TEXAS HEALTH SCHOOL

Training for Careers

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
David B. Hawk, President

SECTION I

MEDICAL ASSISTANT
NURSE AIDE

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE

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 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 and be able to read, write, speak, and understand English. 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. , 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) 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 also online onsite format, and the passing scores are valid for three years from the online onsite, and 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. Magnetic Resonance Imaging (MRI) Technology – Associate of Applied Science MRIT-AAS applicants must pass the Test of Essential Academic Skills (TEAS VII®) by achieving minimum scores of 60% in Reading and 55%

in Mathematics. Applicants may take the TEAS test a maximum of three times per year, and submitted passing scores must be from within the preceding 12 months. TEAS test results will only be accepted if the exam is taken at the Texas Health School campus or at an approved in-person, proctored testing location, such as a testing center or educational institution. TEAS exams taken remotely, including those proctored online, will not be accepted

9. Applicants complete an initial criminal background check conducted by the school through its approved vendor.
10. Accepted students will be required to attend mandatory orientation session prior to beginning their classes. The orientation session will address Texas Health School's policies and procedures, program's curriculum overview, class schedules, grading scale, make up time requirements if any, available resources, meeting with the faculty, registrar, career services, and financial aid department directors. A detailed orientation on the learning management system and media sources will also be provided during this session.
11. Accepted Applicants must agree to abide by all general policies, rules, and regulations of the school.

Minimum Accuplacer, & Wonderlic SLE Test
Admission Test Score Requirements

Program	Wonderlic SLE	Accuplacer		
		Reading	Writing	Math
Medical Assistant	13	230*	233*	235*
		Not Applicable		
Nurse Aide	11	230*	233*	235*
Magnetic Resonance Imaging (MRI) Technology - AAS	17	Not Applicable		

***or higher**

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 AND ACCOMODATION POLICY
Texas Health School is committed to providing an educational and employment environment that promotes equal opportunity, dignity, respect, and inclusion for all students, applicants, employees, and members of the public. The institution prohibits discrimination, harassment, and retaliation in all educational programs, activities, admissions processes, student services, and employment practices.
Texas Health School does not discriminate on the basis of race, color, national origin, ethnicity, religion, creed, sex, pregnancy, sexual orientation, gender identity, age, disability, genetic information, veteran status, citizenship status, or any other characteristic protected under applicable federal, state, or local law. This commitment applies to all aspects of institutional operations, including admissions, recruitment, financial aid, academic programs, clinical education, graduation, employment, and access to student services.
As an equal opportunity educational institution, Texas Health School complies with all applicable federal and state civil rights laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and related nondiscrimination requirements.
Texas Health School is committed to providing reasonable accommodation to qualified applicants and students with documented disabilities. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Reasonable accommodations are intended to provide equal access to educational programs, services, and activities and are not designed to provide an unfair advantage or alter essential program requirements.
Students and applicants seeking accommodation are responsible for self-identifying their disability and requesting accommodation. Requests may be submitted at any time; however, students are strongly encouraged to initiate the process as

early as possible, preferably before the start of a term, to allow adequate time for review and implementation. Accommodation is not applied retroactively and do not permit the re-administration of exams, assignments, clinical activities, or other academic requirements completed prior to approval.

To request accommodation, students must complete the institution's ADA/Section 504 Accommodation Request Form available through the Campus Director. Supporting documentation, at the student's expense, must be provided from an appropriately qualified professional or other authoritative source, such as a licensed healthcare provider or accredited educational institution. Documentation must verify the existence of the disability, describe any resulting functional limitations, and support the requested accommodations. Documentation should generally be current and, when applicable, completed within the preceding twelve (12) months.

Completed accommodation requests and supporting documentation should be submitted to the Campus Director at least ten (10) business days before accommodation is needed whenever reasonably possible. The institution will conduct an individualized review of each request and may engage in an interactive process with the student to determine appropriate accommodation. Additional information may be requested when necessary to evaluate the request.

Reasonable accommodation will be granted on a case-by-case basis. Accommodation that would fundamentally alter the nature of an academic, laboratory, clinical, or training program; lower essential academic, technical, or professional standards; create an undue administrative or financial burden; or pose a direct threat to the health or safety of the student or others may be denied.

Students enrolled in allied health and nursing programs must be able to meet the essential functions, technical standards, clinical competencies, and professional requirements of their program, with or without reasonable accommodation. Approved accommodation does not exempt students from meeting these requirements.

