the school.

### **OWNERSHIP**

Texas Health School is a limited partnership. David B. Hawk is the President/CEO of Texas Health School L.P. and is the sole individual with controlling interest over the business.

### **APPENDICES**

Please note the catalog is not considered complete unless the appropriate appendices (if applicable) are included. Although every effort has been made to ensure the accuracy of information included in this catalog, revisions may occur after publication and does not constitute a binding agreement on the part of Texas Health School. Please refer to the catalog appendices for more information.

### **CHANGES IN PROGRAMS OR POLICIES**

The school has the right to modify the programs, course content, and schedules to best meet the needs of students and future employers. Texas Health School reserves the right to make changes to the catalog, school policies and procedures, faculty and staff, school calendar and other dates. The school is required to make changes necessary to comply with the standards and regulations of the school's accrediting body, state licensing agency and/or U.S. Department of Education.

## ADMISSIONS INFORMATION

Texas Health School requires all applicants go through a multi-step admissions process as outlined below.

1. An admissions representative will interview and determine the abilities and needs of the applicant.
2. Applicants must be 18 years of age and must possess a high school diploma, or a General Education Development (GED) certificate, or a Home School certificate that is equivalent to a high school level diploma school and is recognized by the student's home state. Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U.S. high school diploma by a recognized evaluation service.
3. Should an applicant not possess a high school diploma or its equivalent, he or she is required to take a test to determine the student's ability-to-benefit (ATB) from the program. NOTE: Students admitted based on ability-to-benefit will not be eligible for Title IV financial aid funding. Ability-to-Benefit applicants must achieve or exceed minimum scores in each sub-test area of the required ability-to-benefit test for acceptance within a specific program. An applicant will be retested if the current score is not indicative of an examinee's current knowledge and skills, in accordance with the rules and regulations of the publisher of the test. (Refer to Admission Test Score Requirements Table.)
4. All applicants eligible for enrollment must take a validated admissions test (Wonderlic Scholastic Level Exam) and a short-answer essay to determine their eligibility in their selected programs. If the prospective student does not satisfactorily complete the test on his/her first opportunity, a substantially different test may be administered the same day. An applicant must wait five calendar days prior to retaking the same entrance test. (Refer to Admission Test Score Requirements Table). Student has to wait at least six months to retake the SLE test, after the failed third attempt. The SLE is offered in an online and onsite format and the passing scores are valid for three years from the onsite, online test date.
5. The applicant must complete an enrollment agreement and submit it with the registration fee deposit. If an applicant is not accepted, the full amount of the deposit will be refunded.
6. Those applicants requesting credit for previous education or training must submit to the Texas Health School and to the Texas Department of Licensing and Regulation (TDLR), Massage Therapy Program (P.O. Box 12157, Austin, Texas 78711-2157) an official transcript. The applicants requesting credit for previous education or training should also complete this application: <https://www.tdlr.texas.gov/mas/transfer-students.htm>. The TDLR will notify the applicant of the decision based on the requirements as outlined in the act. The applicant must submit written notice of the response from the TDLR to the school for his/her record. The program length may be shortened, and tuition reduced based on the decision. Transcripts are considered official when they bear the signature of the registrar or appropriate school official, the seal of the issuing school, and is mailed directly to the Texas Health School.
7. Applicants must be aware that a prospective student is ineligible for licensure as a massage therapist:
  - a. if the person has been convicted of or entered a plea of nolo contendere, or guilty to or received deferred adjudication to crimes or offenses involving prostitution or another sexual offense; or
  - b. until the fifth anniversary of the date of a conviction for a misdemeanor involving moral turpitude or a felony; or
  - c. until the fifth anniversary of the date of a conviction of a violation of the Act.

Students who are concerned that their prior criminal history may make them ineligible for licensure may complete a Criminal History Evaluation Form and Questionnaire and submit with the required fee to the Texas Department of Licensing and Regulation (TDLR). The TDLR will evaluate the prior criminal history and provide the student with a written response regarding their eligibility for licensure. The Criminal History Evaluation Form and Questionnaire and additional information can be found on the TDLR website at <http://www.tdlr.texas.gov/crimHistoryEval.htm>.

8. Accepted Applicants must agree to abide by all general policies, rules, and regulations of the school.

**Minimum CPAt, & Wonderlic SLE Test  
Admission Test Score Requirements**

Program	Wonderlic SLE	CPAt			
		Language Usage	Reading	Numerical Skills	Composite Score
MT	12	42	43	41	126

## **ACCEPTANCE BY THE SCHOOL**

Upon completion of the previously referenced items, the school reviews the application and informs the applicant of its decision in a timely manner. If the applicant is denied admission, all fees paid to the school will be refunded.

## **STUDENT PERMIT**

Each student enrolled in the massage program must have a student permit. No student may accrue hours without a student permit subject to TDLR approval. No student permit is valid unless the student's photo is included. Student permits must be submitted before starting class. The student permit application is completed during Orientation and the student is responsible for the student permit fee.

## **NON-DISCRIMINATION POLICY**

Texas Health School will promote equal opportunity and fair treatment for admission to, and access to, its programs and activities to all persons. The institution does not discriminate based on sex, race, color, religion, national origin, age, marital status, or physical handicap (except where such conditions constitute a bona fide occupation qualification necessary for proper and efficient administration). Texas Health School is an equal opportunity educational institution and complies with all federal and state laws regarding affirmative action requirements.

Texas Health School is committed to being compliant with The Rehabilitation Act of 1973 (Section 504) and The Americans Disability Act (ADA) of 1990. Students with disabilities are requested to submit written notice of the specific need to the School President or his/her designee and allow the school to evaluate the request before beginning classes at the school. Documentation to support the disability must be submitted with the written notice. Reasonable accommodations will be made on an individual basis.

## **CREDIT FOR PREVIOUS EDUCATION**

Credit for previous education and training may be granted for students enrolled in the program. An official transcript must be submitted to the Texas Health School and to the Texas Department of Licensing and Regulation (TDLR), Massage Therapy Program (P.O. Box 12157, Austin, Texas 78711-2157) by those applicants requesting credit for previous education or training. The applicants requesting credit for previous education or training should also complete this application: <https://www.tdlr.texas.gov/mas/transfer-students.htm>. The TDLR will notify the applicant of the decision based on the requirements as outlined in the act. The applicant must submit written notice of the response from the TDLR to the school for his/her record. The program length may be shortened, and tuition reduced based on the decision. Maximum allowable credit for previous education is 50% of the total credits in the program.

The institution does not permit testing for credit. (CLEP)

## **LATE ENROLLMENT**

Students are encouraged to enroll as early as possible for a particular class start. Classes start on the date indicated on the Academic Calendar. A student may begin classes through the third day of class subject to the approval of the School President. All days missed as a result of late enrollment will be counted as absences.

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels their enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.

## **REFUND POLICY**

Refund computations will be based on scheduled clock hours 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 the termination for refund purposes will be the earliest of the following: (a) the last day of attendance if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, or withdraws on the first day of classes, not more than \$100 shall be retained by the school. If the student who enters a massage therapy educational program terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition will be: (a) during the first week or one-tenth of the program, whichever is less, ninety percent of the remaining tuition; (b) after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, whichever is less, eighty percent of the remaining tuition; (c) after the first three weeks of the program, but within the first quarter of the program, seventy-five percent of the remaining tuition; (d) during the second quarter of the program, fifty percent of the remaining tuition; (e) during the third quarter of the program, ten percent of the remaining tuition; and (f) during the last quarter of the program, the student may be considered obligated for the full tuition.

Refunds of items of extra expense to the student including instructional supplies, textbooks, student activities, laboratory fees, and other ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information will be made in a reasonable manner.

If a program is discontinued by the massage school and this prevents the student from completing the program:

- (A) all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of discontinuance of the program; or
- (B) in the event an additional or changed location is ten (10) miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department:
  - (i) all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of the change of location; or
  - (ii) all unearned tuition and fees shall be refunded if a transcript of all successfully completed hours is provided within thirty (30) days of the change of location; and

If a student did not meet the admission requirements of a program and the student does not complete the program for any reason, all tuition and fees shall be refunded.

A full refund of all tuition and fees is due and refundable in each of the following cases: (a) the school does not accept an enrollee; (b) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the massage therapy educational program or by the owner, the massage school, or massage therapy instructor; or (c) the student was not provided ample opportunity to read the information provided in § 117.62 of this title (relating to Massage School Enrollment Procedures).

Refunds, when due, shall be made within 30 days of the earliest of: (a) the effective date of termination if the student is terminated; (b) the date or receipt of written notice from the student of withdrawal; or (c) 10 instructional days following the first day of the program if the student fails to enter.

#### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student at the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) 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.
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) 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:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

#### **VETERANS ADMINISTRATION REFUND POLICY**

The following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not to exceed \$ 10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds, when due, for veterans and other eligible persons, shall be issued within 40 days after the last date of attendance.

### **FINANCIAL INFORMATION**

Texas Health School is an eligible institution participating in selected Title IV financial assistance programs. The primary responsibility for meeting the costs of education is that of the individual student and their families. Financial aid funds are available to supplement the funds provided by students and their families. It is the goal of Texas Health School that no student should be prevented from achieving his/her educational goals because of limited financial resources. To meet this

goal, the school maintains a program of grants and loans for eligible students who are accepted and enrolled as certificate seeking students in good standing.

All students are encouraged to explore the availability of financial aid funding through state and federal agencies for tuition assistance. Students who do not qualify for financial aid or who do not wish to apply for educational loans may make monthly tuition payments to the school. Payment arrangements will be made with the Financial Aid Office. Final payment is due prior to starting clinical and/or externship.