Texas Health School maintains facilities that are accessible to individuals with disabilities and strives to provide equal access to educational programs, learning activities, campus facilities, and student services. The institution strictly prohibits retaliation against any individual who requests accommodation, reports discrimination, participates in an investigation, or exercises rights protected by law.

Any student or employee who believes they have been subjected to discrimination, harassment, or retaliation may file a complaint through the institution's grievance procedures. Complaints will be investigated promptly and resolved in accordance with applicable institutional policies and legal requirements.

CREDIT FOR PREVIOUS EDUCATION

Credit may be granted for previous education for the MRIT-AAS, MA, & NA programs. Both general education & core courses will be considered for transfer credits. 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 are 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. The core courses for which credit is requested cannot be more than two years old and require a grade of "C" or higher. 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.

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 1st through June 30th 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 1st. 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 at the institution are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and successfully complete the program in which they re-enroll. The discount applies to tuition only and does not cover fees, books, supplies, or other charges. The discount is available for all programs and will be applied as a tuition adjustment to the student ledger upon enrollment. If a student withdraws from or is dismissed from the program before completion, the tuition discount will be prorated based on the number of credits completed. The institution reserves the right to modify or discontinue this discount for future enrollments 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 27 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 5-8 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:

The 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 is 27-semester 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 1st)	$ 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.

Day Classes		**Evening Classes**	
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.	**Break**	**09:50 p.m. - 10:00 p.m.**
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.		

Nurse Aide

Morning Classes**		**Evening Classes*****	
Period 1	08:00 a.m. – 09:00 a.m.	Period 1	05:55 p.m. – 06:55 p.m.
Period 2	09:00 a.m. – 10:00 a.m.	Break	06:55 p.m. – 07:00 p.m.
Break	10:00 a.m. – 10:05 a.m.	Period 2	07:00 p.m. – 08:00 p.m.
Period 3	10:05 a.m. – 11:05 a.m.	Break	08:00 p.m. – 08:05 p.m.
Period 4	11:05 a.m. – 12:05 p.m.	Period 3	08:05 p.m. – 09:05 p.m.
Break	12:05 a.m. – 12:10 a.m.	Period 4	09:05 p.m. – 10:05 p.m.
Period 5	12:10 p.m. – 01:10 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.

Magnetic Resonance Imaging (MRI) Technology – Associate of Applied Science

Online courses are offered in both synchronous and asynchronous format; therefore, the scheduled hours will vary from term to term. Externship is scheduled during term IV and V of the Program at 24 hours per week for a total period of thirty-two weeks. A total of 750 externship hours are to be completed in a face-to-face format and hours may vary depending upon the externship site's schedule.

*

** 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
MRIT-AAS	Every Semester	N/A	N/A	
Nurse Aide		Scheduled Start Date	Scheduled Start Date	Scheduled Start Date

HOURS OF OPERATION:

Office Hours

Monday – Thursday	9:00AM – 7:00PM
Friday	8:00AM – 5:00PM

Regular School Hours

Monday – Thursday	8:00AM – 10:30PM
Friday	8:00AM – 5:00PM
Saturday	8:00AM – 5:30PM

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 classses 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/clincial 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 students are required to have attended 100% of their scheduled hours in order to graduate. Medical Assistant & MRIT-AAS students are not required to make up time. The Medical Assistant & MRIT-AAS students are required to have attended 80% of their scheduled hours in order to graduate. In certain cases, and upon approval by the Campus President, 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 President. 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 readmittted 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 Campus Director.
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 for Core and General Education courses completed at Texas Health School within the last 2 and 5 years respectively.
5. Meet with the financial aid representative to set up a new financial payment plan for the tuiton charges and fees for the re-entry.
6. Students must re-enter at the beginning of the next module/term or next available required course.
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 Core and General Education courses completed at Texas Health School within the last 2 and 5 years respectively.may be granted upon the recommendation of the Program Director and/or the Campus President.

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 start of the course in 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 eligibile 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:
For Title IV financial aid purposes, a semester credit hour represents an amount of academic work that reasonably approximates at least one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks, or an equivalent amount of academic work over a different period of time.

Out-of-class work may include reading, writing assignments, projects, preparation for examinations, research, practical application of theory, and other activities designed to support the achievement of course learning outcomes. Out-of-class work is considered part of the academic workload associated with a semester credit hour; however, Texas Health School does not include out-of-class hours in the published instructional or total program hours and does not use out-of-class hours as a separate basis for awarding Title IV financial aid.

A semester credit hour may also represent an equivalent amount of academic work for laboratory, clinical, externship, internship, practicum, and other academic activities required to achieve the stated learning outcomes of a course. Texas Health School assigns semester credit hours based on the instructional and academic workload required for each course and in accordance with applicable federal, state, and accrediting-agency requirements. This definition applies to all Title IV-eligible programs offered by Texas Health School, including certificate and Associate of Applied Science (AAS) programs.

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.

End of Grading Period	CGPA Minimum Requirement (Qualitative)
#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 maintan 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 attemptedor 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:

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, 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 givien 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

For MRIT – AAS

Grade	GPA	Description	Scale %
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	70-79
F	0.0	Failing	0-69
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

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 desginee. Students must repeat a failed course at the first available opportunity or at a time designated by the School President or appropriate desginee. 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/one semester or externship/clinical 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 intial 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 progam 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/clincial 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 tuiton 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 facilites 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 minmum 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/clincial 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; and have maintained at least 80% attendance for the program (completed 100% of the hours for Nurse Aide) (4) Successfully completed all clinical hours and successfully met the required competencies for the courses and the program (5) fulfill all financial obligations to the school; (6) return all property belonging to the school; and (7) 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

STUDENT CODE OF CONDUCT*

Texas Health School has attempted to establish an environment which is conducive to the learning process. All 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 fraterenize 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 including cheating, plaigrism, unauthorized use of AI, 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. Unauthorized audio and/or video in the classroom, meeting with faculty and staff, or at a clinical site may result in termination from the program
14. Failure to make tuition payments in a timely manner.
15. 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.***

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 following rules will result in immediate termination from the school.**

- **Theft or damage to the school premises, property, or to the property of a member of the school.**
- **Any student who uses alcoholic beverages and/or controlled substances on the school and clinical premises will immediately be terminated from the program.**
- **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.**
- **Any student who abuses or neglects clients/patients will be immediately terminated from the program.**

ACADEMIC INTEGRITY
All students are expected to demonstrate professionalism and integrity in their academic and clinical activites. Students are responisble 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. Plagarism is academic dishonesty and is defined as taking anothers work, thoughts, ideas and resprenting 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. No polish is allowed. Hair should be pulled back and should be of natural color. Head cover, except for religious reasons, and false eyelashes are not permitted. Use of cell phone, food and drink is prohibited in class or during clinical/externship activity.

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 official 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 15th Street, Austin, Texas 78778-0001, (512) 936-3100, 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

Semester Credit Hours: 32.0

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/Hybrid Class Delivery

Subject Number		**Lecture**	**Lab**	**Extern**	**Academic Semester Credits**
AP-101B	Anatomy & Physiology	80			5.0
MA-101B	Master Student Study Skills	20			1.0
EM-100B	Employment Preparation	05	15		0.5
HC-100B	Patient Healthcare Applications	10	50		2.0
MA-103B	Psychology of Human Relations	30			2.0
MA-105B	Medical Terminology	60			4.0
MA-108B	Introduction to Medical Billing & Coding	15	15		1.5
MA-208B	Applied Applications of Medical Billing & Coding	15	15		1.5
MA-202B	Medical Office Procedures	10	20		1.0
MA-300B	Pharmacology	30			2.0
MA-301B	Hematological Procedures	10	50		2.0
MA-401B	Clinical Laboratory Procedures	10	50		2.0
MA-501B	Medical Laboratory Procedures	10	50		2.0
MA-502B	Specialty Medical Procedures	10	20		1.0
MA-600B	Certification Prep		20		0.5
MA-601B	Medical Assistant Externship			180	4.0
Total Clock Hours 800		**315**	**305**	**180**	**32.0**

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

NURSE AIDE
PROGRAM OUTLINE

Total Clock Hours: 100
Semester Credit Hours: 3.0

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**	**Hours Extern**	**Academic Semester Credits**
NA-101	Introduction to Long Term Care	15	01	00	1.0
NA-107	Personal Care & Basic Nursing Skills	11	21	00	1.0
NA-109	Restorative, Mental Health, Social Services, & Social Skills	04	08	00	0.5*
NA-106	Clinical Practice	00	00	40	0.5*
Total Clock Hours 100		**30**	**30**	**40**	**3.0**

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

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE (AAS)
PROGRAM OUTLINE

Total Clock Hours: 1754
Semester Credit Hours: 71.0

Program Length: 80 Weeks Day
Delivery Method: Hybrid Education delivered via both synchronous and asynchronous methods. Courses delivered residentially are notated by an asterisk.