Texas Health School has a full-time financial aid representative to counsel and assist students on the various financial aid programs available to qualifying students in pursuit of higher education goals. The financial aid department maintains a 9:00 a.m. to 7:00 p.m. schedule, Monday through Thursday. The office opens at 8:00 a.m. on Friday and closes at 5:00 p.m. During these hours, this department is available to all students. Appointments may be made for non-scheduled hours when necessary.

### **APPLICATION PROCEDURES**

Students seeking any type of financial aid should apply with the Financial Aid Office. Applicants are strongly encouraged to apply early to ensure they have a completed financial aid package and funds for which they are eligible can be disbursed in a timely manner.

Students should complete a Texas Health School Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> to begin the application process. The Texas Health School Financial Aid Application form is available at the Financial Aid Office. The Financial Aid Representative reviews the School's Application for Financial Aid, the Free Application for Federal Student Aid (FAFSA), and other required financial paperwork. The Financial Aid Representative utilizes a needs analysis system at the time of the student's interview and assists with determining the student's eligibility and programs best suited to serve the student. The Financial Aid Representative will review available funds and discuss tuition payment plans.

The financial aid award year is from July 1<sup>st</sup> through June 30<sup>th</sup> of the next year. Continuing students needing financial aid funds to attend school must reapply for financial aid each award year as soon as possible after January 1<sup>st</sup>. Failure to reapply for financial aid funds may result in a delay or denial of financial aid awards and result in the student having to pay out of pocket for tuition and fees while attending school.

### **DETERMINING STUDENT NEED**

Financial need is calculated to determine the student's eligibility for financial aid. Financial need is the difference between the total cost of attending the school (cost of attendance) and the amount of the student and/or family's financial resources (expected family contribution). The total cost of attending the school may include tuition, fees, books, supplies, room, board, transportation, personal, and miscellaneous expenses. Using the Expected Family Contribution, a determination is made of the amount of funds the student and/or parents can contribute toward meeting educational costs. Students with financial need will be considered for financial assistance. To determine the Expected Family Contribution (EFC) the calculation formula used is the Federal Need Analysis, mandated by the U.S. Congress. The Expected Family Contribution is calculated by information provided on the Free Application for Federal Student Aid (FAFSA) and reported on the Student Aid Report (SAR), which is emailed to the student by the federal processor. Financial aid may not cover the entire cost of attendance. Students may be expected to provide monthly payments towards meeting the cost of their education.

### **TITLE IV PROGRAMS IN WHICH TEXAS HEALTH SCHOOL PARTICIPATES**

Texas Health School participates in the Federal Pell Grant Program and the Federal Direct Student Loan Program. In addition to the information below, a detailed description of these programs is available online at the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/>

#### **FEDERAL PELL GRANT**

Federal Pell Grant is not available for students enrolled in the Massage Therapy- 500 hour certificate program as the program is below the 600 clock hours required to be eligible for Pell Grant as per Department of Education Student Aid regulations. For more information about the Federal Pell Grant, please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/grants/pell>

#### **FEDERAL DIRECT STUDENT LOANS**

Loans borrowed directly from the U.S. Department of Education are Federal Direct Loans and are for students attending school at least half-time. This program is a low-interest rate, long-term loan program for students who have financial need. Direct Loans are a legal obligation and must be repaid. Federal funding levels determine the amount and availability of these loans. For more information regarding the Federal Direct Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

### **Direct Subsidized Student Loans**

These loans are based on financial need and are available for undergraduate students. The federal government pays the interest on the loan while the student is attending school at least half-time and during deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

### **Direct Unsubsidized Student Loans**

These loans are not based on financial need and are available to both undergraduate and graduate students. The student is responsible for interest during in-school and deferment periods. Repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

### **DIRECT PARENTAL LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

The Direct PLUS loan is an educational loan for parents to assist with the educational expenses of a dependent student. PLUS loans are for dependent undergraduate and graduate students attending school at least half-time. The PLUS loan is borrowed directly from the U.S. Department of Education and may be based upon credit worthiness. PLUS loans must be repaid. Federal funding levels determine the amount and availability of the PLUS loans. For more information about the Direct PLUS Loan Program please visit the U.S. Department of Education Federal Student Aid website: <https://studentaid.gov/plus-app/>.

### **OTHER AID PROGRAMS**

Students attending Texas Health School may be eligible to receive funds to help meet educational costs from AmeriCorps, the Veterans Administration (VA) (selected programs only), Bureau of Indian Affairs (BIA), Texas Workforce Solutions – Vocational Rehabilitation Services (TWC-VRS) employee tuition waiver, and other organizations. Students inquiring about these funding sources should contact the Admissions Department. Students who will be receiving Texas Workforce Solutions – Vocational Rehabilitation Services (TWC-VRS) funds or other sources of alternate funding for school must present the agency’s authorization for such funding before starting school.

### **TITLE IV ELIGIBILITY REQUIREMENTS**

In general, participants in Title IV financial aid programs must:

1. Have a high school diploma or its recognized equivalent.
2. Complete a Free Application for Federal Student Aid (FAFSA) and the Texas Health School Financial Aid Application.
3. Be a citizen of the United States or an eligible non-citizen.
4. Be enrolled in an eligible program as a regular student.
5. Be making satisfactory progress toward completion of a diploma or certificate.
6. Not be in default on any federally guaranteed student loan.
7. Not owe a balance or a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant at any post-secondary institution or federal agency.
8. Have a valid Social Security number.
9. Be registered with the Selective Service if required.

### **VERIFICATION POLICY**

A student whose application is selected for verification, a process required by the Department of Education to review and verify information, may be required to submit additional documentation to the Financial Aid Office. The requested information must be provided to the school within 45 days of notification.

### **AWARD PROCEDURES**

All financial aid awards are made in accordance with the following criteria: demonstrated financial need and the student’s ability to maintain satisfactory academic standing. Completed files are acted upon on a first come first serve basis. Some types of aid have limited funding. A financial aid file is complete only after the following documents or information have been received:

- A. Confirmation of Admission status in an eligible certificate or degree program.
- B. Completed Texas Health School Financial Aid Application.
- C. Completed FAFSA on file with the Department of Education, or Texas Health School code listed so that the Financial Aid Office can obtain the Student Aid Report (SAR) electronically.
- D. Submission of all information requested by the Financial Aid Office (required prior to disbursement of federal aid).

### **DISBURSEMENT PROCEDURES**

Disbursements of Federal Direct Stafford Loans are issued in at least two installments and are made by electronic funds transfer (EFT) directly from the U.S. Department of Education to the school. No installment will be greater than one-half of the amount of your loan.

The first disbursement of loans for first-time borrowers is made after the student has been in school for 30 calendar days (for non-first-time borrowers the first disbursement is made after the first week of class) and the student has completed a loan entrance interview with the financial aid office. The second disbursement is scheduled when the student has successfully completed half of the financial aid credit hours in the program (if less than one full academic year) or one-half (1/2) of the financial aid credit hours for an academic year and is at the midpoint of the loan period. Each recipient is notified when a disbursement has been credited to his/her account.

#### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

Federal law specifies how Texas Health School must determine the amount of Title IV funds that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Federal Direct Loans, and Federal Direct PLUS Loans.

Title IV funds are posted to the student's account at the start of each payment period. The student earns the funds as he/she completes the payment period. Should a student withdraw during the payment period, the amount of Title IV funds that the student has earned up to that point is determined by a specific formula. If the student received (or Texas Health School or the parent received on the behalf of the student) less Title IV funds than the amount that he/she earned, the student may be able to receive those additional funds. If the student received more Title IV funds than he/she earned, the excess funds must be returned by the school and/ or the student. The amount of Title IV funds that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of his/her payment period, the student earned 30% of the Title IV funds he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he/she earns all the Title IV funds he/she was scheduled to receive for that payment period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes Federal Direct Loan funds, Texas Health School must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt. Texas Health School may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Texas Health School requires the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not provide Texas Health School with his/her permission the student will be offered the funds. However, it may be in the student's best interest to allow Texas Health School to keep the funds to reduce his/her debt at Texas Health School.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of their program before he/she withdraws, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30th day. If the student received (or Texas Health School or parent received on behalf of the student) excess Title IV program funds that must be returned, Texas Health School must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of his/her funds, or
2. The entire amount of excess funds.

Texas Health School must return this amount even if it did not keep this amount of the student's Title IV program funds.

If Texas Health School is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with Texas Health School or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the Texas Workforce Commission refund policy. The school's refund policy will be applied after the Title IV return calculation has been completed and funds (if any) have been returned to the Title IV programs. The school will calculate the tuition charges in accordance with the Texas Workforce Commission's refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Texas Health School will charge the student for any Title IV program funds that the school was required to return. The requirements and procedures for officially withdrawing from school are listed in the school catalog.

If the student has questions about their Title IV program funds the student may call the Federal Student Aid Information Center at 1-800-433-3243 at the U. S. Department of Education Student Financial Aid website: <https://studentaid.gov/>

## **REFUND AND DISTRIBUTION POLICY**

Texas Health School adheres to the refund policy as required by the Texas Department of Licensing and Regulation, and the Council on Occupational Education refund policy and as noted in the enrollment agreement. If a student withdraws from Texas Health School and a refund is due, the following return of funds and refund distribution policy will be followed.

Amounts of Title IV Financial Aid funds will be allowed in compliance with federal regulations. Refunds will be allocated in the following order:

- Unsubsidized Federal Direct Student Loan
- Subsidized Federal Direct Student Loan
- Federal Direct PLUS Loan
- Other state, private, and institutional student financial assistance
- The student

## **TUITION PAYMENT PLAN**

Independent students or parents of dependent students who do not qualify for financial aid or who do not wish to apply for educational loans may make weekly, bi-weekly, or monthly tuition payments to the school. These arrangements must be made with the Financial Aid Office.