Objective: The Magnetic Resonance Imaging (MRI) Technology – Associate of Applied Science (MRIT-AAS) program is designed to prepare students for rewarding careers as entry-level MRI technologists within a variety of healthcare settings. This program equips students with the essential knowledge, technical competencies, and professional skills required to safely and effectively perform magnetic resonance imaging procedures for diagnostic and patient care purposes. The program is offered over an 80-week period consisting of five 16-week semesters, which includes 750 hours of hands-on externship in a clinical setting.

Students will gain a comprehensive understanding of MRI principles, cross-sectional anatomy, patient care procedures, imaging protocols, magnetic resonance physics, image acquisition, safety standards, and quality assurance practices. The curriculum emphasizes the importance of patient-centered care, ethical decision-making, effective communication, and adherence to industry regulations and MRI safety guidelines. Students will develop proficiency in operating MRI equipment, positioning patients, administering imaging procedures under appropriate supervision, and producing high-quality diagnostic images while maintaining patient comfort and safety. The program curriculum includes a combination of synchronous and asynchronous learning modalities, followed by supervised clinical learning experiences in a variety of healthcare environments.

Students will also be prepared to sit, upon completion of the program, for industry-recognized certification examinations, such as the R.T.(MR) by the American Registry of Radiologic Technologists (ARRT) and MRI Technologist by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), enhancing their employability and career advancement opportunities.

Graduates of this program will be prepared for entry-level positions as MRI Technologists in healthcare settings such as hospitals, outpatient imaging centers, physician practices, specialty clinics, and diagnostic imaging facilities. The program provides a foundation for lifelong learning and career advancement within the medical imaging profession.

Course Code	Course Name	Lecture Hours	Lab Hours	Externship Hours	Total Hours	Semester Credits
BIOL2301	Anatomy & Physiology I - Lecture	48			48	3.0
BIOL2101	Anatomy & Physiology I – Lab *	0	32		32	1.0
BIOL2302	Anatomy & Physiology II - Lecture	48			48	3.0
BIOL2102	Anatomy & Physiology II – Lab *	0	32		32	1.0
ENGL1301	English Composition	48			48	3.0
MATH1314	College Algebra	48			48	3.0
PSYC2301	Introduction to Psychology	48			48	3.0
MRIT1301	MR Fundamentals	45			45	3.0
MRIT1302	MR Image Formation	45			45	3.0
MRIT1303	MR Parameters and Options	45			45	3.0
MRIT1304	MRI Screening and Safety	45			45	3.0
MRIT2405	Cross Sectional Anatomy	60			60	4.0
MRIT2306	MR Procedures I	45			45	3.0
MRIT2106L	MR Simulation I	0	30		30	1.0
MRIT2307	MR Procedures II	45			45	3.0
MRIT2107L	MR Simulation II	0	30		30	1.0
MRIT2108	Medical Ethics and Law	15			15	1.0
MRIT2309	Patient Care	45			45	3.0
MRIT2310L	MR Simulation III	0	95		95	3.0
MRIT2811C	Clinical Externship I *	0		375	375	8.0
MRIT 2412	MR Registry Review	60			60	4.0
MRIT2313L	MR Simulation IV	0	95		95	3.0
MRIT2814C	Clinical Externship II *	0		375	375	8.0
	TOTAL:	690	314	750	1754	71.0

**** 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 **Semester Credit Hours: 5.0**

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 **Semester Credit Hours: 1.0**

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 **Semester Credit Hours: 0.5**

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 **Semester Credit Hours: 2.0**

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 **Semester Credit Hours: 2.0**

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 **Semester Credit Hours: 4.0**

MA-108B **Introduction to Medical Billing & Coding**

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

15/15/00/30 **Semester Credit Hours: 1.5**

MA-202B **Medical Office Procedures**

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

10/20/00/30 **Semester Credit Hours: 1.0**

MA-208B **Applied Applications of Medical Billing & Coding**

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

15/15/00/30 **Semester Credit Hours: 1.5**

MA-300B **Pharmacology**

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

30/00/00/30 **Semester Credit Hours: 2.0**

MA-301B **Hematological Procedures**

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

10/50/00/60 **Semester Credit Hours: 2.0**

MA-401B **Clinical Laboratory Procedures**

Students will use their skills to perform intramuscular, subcutaneous, and intradermal injections. They will also learn emergency preparedness and clinical OSHA standards.

Prerequisite: None

10/50/00/60 **Semester Credit Hours: 2.0**

MA-501B **Medical Laboratory Procedures**

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

10/50/00/60 **Semester Credit Hours: 2.0**

MA-502B **Specialty Medical Procedures**

Students are trained to assist the physician with special office examinations including pediatric, gynecologic, and prenatal, dermatologic, endoscopic, gastrointestinal, geriatric, and neurological. Instruction is presented on assisting the physician with minor office surgery, patient preparation, tray setup, scrubbing, identification and use of surgical instruments and supplies, postoperative dressing, and surgical asepsis. Students will also learn correct body mechanics for assisting in patient transfer, how to identify different types of fractures, and assist with correct casting procedures.

Prerequisite: None

10/20/00/30 **Semester Credit Hours: 1.0**

MA-600B **Certification Prep**

Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exams that covers all areas of the exam. Students will complete exam application and take certification exam.

Prerequisite: AP101B, MA101B, HC100B, MA103B, MA105B, MA108B, MA208B, MA202B, MA300B, MA301B, MA401B, MA501B, MA502B

00/20/00/20 **Semester Credit Hours: 0.5**

MA-601B **Medical Assistant Externship**

Students will perform on-the-job-training in local medical facilities such as physicians' offices, health care facilities, and emergency clinics. The students will broaden their knowledge of the responsibilities of a medical assistant. The students will receive no remuneration while gaining valuable experience.

Prerequisite: AP101B, MA101B, HC100B, MA103B, MA105B, MA108B, MA208B, MA202B, MA300B, MA301B, MA401B, MA501B, MA502B, EM100B, MA600B.

00/00/180/180 **Semester Credit Hours: 4.0**

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 **Semester Credit Hours: 1.0**

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 **Semester Credit Hours: 1.0**

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 **Semester 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 **Semester Credit Hours: 0.5**

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).

BIOL2301 Anatomy and Physiology I (Lecture)
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 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

BIOL2101 Anatomy and Physiology I (Lab)
Total Course Hours: 32 (0 Lecture, 32 Lab, 0 Extern) Semester Credits: 1.0
The lab provides hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.
Prerequisites: None

BIOL2302 Anatomy and Physiology II (Lecture)
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: endocrine, 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: BIOL2301, BIOL2101

BIOL2102 Anatomy and Physiology II (Lab)
Total Course Hours: 32 (0 Lecture, 32 Lab, 0 Extern) Semester Credits: 1.0
The lab provides hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).
Prerequisites: BIOL2301, BIOL2101

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 academic essays as a vehicle for learning, communicating, and critical analysis.
Prerequisites: None

MATH1314 College Algebra
Total Course Hours: 48 (48 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
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

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

MRIT1301 MR Fundamentals
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with a comprehensive overview of MR physical principles. The content of this course covers topics such as the hydrogen atom, alignment, magnetization, processional frequency, resonance, T1 and T2 relaxation, free induction decay, the MR signal, dephasing mechanisms, and introduction to pulse sequences. Participants will be introduced

to the components of an MRI scanner, including the primary magnet, shielding coils, gradient coils, radiofrequency coils, examination table, Faraday cage, and Computer systems. In addition, students will be introduced to image contrast and the imaging parameters that control it.
Prerequisites : None

MRIT 1302 MR Image Formation
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides the student with a comprehensive overview of image encoding and data collection. The gradients function in slice selection, phase, and frequency encoding will be explained. Students will learn the process of signal sampling, K-space-filling and its characteristics, Fast Fourier transformation, and K-space-filling options will be presented. In addition, participants will be introduced to the pulse sequences, and Spin Echo and Gradient Echo pulse sequences will be discussed. The advantages and disadvantages of pulse sequences will be discussed.
Prerequisites: MRIT1301

MRIT1303 MR Parameters and Options
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
The content of this course is designed to provide a comprehensive explanation of the Signal To Noise Ratio (SNR) and all imaging parameters and hardware components that affect it. In addition, this course will introduce spatial resolution and the parameters that affect it. This course will present how the flow phenomena affect the signal characteristics in the image and how the MRI technologist can operate the imaging parameters to change them. Finally, this course will discuss parameter trade-offs and how we can combine them to produce a diagnostic image.
Prerequisites: MRIT1302