## **FINANCIAL OBLIGATION**

Students who fail to make cash payments according to their payment plan or fail to make a good faith effort to process their financial aid paperwork on a timely basis are subject to Texas Health School's disciplinary action. It is Texas Health School's policy that students must satisfy all outstanding financial obligations to the school prior to the start of the next module. Students with delinquent cash payments will not be permitted to attend class until satisfactory arrangements have been made with the Financial Aid Office. No academic records will be released to any institution or individual until all financial obligations are satisfied.

## **VETERANS AFFAIRS**

Texas Health School is particularly concerned with the educational, vocational, and personal advancement of those men and women who served in the armed forces. Ex-military personnel, active-duty military, reserve duty military and dependents of disabled or deceased veterans are able to obtain assistance in applying for veterans' benefits, educational and occupational counseling, job referral, and academic advising. A student planning to apply for benefits (selected programs only) should contact the Financial Aid Office as soon as the student has enrolled in the school for classes.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

1. The school's accrediting and licensing agencies
2. The school's programs, facilities, and faculty
3. The cost of attending Texas Health School
4. The financial assistance available
5. How the Financial Aid Office determines the student's financial need.
6. Each type of aid to be received and how it will be disbursed.
7. How to submit appeals under various school policies
8. The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility.
9. Interest rates, repayment amounts, cancellation, and deferment provisions for all loans borrowed by the student.
10. The criteria for continued eligibility for financial aid
11. The terms of all loans borrowed by the student.

All students have the following responsibilities:

1. To review and consider all aspects of the school program before enrolling.
2. To complete financial aid applications accurately and truthfully
3. To provide additional documentation, verification, correction, etc. as requested by the school or agency.
4. To read, understand, and keep copies of all forms received.
5. To notify the school of any change in their financial circumstances
6. To notify the school and the lender of a name or address change
7. To understand the school's satisfactory and academic progress policy
8. To understand the school's refund policies
9. To sign all required certification statements
10. To repay all loans according to the promissory notes signed

## ALUMNI DISCOUNT

Texas Health School graduates who re-enroll in another program are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and complete the program. This discount applies to tuition only and does not cover fees, books, supplies, or other charges. It is available for all programs and will be applied as a tuition adjustment when final charges are posted to the student ledger. Please note: The institution reserves the right to modify or discontinue this discount at any time.

## ACADEMIC INFORMATION

### DEFINITIONS

#### Academic Year:

An academic year is defined as 30 weeks of instructional time in which a full-time student is expected to complete 36 quarter credit hours or 36 weeks of instructional time in which a full-time student is expected to complete 900 clock hours.

#### Academic Module:

An academic module is defined as 6 weeks for the day and evening classes and 5 weeks for the internship class.

#### Academic Credit Hour:

One academic quarter credit hour is equal to 10 clock hours of lecture, 20 clock hours of lab, or 30 clock hours of externship.

#### Class Hour:

A class hour is 50-minutes of instruction during a 60-minute period.

#### Full-Time Enrollment:

For undergraduate students full-time status is 36 quarter credit hours/900 clock hours per academic year, or the pro-rated equivalent for a program of less than one academic year.

### TUITION AND FEES (See Appendix #1 for Tuition Schedule)

#### Fee Schedule (non-refundable)

Change of Program after Start	\$100.00
Registration	\$100.00
Student Permit Fee	\$ 25.00 (1)
Late Payment Fee	\$ 20.00 (2)
THS Transcript (after 1 <sup>st</sup> )	\$ 10.00 (3)
Re-entry/Reinstatement Fee	\$100.00 (4)

(1) Each student enrolled in a massage school must have a student permit issued by TDLR to the school.

(2) Payment is due on the scheduled payment date or the following business day if scheduled payment falls on Saturday, Sunday, or a holiday.

(3) To be submitted with transcript request

(4) Re-entries from Leave of Absence (LOA) excluded from fee.

### TEXTBOOKS:

<u>Massage Therapy Principles and Practice</u> , 7 <sup>th</sup> Edition, 2022, Salvo, Susan G., Saunders, An Imprint of Elsevier	Cost \$ 87.88
Mosby Pathology for Massage Professionals, 5 <sup>th</sup> Edition, 2022, Salvo, Susan G Elsevier	Cost \$ 86.99
<u>Trail Guide to the Body, and Student Workbook to Trail Guide</u> , 6 <sup>th</sup> Edition, 2019 Andrew Biel, Books of Discovery	Cost \$114.99
<u>Trail Guide to Movement</u> , 2 <sup>nd</sup> Edition, 2019, Andrew Biel, Books of Discovery	Cost \$ 51.98
<u>Applied Anatomy &amp; Physiology for Manual Therapists and Study Guide</u> , 2013 Archer, Pat, and Nelson, Lisa A., Wolters Kluwer, Lippincott Williams & Wilkins	Cost \$110.53
<u>Modalities for Massage and Bodywork</u> , 2 <sup>nd</sup> Edition, 2016, Stillerman, Elsevier	Cost \$ 73.60
<u>The Muscle and Bone Palpation Manual with Trigger Points, Referral Patterns and Stretching</u> , 2 <sup>nd</sup> Edition, 2016, Muscolino, J., Elsevier	Cost \$ 45.99
<u>Massage Bodywork and Licensing Examination Study Guide</u> , 2018, FSMTB	Cost \$ 46.19

### TUITION CHARGES EXPLAINED

Tuition can be paid upon completion of enrollment during the program. If paying with a payment plan, all tuition must be paid in full before a diploma and/or transcript can be released. The tuition and fee cost for the 500 hour Massage Therapy Program is \$7325 plus the cost of linens, oils, and scrubs. The total cost of tuition and fees includes the following breakdown: \$6000 tuition, \$600 books/handouts/membership fee, \$100 registration fee, \$200 technology fee, \$25 student permit fee,

\$195 for MBLEX exam, \$35 for Texas Jurisprudence testing fee, \$100 for initial licensure application fee, and approximately \$50 - \$150 for linens, oils, and scrubs. The student is responsible for purchasing his/her own linens, oils, and additional color scrubs for classroom and clinic. The estimated cost for these items is from \$50.00 to \$150.00. The books/handouts/membership fee includes all basic textbooks listed above, classroom handouts, and student membership with the ABMP (Associated Body Works and Massage Professional). Textbooks are retained by the student upon full payment of tuition. Students who receive transfer credit will have the program cost prorated at the current hourly tuition rate.

**CLASS SCHEDULES: (See Appendix #5 for Academic Calendar)**

Day classes are scheduled Monday through Friday. Evening classes are scheduled Monday through Thursday. Evening/Saturday classes are scheduled Wednesday, Thursday, and Saturday. Clinical internship is scheduled following the successful completion of the first 250 hours of supervised course of instruction, including at least 100 hours of massage therapy techniques and theory during regular school hours of operation at THS facilities.

**Massage therapy students will schedule clinic internship between the hours of 6:00 pm - 9:00 pm on Thursdays and 9:00 am – 3:00 pm on Saturdays. Any internship hours needed to be completed outside the scheduled times must have approval prior to scheduling.**

**MORNING CLASSES-MONDAY THROUGH FRIDAY (Days may Vary)  
(Students attend 4 hours between the hours of 8:00 a.m. – 12:00 p.m.)**

Period 1	08:00 a.m. - 08:50 a.m.
Break	08:50 a.m. - 09:00 a.m.
Period 2	09:00 a.m. - 09:50 a.m.
Break	09:50 a.m. - 10:00 a.m.
Period 3	10:00 a.m. - 10:50 a.m.
Break	10:50 a.m. - 11:00 a.m.
Period 4	11:00 a.m. - 11:50 a.m.

**EVENING CLASSES-MONDAY THROUGH THURSDAY  
(Students attend 4 hours between the hours of 6:00 p.m. – 9:50 p.m.)**

Period 1	06:00 p.m. - 06:50 p.m.
Break	06:50 p.m. - 07:00 p.m.
Period 2	07:00 p.m. - 07:50 p.m.
Break	07:50 p.m. - 08:00 p.m.
Period 3	08:00 p.m. - 08:50 p.m.
Break	08:50 p.m. - 09:00 p.m.
Period 4	09:00 p.m. - 09:50 p.m.

**ENROLLMENT INTO THE PROGRAM BEGINS AS FOLLOWS:**

DAY	Scheduled Start Date
EVENING	Scheduled Start Date

**STUDENT/TEACHER RATIO**

15:1 For Swedish Massage  
 18:1 For Anatomy & Physiology  
 TDLR rules  
 Classroom: 36:1  
 Laboratory: 12 tables to 1 instructor and 3 students to 1 table

**HOURS OF OPERATION:**

Office Hours	
Monday – Thursday	8:00AM – 7:00PM
Friday	8:00AM – 5:30PM
Regular School Hours	
Monday – Thursday	8:00AM – 10:00PM
Friday	8:00AM – 2:00PM*
Saturday	8:00AM – 4:10PM*
Breaks	10 minutes every hour

(\*School hours after 2:00 pm on Friday and Saturdays 10:00 am – 3:00 pm are for scheduled clinic internship)

## STUDENT HOLIDAYS

New Year's Eve & Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and Friday After  
Christmas Eve, Christmas Day, and the day after Christmas

For holidays that fall on a Saturday there will be no classes on Friday and for holidays that fall on a Sunday there will be no classes on Monday.

## ATTENDANCE POLICY

### Attendance:

The State of Texas requires that a student complete the state required minimum 500 – hour supervised course of instruction, including the 50-hour internship, to be eligible for examination and licensure. Students are required to make up all absences for missed class time and must complete all 500 hours to be eligible for graduation from the program. An absence shall be charged for a full day when the student attends none of the scheduled classes. A partial day of absence shall be charged for any period of absence during the day including the period of time when the student fails to show for a scheduled intern massage (refer to Internship page 57). Make-up work does not remove any absences. Failure to make up missed days will affect your financial aid eligibility and may result in your dismissal from school. Make up work for absences must be completed with the instructor physically present during the instructor's regularly scheduled class time. If the student is not able to make-up their missed time during the instructor's regularly scheduled hours (day or evening class time) he/she will be charged \$20.00/hr. for each hour of make-up that an instructor must be present. The fee must be paid by the student at the time of scheduling the make-up hours. A student may not start the massage therapy program after the add/drop period except in the cases where credit for previous education has been given by the Texas Department of Licensing and Regulation, Massage Therapy Education Licensing Division.