MRIT1304 MR Safety and Screening and
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course covers the fundamental principles and practices of MRI safety. Students will learn about regulatory and professional safety guidelines, MRI safety terminology, the static magnetic field, projectile effects, radiofrequency fields, time-varying magnetic fields (TVMF), magnet siting considerations, MR safety zones, MR personnel classifications, fringe magnetic fields, implants and prostheses, metallic foreign bodies, patient screening and monitoring, medical emergencies, and patient-specific safety considerations. The course also introduces the safety aspects of MRI contrast media, including adverse and allergic-like reactions, contrast extravasation, nephrogenic systemic fibrosis (NSF), renal function assessment, gadolinium administration during pregnancy, and medications used for the prevention and treatment of contrast-related reactions.
Prerequisites: MRIT1301 and MRIT1302

MRIT 2405 Cross-Sectional Anatomy
Total Course Hours: 60 (60 Lecture, 0 Lab, 0 Extern) Semester Credits: 4.0
The course provides a comprehensive survey of the sectional anatomy of the brain, spine, soft tissue neck, musculoskeletal system, chest, abdomen, and pelvis visualized on magnetic resonance imaging (MRI). Emphasis is placed on the identification of normal anatomical structures, the imaging planes that best demonstrate relevant anatomy, and the recognition of common anatomical relationships. The course also introduces common pathologies affecting these regions and reviews the MRI signal characteristics of normal tissues and pathological conditions to facilitate accurate image interpretation.
Prerequisites: BIOL2301, BIOL2302, BIOL2101, BIOL2102

MRIT2306 MR Procedures I
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides comprehensive instruction in MRI procedures for the most commonly imaged body systems. Students will develop an understanding of examination indications, protocol selection, patient positioning, anatomy identification in MRI images, coil selection, immobilization techniques, slice positioning, imaging planes, and anatomical coverage for routine MRI examinations. Emphasis is placed on MRI procedures of the head, neck, and spine, including normal anatomy, optimal imaging planes, and the signal characteristics of both normal and pathological tissues.
Prerequisites: MRIT1304
Co-requisite: MRIT2106L

MRIT2106L MR Simulation I
Total Course Hours: 30 (0 Lecture, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides students with hands-on practice in Magnetic Resonance Imaging (MRI) through a series of interactive simulation exercises using the ScanLabMR application. Students will apply foundational MRI principles to complete virtual scan procedures following specific parameters and clinical criteria. Activities are designed to strengthen technical proficiency,

decision-making, image optimization skills, and adherence to standard imaging protocols. As part of this course, students must complete 120 simulated MRI Procedures of the head, neck, and spine.
Prerequisites: MRIT1304
Co-requisite: MRIT2306

MRIT2307 MR Procedures II
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides comprehensive instruction in MRI procedures for the commonly imaged body systems. Students will develop an understanding of examination indications, protocol selection, patient positioning, anatomy identification in MRI images, coil selection, immobilization techniques, slice positioning, imaging planes, and anatomical coverage for routine MRI examinations. Emphasis is placed on MRI procedures of the chest, abdomen, pelvis, and musculoskeletal system (MSK). Students will also examine normal anatomy, optimal imaging planes, and the MRI signal characteristics of normal tissues and common pathological processes.
Prerequisites: MRIT2306
Co-requisite: MRIT2107L

MRIT2107L MR Simulation II
Total Course Hours: 30 (0 Lecture, 30 Lab, 0 Extern) Semester Credits: 1.0
This course provides students with hands-on practice in Magnetic Resonance Imaging (MRI) through a series of interactive simulation exercises using the ScanLab MR application. Students will apply foundational MRI principles to complete virtual scan procedures following specific parameters and clinical criteria. Activities are designed to strengthen technical proficiency, decision-making, image optimization skills, and adherence to standard imaging protocols. As part of this course, students must complete 120 simulated MRI Procedures of the musculoskeletal system, chest, abdomen, and pelvis..
Prerequisites: MRIT2306
Co-requisite: MRIT2307

MRIT2108 Medical Law & Ethics
Total Course Hours: 15 (15 Lecture, 0 Lab, 0 Extern) Semester Credits: 1.0
In this course, students will learn the fundamental concepts of medical ethics within the healthcare environment, including patient needs, rights, interactions, and protection. Medico-legal principles related to patient care, confidentiality, and the management of patient information will also be addressed. In addition, students will explore ethical and professional considerations when providing care to diverse patient populations.
Prerequisites : None

MRIT2309 Patient Care
Total Course Hours: 45 (45 Lecture, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces students to the fundamentals of patient care in the magnetic resonance (MR) clinical environment. Topics include professionalism, ethical and legal responsibilities, patient confidentiality, medical information security, and image management systems. Emphasis is placed on patient assessment, screening, documentation, vital signs, medical emergencies, pharmacology, laboratory values, infection control, aseptic techniques, and the safe handling of medical equipment and patient support devices. Students will also explore imaging professions, professional credentialing, and complete training leading to certifications in CPR, and HIV/AIDS Education.
Prerequisites : None

MRIT2310L MR Simulation III
Total Course Hours: 95 (0 Lecture, 95 Lab, 0 Extern) Semester Credits: 3.0
This course provides students with hands-on practice in Magnetic Resonance Imaging (MRI) through a series of interactive simulation exercises using the ScanLabMR application. Students will apply foundational MRI principles to complete virtual scan procedures following specific parameters and clinical criteria. Activities are designed to strengthen technical proficiency, decision-making, image optimization skills, and adherence to standard imaging protocols. As part of this course, students must complete 250 simulated MRI Procedures of the Brain, neck, spine, musculoskeletal system, chest, abdomen, and pelvis. Students will choose the Random Test category in the ScanLab MR application to complete their simulation.
Prerequisites: MRIT2307 & 2307L

MRIT2811C MRI Clinical Externship I
Total Course Hours:375 (0 Lecture, 0 Lab, 375 Extern) Semester Credits: 8.0
This clinical course provides students with the opportunity to develop and refine the knowledge, technical skills, and professional behaviors required for entry-level practice in magnetic resonance imaging (MRI). Students will progressively apply classroom concepts in the clinical setting while performing MRI procedures under the supervision of a qualified MRI

technologist, in accordance with program and accreditation requirements. Emphasis is placed on patient care, patient safety, effective communication, ethical and professional conduct, quality assurance, and clinical decision making. Students will develop competency in patient positioning, coil selection, imaging planes, slice localization, motion reduction techniques, protocol selection, contrast administration, and other essential MRI procedures. Students must demonstrate competencies in eight MRI safety requirements and seven Quality Control Procedures and MRI procedures. Clinical instruction is competency-based and progresses through increasingly independent levels of performance as students demonstrate proficiency. Student achievement is evaluated through clinical performance objectives, competency assessments, and ongoing evaluation of technical, professional, and patient care skills.
Prerequisites: MRIT2307 & 2307L

MRIT2412 MR Registry Review
Total Course Hours: 60 (60 Lecture, 0 Lab, 0 Extern) Semester Credits: 4.0
This course provides students with a comprehensive review of the major MRI topics covered throughout the program. Course content includes MRI fundamental principles, instrumentation and equipment, image formation, imaging parameters and options, patient care, safety and screening procedures, and MRI procedures of the head, neck, chest, abdomen, pelvis, and musculoskeletal structures.
Prerequisites: All courses from MRIT1301 through 2310L

MRIT2313L MRI Simulation IV
Total Course Hours: 95 (0 Lecture, 95 Lab, 0 Extern) Semester Credits: 3.0
This course provides students with hands-on practice in Magnetic Resonance Imaging (MRI) through a series of interactive simulation exercises using the ScanLabMR application. Students will apply foundational MRI principles to complete virtual scan procedures following specific parameters and clinical criteria. Activities are designed to strengthen technical proficiency, decision-making, image optimization skills, and adherence to standard imaging protocols. As part of this course, students must complete 250 simulated MRI Procedures of the Brain, neck, spine, musculoskeletal system, chest, abdomen, and pelvis. Students will choose the Random Test category in the ScanLabMR application to complete their simulation.
Prerequisites: All courses from MRIT1301 through 2310L