### Attendance Termination:

If the student fails to make up the classroom hours in the time allowed, he/she may be terminated from the program. Should the student miss more than **10 consecutive class days or exceed 20% of absences in the program, then he/she must be terminated from the course of study as per state regulations. Should a student enroll in a portion of the massage therapy program of less than 500 hours he/she will be terminated if their absences exceed 20% of the total enrolled program hours.** Make-up work to eliminate absences for these conditions shall not be authorized. A student whose enrollment is terminated for violations of the attendance policy may not re-enter before the start of the next grading period. NOTE: Should a student miss a class, he/she is responsible for obtaining missed material from classmates and/or faculty.

### Tardy:

Any student that is 15 or more minutes late will be counted as a tardy. Tardies must be made up as a minimum of one hour of actual time that has been missed.

## READMISSION POLICY

Students whose enrollments are terminated for violation of the attendance policy, satisfactory progress policy, or conduct policy may appeal the termination and be readmitted at the discretion of the School President. If readmitted, the student may not re-enter before the start of the next grading period (for violation of the attendance policy), or until a minimum of one grading period has passed (for violation of the satisfactory progress policy), or as early as the next grading period (for violation of the conduct policy). Students wanting to be readmitted are required to follow the re-entry procedure as outlined below:

1. Student must satisfy all past due financial obligations to the school.
2. Submit in writing to the School President the reason for wanting to be readmitted including what happened and what has changed that would allow for academic success if granted readmission.
3. Meet with the School President and/or Education Coordinator.
4. If granted readmission the student must meet with their admission representative to sign a new enrollment contract, pay a nonrefundable \$100 re-entry fee, and complete the credit for previous education form.
5. Meet with the financial aid representative to set up a new financial payment plan for the tuition charges and fees for the re-entry.
6. Students must re-enter at the beginning of the next module or next available class.
7. Students who have been withdrawn or dismissed and wish to return to their program of study more than one year after their last day of attendance must complete the re-enrollment process and meet all current admission requirements for the program. Credit for courses completed at Texas Health School within the past two years may be granted upon the recommendation of the Program Director and/or the Campus Director

## LEAVE OF ABSENCE

In the event of an emergency, the Texas Health School may grant a leave of absence for students. A leave of absence must be requested in writing and submitted to the School President or appropriate designee prior to the beginning of the leave unless extenuating circumstances prevent the student from doing so. Students can also request a leave if the course they are required to repeat is not available until the next term. A leave of absence must be approved by the School President or appropriate designee. In a 12-month calendar period, a student may have no more than one leave of absence. A student may be on leave of absence for a total 60 calendar days and shall not exceed the lesser of thirty (30) school days or sixty (60) calendar days and shall be for a specific and acceptable purposes. A student must resume classes at the same point at which they left the program. The student will incur no additional tuition charges during an approved leave of absence, or re-entry from a leave of absence. If the student fails to return from a leave of absence, the student will be automatically terminated, and a refund made in accordance with the refund policy. The effective date of termination shall be the last day of the leave of absence.

During a leave of absence, the veteran or other eligible person will be disenrolled. Upon returning from the leave of absence, the veteran or other eligible person will be certified as re-enrolled.

Note: If a student does not return from an approved leave of absence, he/she will be terminated. If a student who has received Title IV student loans does not return from an approved leave of absence, the grace period for the Title IV student loans will begin with the last date of attendance. The remaining length of the eligible grace period is contingent upon any portion of the time frame previously used for the leave of absence.

## OUT OF CLASS PREPARATION WORK

Out-of-class preparation activities may include reading and writing assignments, projects, defined reports, practical application of theory, and other learning experiences. The institution will use the same grading standards for measuring student academic achievement in classroom work as well as out-of-class preparation work.

The federal government has a clock hour definition for the purpose of calculating Title IV funding.

One clock hour equals one 50-minute class, lecture, or laboratory in a 60-minute period.

The massage therapy program measures student progress in clock hours.

One financial aid quarter credit in a lecture/laboratory course or an externship course shall consist of 25 clock hours of classroom or direct clinical instruction and does not include any out-of-class preparation work.

## SATISFACTORY ACADEMIC PROGRESS

The satisfactory academic progress policy applies to all students enrolled at Texas Health School. To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0 and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

## ACADEMICS - SAP POLICY (IN ACCORDANCE WITH TEXAS RULES)

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at THS. To maintain SAP, a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. This requirement is evaluated at the end of each grading period and must be met in order to be considered to be making satisfactory academic progress.

<b>End of Grading Period</b>	<b>CGPA Minimum Requirement (Qualitative)</b>
#1	1.5
#2	2.0
#3 through Program Completion	2.0

## Academic Probation

A student who has not achieved a satisfactory cumulative grade point average (CGPA) at the end of a grading period will be placed on academic probation. When a student is placed on academic probation, the student will be counseled prior to returning to class. The date, action taken, and terms of the probation will be documented and maintained in the student's file.

If the student on probation achieves satisfactory progress (2.0) for the probationary grading period but fails to achieve a CGPA of 2.0 at the end of the probationary grading period, the student may continue on probation for one additional grading period.

If the student on probation does not achieve satisfactory progress (2.0) for the probationary grading period, the student will be terminated from the program. The enrollment of a student who fails to achieve satisfactory progress for two consecutive grading periods shall be terminated.

**Maximum Time Frame**

Texas Health School requires that all subjects be successfully completed in order to graduate from the program. Students are expected to complete the classes in their program within a period of no more than 1.5 times the published program length. Therefore, students must maintain a satisfactory rate of progress in order to graduate without exceeding the maximum permissible time frame.

Students are expected to complete 67% of all credits/clock hours attempted each payment period. Course repeats are counted as hours attempted but not earned and the higher grade is used in calculating the CGPA. The grade Withdrawal-Failing “WF” is counted as hours attempted and included in the CGPA. The grades of Withdrawal-Passing “WP”, and Withdrawal-Military “WM” are not counted as hours attempted or included in the CGPA. Transfer credits/clock hours are counted as courses attempted and earned but are not calculated in the CGPA. Subject audits, and incompletes are not counted as credits/clock hours attempted in determining progression toward completion. Authorized leaves of absences will not be considered part of the maximum time frame.

**Example of Transfer Credits for determining maximum time frame:**

Payment Period #	Payment Period #1	Payment Period #2
Transfer Credits	4.0	0.0
Registered Credits	14.0	18.0

The student had transfer credits and registered for a total 18.0 credits for the first payment period. Based upon 18.0 credits the student must successfully pass a minimum of 12.0 credits (18 attempted credits multiplied by 67% = 12.0) to successfully complete within the maximum scheduled timeframe.

**FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

To be considered making satisfactory academic progress a student must have a cumulative grade point average (CGPA) of at least a 2.0, a rate of progress of 67%, and must complete their program within one and one-half (1 1/2) times the length of their program of study. Satisfactory academic progress is evaluated at the scheduled completion of each payment period. All credit hours attempted and earned are included in the evaluation of the satisfactory academic progress.

**Financial Aid Warning**

Should the student fail to achieve a cumulative grade point average of 2.0 for the payment period just completed or did not successfully complete 67% of the credit/clock hours attempted for the payment period, the student will be counseled and placed on Financial Aid “Warning”. Students on Financial Aid Warning are considered to be making satisfactory academic progress and remain eligible for Title IV Financial Aid for the next payment period.

Should a student fail to achieve a Cumulative GPA of 2.0 for the subjects attempted during the Financial Aid Warning period or has a completion rate of less than 67% of the credit/clock hours attempted, the student is deemed not to be making satisfactory academic progress and the student’s enrollment will be terminated. Students who do not achieve satisfactory academic progress at the end of the payment period may appeal the termination and request to be placed on Financial Aid Probation. (Students receiving VA educational benefits who fail to meet satisfactory academic progress requirements will be reported to the Department of Veterans Affairs Regional Office as making unsatisfactory progress.)

**Financial Aid Probation**

Financial Aid “Probation” is a status assigned to a student who is failing to achieve satisfactory academic progress and successfully appeals. The student will be reinstated on Financial Aid Probation and remain eligible for Title IV Financial Aid for one payment period only. A student who meets the satisfactory academic progress minimums will be placed in good standing at the end of the payment period. This is accomplished by:

- Achieving a cumulative GPA of 2.0 or better by the end of the Financial Aid Probation payment period, and
- Attempting and earning enough credits/clock hours to complete within the scheduled maximum time frame.

If the student does not achieve satisfactory academic progress by the end of the “Probationary” period he/she will be terminated.

## Appeals

A student who is terminated for failing to maintain satisfactory academic progress may appeal this decision following the Readmission Policy described in the Massage Therapy section of the school catalog. The student must submit a written appeal to the School President, explaining in writing extenuating circumstances that prevented the student from making satisfactory progress. Examples of extenuating circumstances include but are not limited to the death of a relative, injury to illness of the student, or issues beyond the student's control will be considered on a case by case basis. The letter of appeal must include an explanation and supporting documentation of why the student failed to make satisfactory academic progress and how circumstances have changed so that the student will be academically successful. The appeal must be submitted within 30 days of being terminated by the school.

The School President will evaluate the written appeal and supporting documentation to determine if the circumstances were extenuating and review if it is possible for the student to meet satisfactory academic progress in the required amount of time should the appeal be accepted. Students whose appeal is granted, will be allowed to re-enter after a minimum of one grading period has passed and will be placed on Financial Aid "Probation" status with an academic plan to assist them in improving their academics and remain eligible for Title IV Financial Aid. Students whose appeal is granted must complete all steps outlined in the readmission policy.

## GRADING STANDARDS

Grades are issued at the completion of each subject within a program. The grading system in use is the five letter grade (A, B, C, D, F). The mark "I" represents an incomplete subject and is given at the discretion of the instructor. An incomplete grade will not be counted in determining satisfactory progress. Students have ONLY until the end of their current module to complete the work. Failure to complete the work within that time frame results in an "F" and will be counted in the grade point average. A student 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 merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. The mark "TR" is used when credit is granted through transfer. A mark of "WP", "WF", or "WM" is given for subjects withdrawn after the official add/drop period and prior to completion.

### Grading Scale:

Grade	GPA	Description	Scale %
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	70-79
D	1.0	Unsatisfactory	60-69
F	0.0	Failing	0-59
WF	0.0	Withdrawal-Failing	Student withdrew from course prior to completion, failing the course at time of withdrawal

### Grades for courses that are not completed and are not calculated into the grade point average.

I	Incomplete	Coursework incomplete - Student must make up by specified deadline
WP	Withdrawal-Passing	Student withdrew from course prior to completion, passing the course at time of withdrawal
WM	Withdrawal-Military	Student withdrew because of student being called to active duty in a military service of the United States or the Texas National Guard

### Grades for courses that are completed and are not calculated in the grade point average.

TR	Transfer Credit	Student met the course requirement by previous education
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The number of grade points in a subject is obtained by multiplying the number of credit hours by the grade received in the subject. The grade point average (GPA) is calculated by dividing the total number of grade points by the total number of credit hours attempted that module. Calculation is done on both a modular and cumulative basis. Incomplete (I), Transfer (TR), Withdrawal-Passing (WP), and Withdrawal-Military (WM), are not included in the GPA calculation.

**Repeating A Course:** Students must repeat all required courses within their program of study in which a grade of "F", "WP", "WF", or "WM" is given. Permission for a student to repeat any course must be approved by the School President or appropriate designee. Students must repeat a failed course at the first available opportunity or at a time designated by the School President or appropriate designee. Course repeats will be on a space-available basis. *Students are responsible for the cost of all repeat courses.* The school will require that a course be repeated before a student continues to subsequent courses in any instance in which courses are prerequisites. When a student repeats a subject with an "F" and receives a passing grade, credit is given for the subject and the higher grade is calculated into the GPA. The failing grade(s) for the

course and the repeat grade will be recorded on the student's transcript. All course hour attempts are counted in the student's quantitative measure for satisfactory academic progress.

### **GRADING PERIOD**

A grading period consists of one module and internship is considered to be one grading period.

### **PROGRESS REPORTS**

All students receive written progress reports 5 days after the end of a module, which includes their grades for the completed module as well as the grades for the prior modules. Students attending internship will receive a mid point and final evaluation grade.

### **TRANSFER BETWEEN PROGRAMS**

Texas Health School encourages all students to complete their initial program of training for which they enrolled. However, due to various reasons students may request a change of program after classes start which must be approved by the Education Coordinator and/or School President.

Students transferring to a new program must complete a new enrollment agreement and meet the entrance requirements for the newly selected program. The student will be charged according to the approved refund policy for the program he/she is transferring out of. A \$100.00 change of program fee and the current tuition and laboratory fees of the new program the student is transferring into will be assessed. All similar subjects in the previous program which the student has completed with a grade of "C" or better will be given credit. Any transfer credit from the initial program will be applied on a pro-rated basis to the tuition for the new program. Students transferring to a new program should be aware that their financial aid eligibility and program costs will be affected.

### **ADD/DROP**

There is a three-day Add/Drop period during which students will be allowed to add or drop classes from their schedules. The Add/Drop period ends on the third day of the module. Students who withdraw from a class during the official Add/Drop period will receive no grade for the class and the class will not be counted as attempted hours for purposes of satisfactory academic progress. Adding or dropping a class could affect a student's financial aid. Students desiring to add/drop a class should speak with their financial aid representative. Students will not be allowed to change schedules after the Add/Drop period.

### **WITHDRAWAL OF ENROLLMENT**

Students who wish to withdraw from any course or from a program of study should notify the School President in writing (although not required) prior to the date of withdrawal explaining the reason for the withdrawal. The student must complete an exit interview with the School President and/or Education Coordinator and the Financial Aid Representative before withdrawing from the course or program. Students withdrawing from school should be aware that their financial aid eligibility and program costs will be affected. (Refer to the Financial Information section of the catalog for the school's Treatment of Title IV Aid When A Student Withdraws.)

### **INTERNSHIP**

The massage therapy program includes an internship portion of training that is completed without compensation. Prior to beginning the clinic internship all students are required to complete an orientation with the internship coordinator. Students must meet the following requirements before beginning their externship or clinical portion of training:

1. Students must have completed all required prerequisites for internship as indicated in the catalog
2. Students must have at least a CGPA of 2.0, and
3. Students must be current on their tuition payments to the school.

During the internship students are expected to perform in a safe, ethical and professional manner. The student will complete all client evaluation forms, time sheets and reports in accordance with the school's internship procedures. If the student does not show for a scheduled internship massage the student will be marked absent for that appointment. The first missed appointment will result in a written warning. Two missed internship appointments will result in the student being placed on probation and three missed appointments will result in the student being terminated from the program. If the student calls the school at least 24 hours in advance of absence during the scheduled internship AND he/she has the internship coordinator's approval for an alternate student on internship to take their appointment the absence will not be counted.

The student will receive a grade for their internship training and must successfully complete all required hours in order to graduate from their program.

## STATE LICENSURE AND CERTIFICATION

Understanding the requirements of state licensing and certification exams is the responsibility of the student. Completion of the program in no way automatically licenses or certifies a student. Although certain programs are designed to prepare the student to take licensing and certification exams the school cannot guarantee the student will pass the exam.

In some cases a GED, or high school diploma may be required for graduates to take their state or certification exams. The state and other testing agencies may require a criminal background check, fingerprinting and/or drug testing before a student can take the certification or licensing exam. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in their program, or later if their circumstances change at the time of making application for certification or licensure. Texas Health School does not take responsibility for the denial of test administration or licensure if issues arise later when the State or Certification Agency verifies the pending application. It is solely the student's responsibility to verify approval of application for licensure and/or certification prior to enrollment. The student accepts full responsibility for any and all consequences of background findings.

## REQUIREMENTS & REGISTERING FOR THE MASSAGE THERAPY LICENSE EXAMINATION

Upon graduation, the student will be issued a transcript and diploma. Students completing the state required 500-hour Massage Therapy Program are required to pass the following exam to become a licensed Massage Therapist in Texas:

*Massage and Bodywork Licensing Examination (MBLEx)* – Federation for State Massage Therapy Boards  
(FSMTB) <http://www.fsmtb.org> 1-888-70-FSMTB

The student will submit an application for licensure with The Texas Department of Licensing and Regulation after passing the licensing examination.

## REQUIREMENTS TO PRACTICE MASSAGE THERAPY

Practice of Massage Therapy requires State Registration as a Massage Therapist through the Texas Department of Licensing and Regulation as provided in Massage Therapy Licensing Program Rules, Title 16, Texas Administrative Code, Chapter 117. Please consult Subchapters 117.1-117.112 for detailed information.

## GRADUATION REQUIREMENTS

To be eligible for a diploma students must (1) complete the number of credit hours for the program in which they are enrolled of which a minimum of 50% must have been completed at Texas Health School; (2) complete the program within 1.5 times the standard program length; (3) maintain an overall GPA of 2.0; (4) fulfill all financial obligations to the school; (5) return all property belonging to the school; and (6) complete an exit interview with the financial aid office.

## Certificates and Diplomas

A certificate of training is provided, at the discretion of the School President, to students who are close to completion of the program but are unable to finish the program due to extraordinary circumstances. Students completing the program with less than a 2.0 GPA may also receive a certificate of training.

A diploma is awarded to students who meet all graduation requirements.

## TRANSFERABILITY OF CREDITS

Texas Health School does not guarantee the transferability of its credits to any other institution unless there is a written articulation agreement with that institution. Any decision on the transferability of credits is at the sole discretion of the receiving institution. There is no guarantee that credits earned will transfer and students who plan to continue their education at other schools must not assume that any courses or credits in this catalog can be transferred to another institution. It is the student's responsibility to confirm whether an institution will accept credits from Texas Health School. Current articulation agreements with other institutions are kept on file with the School President.

## STUDENT INFORMATION

### CONDUCT

Texas Health School has attempted to establish an environment which is conducive to the learning process. The School expects students to conduct themselves in a manner which is compatible with our standards. The following behaviors are considered to be in conflict with the educational objectives of the School and may result in disciplinary action.

The first offense of rules A through E will result in a written warning, the second offense will result in suspension, and the third offense will result in termination. Time on suspension will be counted as an absence. Violations of any school policy which are deemed egregious by the School President may result in immediate dismissal even in the absence of previous disciplinary action. **Violation of rules F through I will result in immediate termination from the school.**

- A) Conduct that is detrimental to fellow students, other individuals, or the institution.
- B) Undue profanity.

- C) Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
- D) Failure to comply with directions of school officials acting in the performance of their duties.
- E) Failure to make tuition payments in a timely manner.
- F) **Theft or damage to the school premises, property, or to the property of a member of the school.**
- G) **Any student who uses alcoholic beverages and/or controlled substances on the school and clinical premises will immediately be terminated from the program.**
- H) **Any student who makes deliberate sexual contact on school premises whether student/faculty, student/therapist, or student/intern will be immediately terminated from the program.**
- I) **Any student who abuses or neglects clients/patients will be immediately terminated from the program.**

Any students who is terminated for conduct violation(s) are eligible to appeal the termination for re-entry by following the readmission policy outlined in the catalog.

### **ACADEMIC INTEGRITY**

All students are expected to demonstrate professionalism and integrity in their academic and clinical activities. Students are responsible for maintaining ethics in their academic coursework and clinical experiences in order to prepare them for success in their future professions.

Academic dishonesty is the fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means. Cheating is academic dishonesty and includes but is not limited to: receiving or giving unauthorized information on an exam, quiz, or assignment, taking an exam for another student, altering or changing test answers after grades have been given. Fabrication is academic dishonesty and includes the presentation of false, misleading, made-up information. Examples include submitting patient care information for which care had not been given, or creating made-up references in a bibliography. Plagiarism is academic dishonesty and is defined as taking another's work, thoughts, ideas and representing them as your own. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in appropriate disciplinary action up to and including immediate termination from the program.

### **DISCIPLINARY ACTION**

Students who are dismissed from the school have the right to appeal by applying to the School President in writing within 24 hours of notification of dismissal. A review by the instructor and School President of the student's progress will be conducted. The decision to re-instate or to deny re-admission is at the sole discretion of the School President. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

### **DRESS CODE**

THS sets a dress code to be followed by all students while attending their program. Students must look professional through proper dress, personal appearance, cleanliness, and neatness. Students are required to wear school uniforms in class and on externship. Shoes must be closed toe - closed heel and should be either white, navy, or black. Uniforms and shoes must be kept clean and in good shape. A school issued student ID badge is required to be worn by students at all times.

Should a student not receive their uniform prior to classes beginning he/she should wear clothing that is appropriate and meets the expected standards of the allied health profession. Once the school uniform has been issued, the dress code must be followed. Students in violation of the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in their proper uniform.

Students with visible tattoos and other markings must have their tattoos covered at all times. Visible body piercings (tongue, nose, eyebrow, etc.) other than ear will not be permitted. Pierced earrings: One pair only. Clip-on, dangle, hoops, ear-gauging and tunneling are prohibited. Fingernails must be short and clean for aseptic and safety reasons. Clear polish only.

### **STUDENT HEALTH INSURANCE**

Students are expected to maintain their own health insurance while attending Texas Health School and are responsible for any medical expenses incurred during the course of the program. It is the student's responsibility to seek medical services from their personal physician or health care provider while attending class or clinical if a situation should occur that requires medical attention or follow-up.

## **STUDENT RECORDS ACCESS POLICY**

The educational records of students who enroll in Texas Health School's programs are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review the student's educational records, request amendments to the student's educational records, and to provide consent prior to disclosure of personally identifiable information.

The student's records will be furnished upon written request subject to the conditions of the Federal Educational Rights and Privacy Act of 1974 (FERPA). If a student is not in good financial standing with the school, official certificates and official academic transcripts will not be released.

### **Definition**

Educational records are defined as any record (in handwriting, print, computer database or other medium) maintained by the school, or an agent of the school, which is directly related to a student with the following exceptions:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker or his/her temporary substitute.
2. The records of an employee who is also a student, but whose employment is not contingent on the fact that he/she is a student. Only records used solely in relation to the individual's employment are excluded under the provision.
3. Records that contain information about the student only after he/she is no longer in attendance at the school, and the records do not relate to the person during the period of being a student.

### **Procedures to Inspect Institutional Records**

Students and/or parents of a dependent student may inspect and review their educational records upon written request to the School President. The written request must identify the records the student wishes to inspect. The School President will make arrangements for access as soon as possible and notify the student and/or parent(s) of the time and place where the records may be inspected. In no case will the requested meeting be scheduled more than 45 days from the date of the request.

### **Correction of Educational Records**

Students have the right to challenge the record for purposes of correcting or deleting any of the contents they believe are inaccurate, misleading, or in violation of their privacy rights. The following procedures are for requesting a correction of records:

1. A student must submit a written request to the School President requesting to amend a record. As part of the request, the student should identify the part of the record he/she is challenging and specify why he/she believes it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The School President and/or the Director of Education will review the written request and meet with the student. A decision will be made to retain, change, or delete the challenged data. Should the school decide not to amend the record the student will be advised of the right to a hearing to challenge the disputed information.
3. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

### **Right of School to Restrict Access**

The school reserves the right to refuse the student the right to inspect the following records:

- The financial statement of the student's parent(s);
- Letters and statements of recommendations for which the student has waived his/her right of access;
- Records connected with an application to attend the school if that application was denied; and
- Those records that are excluded from the definition of educational records under the Family Educational Rights and Privacy Act.

### **Request for Copies**

The student may request a copy of a record for which consent for release has been given. However, the school reserves the right to deny official transcripts and certificates if the student has an unpaid financial obligation to the school or there is an unresolved disciplinary action against the student.

### **Disclosure of Educational Records**

The school will disclose information from the student's educational records only with the written consent of the student with the following exceptions:

1. To school officials who have legitimate educational interest in the records.
2. To officials of another school upon request if the student seeks or intends to enroll at that institution.
3. To officials of the U. S. Department of Education, the Inspector General, state, and local educational authorities.
4. In connection with the student's request for, or receipt of, Title IV financial aid.

5. To accrediting commissions to carry out their functions.
6. To comply with a Federal Grand Jury subpoena issued for law enforcement purposes.
7. To comply with a civil subpoena or court order after notice has been given to the student and the student has failed to object.
8. To appropriate parties for health and safety emergencies.
9. To U.S. Citizenship and Immigration Services (USCIS) for students attending school who have a student visa.

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

The school strives to provide its students with a secure and safe environment. Students should be aware of the policies and procedures of the school and the externship/clinical site. The school is located in a professional office building equipped with a security system to prevent unauthorized entry. Facilities are opened and closed each day by the building maintenance personnel.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities.

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the School President, Front Office Receptionist, and/or Instructor in a timely manner. It is important that school personnel are aware of any such problems on school campus. In extreme emergencies, the School President or her designee may immediately contact law enforcement personnel if such involvement is necessary. The School President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation.

Texas Health School complies with the Crime Awareness and Campus Security Act of 1990 (now referred to as the Clery Act) and publishes an annual report on December 1st of each year which can be found on the school's website. The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute to students and employees a disclosure regarding the availability, location, and contents of the campus security report.

### **GUN LAW**

Students/employees are not permitted to bring weapons onto the school property and externship/clinical site. It is a violation of Texas Health School policy to possess any firearm or other deadly weapon on school property or at an externship/clinical site, even if the person holds a valid Texas Concealed Weapons License.

### **STUDENT HEALTH AND SAFETY**

First aid kits are located in the reception areas of the school and within the clinical laboratory for the treatment of minor injuries. Emergency medical treatment is readily accessible and available at nearby medical facilities. Students are responsible for all costs of their medical services.

Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes. Fire extinguishers are located throughout the school and emergency exit lights are located at all exits. Students must report any unsafe or potentially hazardous conditions to a school staff or faculty member as soon as possible. An emergency evacuation plan is posted near the door in each classroom, laboratory, clinic room, break room, and reception area. The plan instructs the actions to be taken before, during and after an emergency or disaster. Fire drills are conducted periodically in compliance with state and local regulations.

In the event of an emergency that occurs after school office hours, the Instructor present is required to immediately contact the Education Coordinator. If the Education Coordinator cannot be contacted, the Instructor is to contact the School President. If the Instructor deems the situation extreme, he/she is to promptly call 911.

A copy of the Health and Safety Plan is available in the President's office. Incident Reports must be completed for any uncommon incident resulting in a potential injury to any student, visitor, employee, school property, or public reputation. The incident report must be filed within 24 hours of the incident and submitted to the Education Coordinator or School President. The incident report is kept on file by the school for a minimum of three years after the incident.

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data reflecting the institution's first time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. The completion rate

report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

### **DRUG FREE SCHOOL AND WORKPLACE POLICY**

In compliance with the Drug-Free Schools and Committee Act amendments of 1989, Public Law 101-226, Texas Health School is declared a drug and alcohol-free school and workplace. The school embraces the spirit of the public law that requires schools to provide a drug free campus and workplace. As a part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. The school provides a Drug Free School and Workplace disclosure to each student during the enrollment process. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical and emotional health. Any student or employee who suspects either they are or someone else may be at risk, is invited to seek services which can be of help. The school maintains drug and alcohol education information and a list of counseling and support services, which can be obtained from the School President or Education Coordinator.

The Education Coordinator is the designated contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice, and information on drug and alcohol education and services in the community. Issues discussed with the contact person will remain confidential.

### **Students and Employees**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the school including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action including expulsion or termination of employment. Students and employees are responsible for notifying the School President of any criminal drug statute convictions while enrolled or employed by Texas Health School no later than 5 days after such a conviction.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or the school administration will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

### **WITHHOLDING RECORDS**

Texas Health School will withhold a student's transcript, certificate, or diploma until the student has fulfilled his/her financial obligation to the School.

### **CAREER SERVICES**

Texas Health School assists students in finding employment in entry-level positions in their chosen career fields and provides guidance on searching for employment. Texas Health School offers placement assistance to all eligible completers and graduates of the school .

Texas Health School has an established employer base comprised of companies that are interested in hiring our graduates or have hired our graduates previously. Texas Health School also makes initial contacts with companies, doctors' offices, clinics and other allied health groups to obtain employment opportunities for its completers and graduates. Upon successful completion of the program the school will refer graduates and present their resumes to prospective employers. Placement assistance includes helping students with resume writing, cover letter writing, finding job openings, as well as other job search skills. Texas Health School may share students' contact information with prospective employers in order to assist with placement. The school will provide assistance and techniques on job networking to students on securing employment. Students' that do not attend an interview arranged by Texas Health School may lose their access to job placement services.

Texas Health School does not guarantee placement, nor does it guarantee that a graduate will earn a specific wage in their area of study. The skills and characteristics of each individual student as well as the demand for students with a particular background typically determines the beginning wage a student will receive.

#### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

The grievance procedure is designed to provide a structured process by which a student's grievance is evaluated and resolved at the level of the school. No adverse actions will be taken by any school employee as a result of the student's notification of the grievance. All parties to a grievance should maintain confidentiality. The first process of the grievance procedure is for the student to resolve any problem through informal communication with the parties involved. Should the student not receive satisfaction with the response or solution provided he/she may present the grievance to the Education Coordinator. Should the student's grievance remain unresolved, the student should discuss the problem with the School President. Texas Health School will make every effort to resolve complaints in a reasonable and timely manner.

If the grievance cannot be resolved between Texas Health School and the student directly, the student may contact the Texas Department of Licensing and Regulation, Attn: Enforcement Division, P.O. Box 12157, Austin, Texas 78711 or call 1-800-803-9202, or file online at: <http://tdlr.texas.gov/complaints> . Additionally, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the Institution for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires to: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 (770) 396-3898, <http://council.org>.



## **PROGRAM OF INSTRUCTION**



**MASSAGE THERAPY\*  
PROGRAM OUTLINE**

Total Clock Hours: 500  
Quarter Credit Hours: 37

Length: 35 Weeks Day  
35 Weeks Evening

**Objective:** The Massage Therapy Program is designed to provide the students with clinical and administrative skills needed to become a professional Massage Therapist as well as apply for the Massage Therapy Examination required for licensure as a massage therapist under the Texas Occupations Code, Chapter 455\*. Students learn massage based on Swedish theory and techniques. Throughout the program, the students will build on the Swedish massage foundation and learn various bodywork modalities. The students are taught a detailed understanding of the human body that allows them to communicate with other healthcare professionals and develop complete treatment programs for their clients. Graduates of the program are prepared for employment in private practice or positions with spas, salons, chiropractors, medical doctors, physical therapists, sports medicine, and wellness centers. This program meets the standards set by the Texas Department of Licensing and Regulation for licensing as a Massage Therapist.

Subject Number	Lecture	Lab	Internship	Academic Quarter Credit Hours
AP – 101 Anatomy & Physiology	75	0	0	7.5
MT – 102 Massage Therapy Techniques I	15	35	0	3.0
MT – 103R Health and Hygiene	10	10	0	1.5
MT – 106R Hydrotherapy/Therapeutic Modalities	10	10	0	1.5
KN – 107R Kinesiology	40	10	0	4.5
MT – 116R Pathology	40	0	0	4.0
MT – 117R Business Practices & Professional Ethics	45	0	0	4.5
MT – 118 Trigger Point Therapy	10	15	0	1.5
MT – 119 Deep Tissue Massage	5	20	0	1.5
MT – 120 Clinical and Energy Based Massage	10	15	0	1.5
MT – 122 Massage Therapy Techniques II	15	60	0	4.5
MT – 600R Internship	0	0	50	1.5
<b>TOTAL CLOCK HOURS 500</b>	<b>275</b>	<b>175</b>	<b>50</b>	<b>37</b>

**Calculated quarter credit hours are rounded down to the nearest .5 quarter credit.**

**\*This program is approved by the Texas Department of Licensing and Regulation (TDLR) as Texas Workforce Commission (TWC), Career Schools and Colleges, does not regulate Massage Therapy Programs.**



## **SUBJECT DESCRIPTIONS**



**Course Descriptions:** The numbers under each course represent Lecture/Lab/Clinical/Total clock hours for that specific course, i.e., 48/00/00/48 represents 48 lecture hours/0 lab hours/0 clinical hours/ 48 total hours.

- AP-101      Anatomy & Physiology**  
The students will learn how to identify the organization, structures, and functions of the human body. This includes the skeletal system, muscular system, cardiovascular system, nervous system, special senses, and the integumentary system. The students will learn how to identify the structures and functions of the reproductive system, immune system, endocrine system, urinary system, respiratory system, and digestive system.  
Prerequisite: None  
**75/00/00/75**      **Quarter Credit Hours: 7.5**
- MT-102      Massage Therapy Techniques I**  
Students will learn through a combination of lecture, demonstration, and hands-on practice how to effectively massage without strain, how to breathe and move with correct body mechanics for each of the basic techniques of Swedish Massage including effleurage, petrissage, friction, compression, tapotement, and vibration. Students will learn how to perform joint mobilizations and stretches resulting in greater range of motion and reduced stress joints. This classical practice of massage forms the foundation upon which all other styles of massage are based.  
Prerequisite: None  
**15/35/00/50**      **Quarter Credit Hours: 3.0**
- MT-103R      Health and Hygiene**  
Students will learn the standard methods of sanitization and cleanliness, universal precautions, which include distinguishing types of pathogens and how they are spread, and personal hygiene. The student will also learn to develop their own plan for personal health and well-being through the use of basic elements for a healthy lifestyle. Students will learn basic first aid and cardiopulmonary resuscitation (CPR) using the American Heart Association protocol.  
Prerequisite: None  
**10/10/00/20**      **Quarter Credit Hours: 1.5**
- MT-106R      Hydrotherapy/Therapeutic Modalities**  
The students will learn to use the generally accepted methods of external application of water for its mechanical, thermal, or chemical effect. Techniques covered in this course include the use of hot and cold packs, salt glows, body scrubs, and water compresses. These methods will be used for various disabilities and disorders that require this type of treatment for rehabilitation.  
Prerequisite: None  
**10/10/00/20**      **Quarter Credit Hours: 1.5**
- KN-107R      Kinesiology**  
This course introduces students to the basic principles of kinesiology, the study of human movement, including joint types, ranges of motion, and the lever action muscle groups that act upon these joints. Students will study the origin, insertion, and actions of the muscles and coordinated movements with emphasis on the upper and lower body.  
Prerequisite: None  
**40/10/00/50**      **Quarter Credit Hours: 4.5**
- MT-116R      Pathology**  
This course provides students with a basic understanding of the disease process and how it affects the body systems: integumentary, endocrine, cardiovascular, nervous, lymphatic, gastro-intestinal, respiratory, muscular, skeletal, reproductive, and urinary. Students learn the common disorders of each system, as well as how to recognize and learn to care for clients with these difficulties.  
Prerequisite: None  
**40/00/00/40**      **Quarter Credit Hours: 4.0**

<b>MT-117R</b>	<p><b>Business Practices &amp; Professional Ethics*</b></p> <p>This course provides students with the business management techniques necessary to build and maintain a massage practice, as well as learn about the various employment opportunities available to massage therapists. Effective resume writing, interviewing skills, and online employment search resources are also covered. Students will learn the standards of ethics, and professionalism in the field of massage therapy and gain an understanding of professional ethical behavior, boundary issues, and scope of practice to enable them to work effectively with clients. This course includes the study of Texas State Massage Therapy laws, rules, and regulations.</p> <p>Prerequisite: None</p> <p><b>45/00/00/45</b></p>	<b>Quarter Credit Hours: 4.5</b>
<b>MT-118</b>	<p><b>Trigger Point Therapy</b></p> <p>Students will learn about trigger points, what causes them, how to locate, palpate and deactivate them as well as identify common treatment areas. The student will practice this therapy technique to complement the overall massage experience.</p> <p>Prerequisites: MT-102</p> <p><b>10/15/00/25</b></p>	<b>Quarter Credit Hours: 1.5</b>
<b>MT-119</b>	<p><b>Deep Tissue Massage</b></p> <p>Students will learn the skills and proper body mechanics needed to perform deep tissue massage techniques. Deep tissue massage focuses on muscle redefinition by releasing stagnation, knots, and spasms that are in the deeper layers of muscle and/or connective tissues. This modality allows the student concentrate on specific areas of tension and pain, and address acute and chronic muscular conditions.</p> <p>Prerequisite: MT-102</p> <p><b>05/20/00/25</b></p>	<b>Quarter Credit Hours: 1.5</b>
<b>MT-120</b>	<p><b>Clinical and Energy Based Massage</b></p> <p>The student will learn the theories of pain, types of pain, and the use of massage techniques for pain management and physical rehabilitation. Students will learn pre/inter/post sporting event massage techniques as well as preventative and rehabilitative massage methods. This course will provide the student with an overview of Asian bodywork therapy including shiatsu, Ayurveda, and Thai massage.</p> <p>Prerequisites: MT-102</p> <p><b>10/15/00/25</b></p>	<b>Quarter Credit Hours: 1.5</b>
<b>MT-122</b>	<p><b>Massage Therapy Techniques II</b></p> <p>Students will learn through a combination of lecture, demonstration, and hands-on practice how to effectively massage without strain, how to breathe and move with correct body mechanics for each of the basic techniques of Swedish Massage including effleurage, petrissage, friction, compression, tapotement, and vibration. Students will learn how to perform joint mobilizations and stretches resulting in greater range of motion and reduced stress joints. This classical practice of massage forms the foundation upon which all other styles of massage are based.</p> <p>Prerequisite: None</p> <p><b>15/60/00/75</b></p>	<b>Quarter Credit Hours: 4.5</b>
<b>MT-600R</b>	<p><b>Internship</b></p> <p>Students will experience hands-on professional massage therapy practice in a supervised clinical setting. The student will schedule appointments, interview clients, perform massage therapy, review the client evaluation form, and perform other office skills associated with the massage therapy practice. Clinical internship can be scheduled following the successful completion of the first 250 hours of supervised course of instruction, including at least 100 hours of massage therapy techniques and theory. Student massages will be scheduled during hours of clinic internship. 50 hours is dedicated to performing massage and 15 hours of internship is dedicated to business practices in the clinic.</p> <p>Prerequisites: Refer to above subject description</p> <p><b>00/00/50/50</b></p>	<b>Quarter Credit Hours: 1.5</b>

\*Students may obtain a copy of the Massage Therapy Rules and Act at the Texas Department of Licensing and Regulation website: <http://www.tdlr.texas.gov/mas/masrules.htm>

**Texas Health School Title IX Policy and Procedures**  
**Information for all students, staff, and faculty**

**Purpose**

Texas Health School is committed to promoting a fair and safe work and learning environment, for its students, staff, and faculty, that is free from sexual discrimination, harassment, misconduct, or violence. In addition, the School prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual's sex, including admission and employment.

The policy outlines Federal laws, Title IX (prohibiting sexual discrimination) and Clery Act (mandatory reporting of crimes on campus). The scope of the policy is broadened to include dating violence, domestic violence, and stalking. Texas Health School will act promptly to address complaints of sexual discrimination and harassment and impose corrective/disciplinary action as deemed necessary. Any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint will not be tolerated.

Additionally, this Policy complies with the regulations provided for in the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

**Definitions:**

**Sexual Harassment** is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct.
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education
- c. Sexual assault, dating violence, domestic violence, or stalking

**Sexual Assault – Rape (FBI definition)** is the penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

**Sexual Assault – Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary incapacitation (or attempts to commit the same).

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent, which is 16 in Texas. Attempts to commit statutory rape are also prohibited.

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

**Unwanted Sexual Attention**, which includes verbal or physical sexual advances. This may also include unwanted sexual behaviors such as pressuring a person for dates, unwanted touching including hugging and kissing; dissemination of "revenge porn;" conspiring to sexually harass people; unwelcome conduct that harms and humiliates a person on the basis of sex; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; and exposing one's genitals or inducing one to expose their own genitals in nonconsensual circumstances.

**Dating Violence** includes any act of violence or threatened violence against a person who is, or has been in, a social relationship of a romantic or intimate nature with that person. This includes but is not limited to sexual or physical abuse, or the threat of such abuse.

**Domestic Violence** includes any felony or misdemeanor crime of violence committed by one person on another where the individuals:

- a. are or were married to one another
- b. are or were residing together in the same household
- c. are or were related by blood or marriage
- d. have a child in common regardless of whether they have ever married or lived together; or are or have been in a substantive dating or engagement relationship

**Stalking** means any course of conduct (more than one act) directed at a specific person (directly, indirectly, through a third party, or other means) that places that person in reasonable fear for his or her safety or the safety of others. For the purposes of this Policy, the behaviors must be directly related to that person's sex.

**Consent** for purposes of this Policy is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent, e.g., a position of influence could include supervisory or disciplinary authority. Silence,

previous sexual relationships, or experiences, and/or a current relationship may not, by themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot give consent. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

Consent cannot be given if any of the following factors are present: Force, Coercion, Incapacitation.

- a. **Force** is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally, or otherwise resist the aggressor. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.
- b. **Coercion** is the use of an unreasonable amount of pressure to engage in sexual activity. Coercion does not begin when the initiator makes an initial sexual advance. Coercion begins when the initiator continues to pressure another, through the use of psychological/emotional pressure, alcohol, drugs, threat, intimidation, or force, to engage in sexual behavior, when a reasonable person would realize that the other does not want to engage in sexual activity
- c. **Incapacitation** is the physical and/or mental inability, whether temporary or permanent, of an individual to make rational, reasonable decisions, or judgments regarding one's well-being or welfare. States of incapacitation include but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may result from the voluntary or involuntary consumption of alcohol and/or other drugs. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. For purposes of this Policy a person is not incapacitated merely because the person has been drinking or using drugs. The question of incapacitation is determined on a case-by-case basis using both objective and subjective standards. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the school will consider: (1) whether the person initiating the sexual activity knew that their partner was incapacitated; and if not (2) whether a reasonable person in the same situation would have known that their partner was incapacitated; and (3) whether the person initiating the sexual activity played a role in creating the circumstances of incapacity.

#### **Reporting Options:**

The School strongly encourages all who have experienced sexual harassment to report the incident so that the school can provide support and pursue an appropriate resolution. The School prohibits and will not tolerate retaliation against anyone who makes a report. The reporting options available to complainant are:

- a. **Reporting to the School:** Complainants are encouraged to report the incident to the School by contacting the Title IX Coordinator. The Title IX Coordinator may be contacted by telephone, mail, email or in person during regular business hours (9:00am to 6:00pm).  
Ms. Michel Burke,  
11511 Katy Freeway, Suite # 200.  
Houston, TX 77079  
Tel: 713-932-9333 Ext  
Email: [mburke@ths.edu](mailto:mburke@ths.edu)
- b. **Reporting to Law Enforcement:** Conduct that violates this Policy may also violate state and local laws. The School encourages all individuals to immediately contact law enforcement in situations which may present imminent or ongoing danger by contacting:
  - i. 9-1-1- for Emergencies
  - ii. Houston Police Department (Westside District 19 & 20) 713.884.5600
  - iii. Houston Police Sex Crimes Unit 713.308.1180

While the School encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless of whether a report is filed. School officials will aid in contacting law enforcement as needed.

- c. **Safety and Preserving Evidence:** If an incident occurs, the School encourages victims to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a Complainant to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows Complainants to preserve the full range of available options. The School will assist any community member to get to a safe place, and, if requested, contact law enforcement. For 24/7 help, contact National Sexual Assault helpline # 1-800-656-4673. Any person who has experienced sexual harassment is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to the proof of a crime or to obtain a protection order from the court. After an incident of sexual assault occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, or changing clothes until the evidence can be collected. If one changes clothes, one should

place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), take care to preserve copies and not delete the originals. Complainants may choose to file a report with both law enforcement and the School when the incident constitutes both a crime and a violation of School's policy. In cases in which the Complainant chooses to report to law enforcement, the Title IX Coordinator may contact any law enforcement agency that is conducting its own investigation to inform that agency that a School investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the School in its investigation. At the request of law enforcement, the investigator may delay the School investigation temporarily while an external law enforcement agency is gathering evidence.

**d. Confidential Reporting Options:**

Students may call the following offices and ask to speak to a confidential counselor.

- National Domestic Violence Hotline: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY)
- National Sexual Assault Hotline: 1-800-656-4673 (Calls are connected to a local rape crisis center)
- National Teen Dating Abuse Helpline: 1-866-331-9474 or 1-866-331-8453 (TTY)

Employees: Confidential assistance is always available through the National Sexual Assault helpline # 1-800-656-4673

- e. **Delayed Reporting:** Complainants have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a report at a later date may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the School's process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether sexual misconduct occurred.

**Obligation to Investigate**

Texas Health School has an obligation to:

- a. investigate all Title IX reports
- b. take prompt and effective steps to end Title IX violations
- c. prevent Title IX violations from recurring
- d. and remedy the effect of Title IX violations.

To the greatest extent possible, Texas Health School will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Upon receipt of a report, the Title IX Coordinator, or Designee, will promptly contact the Complainant and notifying them of the policy and procedures, availability of supportive measures, and ability to file a Formal Complaint. Reports do not automatically trigger the initiation of a formal grievance procedure. The Title IX Coordinator also provides the following: information on the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, the ability to receive supportive measures with or without filing a report, information about the process for filing a Formal Complaint.

**Supportive Measures** are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant or the Respondent, before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Supportive Measures are designed to balance restoring or preserving access, without unreasonably burdening the other Party, unless the Respondent has been found responsible in which case the burden to Respondent does not prevent imposition of Supportive Measures. Additionally, they are intended to protect the safety of all Parties and/or deter sexual harassment. Supportive Measures include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security, and monitoring of certain area. Please visit the Supportive Measures of the School's website for a full list of resources. The College will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any reports of retaliation or violations of mutual no contact orders. The School has the discretion to impose and/or modify any Supportive Measures based on all available information.

Supportive measures include, but are not limited to the following:

- Counseling
- Extension of deadlines or other course related adjustments
- Mutual order of no contact
- Changes in work schedule
- Leave of absences

Increased security and monitoring of certain areas  
Additional Support Resources

**Emergency Removal:** The School may impose an interim emergency removal of a Respondent prior to or during the grievance process. Such action may be taken when, after an individualized safety and risk analysis, a School official has determined that an immediate threat to the physical health or safety of any student or other individual exists.

## **EDUCATION, PREVENTION, AND AWARENESS PROGRAMS AND TRAINING OF SCHOOL OFFICIALS**

1. The School promotes the Health and Human Services prevention programs, awareness strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which
  - i. are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome. Online courses from National Sexual Violence Resource Center <https://campus.nsvrc.org/course/index.php?categoryid=33> are made available for the staff and students to attend.
  - ii. consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels; and
  - iii. include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students. Resources:  
THHS Sexual Violence Prevention Program - <https://www.dshs.texas.gov/maternal-child-health/adolescent-health/sexual-violence-prevention>  
City of Houston Crime Stoppers Program - <https://crime-stoppers.org/resource-center/sexual-assault>
2. **Risk Reduction** means practices designed to decrease the potential for Sexual Misconduct, and to increase empowerment for victims and bystander intervention in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, there are resources to help reduce risk of victimization, including this list from The Rape, Abuse, & Incest National Network (National Sexual Assault Hotline: Confidential 24/7 Support | RAINN)
3. **Bystander Intervention:** Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene. The School promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Houston Coalition Against Hate (HCAH) is a network of community-based organizations, institutions, and leaders committed to addressing all incidents of hate, bias, discrimination, and violence on the basis of a person or group's religion, race/ethnicity, gender, gender identity/expression, abilities, age, sexual orientation, national origin, creed, immigration status, or genetic information. HCAH offers a monthly bystander intervention training course that our students are recommended to attend.
4. **Disability Accommodation:** Students with a disability who desire accommodation regarding this Policy must request accommodation by following the procedure for requesting accommodation through the office of the Campus Director. Employees with a disability who desire accommodation regarding this Policy should request accommodation with the Campus Director and or the Campus President.

"The information contained within this catalog is true and correct to the best of my knowledge"

***David B. Hawk, President***

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