MRIT2814C MRI Clinical Externship II
Total Course Hours: 375 (0 Lecture, 0 Lab, 375 Extern) Semester Credits: 8.0
This clinical course provides students with the opportunity to develop and refine the knowledge, technical skills, and professional behaviors required for entry-level practice in magnetic resonance imaging (MRI). Students will progressively apply classroom concepts in the clinical setting while performing MRI procedures under the supervision of a qualified MRI technologist, in accordance with program and accreditation requirements. Emphasis is placed on patient care, patient safety, effective communication, ethical and professional conduct, quality assurance, and clinical decision making. Students will develop competency in patient positioning, coil selection, imaging planes, slice localization, motion reduction techniques, protocol selection, contrast administration, and other essential MRI procedures. Students are also required to demonstrate competency in MRI procedures as outlined by the program. Clinical instruction is competency-based and progresses through increasingly independent levels of performance as students demonstrate proficiency. Student achievement is evaluated through clinical performance objectives, competency assessments, and ongoing evaluation of technical, professional, and patient care skills.
Prerequisites: All courses from MRIT1301 through 2310L

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 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 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 that is 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 AND PROCEDURES FOR LVN to ADN PROGRAM

Texas Health School (THS) requires all applicants to complete the applicable admission process outlined below. Meeting the minimum admission requirements does not guarantee acceptance into the program.

1. An admissions representative will interview the applicant to assess their abilities, needs, and readiness for the program. Applicants will also tour the school's facilities.
2. Applicants must complete the THS application and the LVN-to-ADN Program application and other required admission documents.
3. Applicants must be beyond the age of compulsory school attendance and possess a high school diploma, a General Educational Development (GED) certificate, or a homeschool certificate equivalent to a high school diploma and recognized by the student's home state. Homeschool students are exempt from compulsory school attendance age requirements under Texas law. All applicants must be at least 17 years old at admission and at least 18 years old before beginning their scheduled clinical or externship experience.

Applicants presenting foreign educational credentials must have them evaluated by a recognized credential evaluation service to determine equivalency to a U.S. high school diploma. Applicants must submit an official high school transcript no later

than three days after the start of classes. Applicants holding a bachelor's degree from a recognized U.S. institution, or a foreign bachelor's degree evaluated as equivalent to a U.S. bachelor's degree by a recognized credential evaluation service, are exempt from the high school credential requirement.

An official transcript must be prepared and sent directly by the issuing institution, typically through its registrar's office, to the designated THS official. Electronic transcripts must be transmitted through an authorized third-party transcript service or the institution's official email system. Paper transcripts must bear the signature of the registrar or another authorized school official and the issuing institution's seal and must be mailed or submitted by the issuing institution. Transcripts hand-delivered in an institution-sealed envelope are also accepted as official.

4. Applicants must be able to read, write, speak, and understand English sufficiently to participate in the program.

5. Applicants must have graduated from a vocational nursing program offered by a recognized institution in the United States.

6. Applicants must hold a current, unencumbered vocational nursing license issued by the Texas Board of Nursing (TXBON).

7. Graduates of the THS Vocational Nursing Program who hold an unencumbered vocational nursing license issued by TXBON are exempt from the admission entrance examination and the Nursing Selection Committee interview. They must submit two recommendations: one from the VN Program Director and one from a VN faculty member. These recommendations will consider the applicant's attendance, academic performance, and whether the applicant passed the NCLEX-PN on the first attempt. THS VN graduates are not required to submit additional letters of recommendation from employers or teachers. Applicants recommended by the VN Program Director and VN faculty member may proceed with the admission process. Applicants who are not recommended will not be admitted.

8. Applicants who did not graduate from the THS Vocational Nursing Program must pass either the TEAS VII® test or the HESI® Admission Assessment (A2) Exam.

   TEAS VII®: Applicants must achieve a minimum score of 60% in Reading and 60% in Mathematics. Applicants may take the test a maximum of three times per year, and submitted passing scores must be from within the preceding 12 months.

   OR

   HESI® Admission Assessment (A2): Applicants must achieve a minimum score of 70% in each of the following areas: Reading Comprehension, Mathematics, and Vocabulary and General Knowledge. Applicants may take the test a maximum of three times per year, and submitted passing scores must be from within the preceding 12 months.

   Note: TEAS & HESI test results will only be accepted if the exam is taken at the Texas Health School campus or at an approved in-person, proctored testing location, such as a testing center or educational institution. TEAS exams taken remotely, including those proctored online, will not be accepted

9. Applicants must provide unofficial transcripts from previously attended schools. Official transcripts are required when an applicant, including a THS graduate, requests an evaluation of prior coursework for transfer credit. Official transcript requirements are described in Item 3.

10. Applicants must meet with the Financial Aid Representative to complete the applicable financial aid application and process after satisfying the required admission testing and completing required documentation. Applicants also set up a financial payment plan for the tuiton charges and fees during this session.

11. After completing the Financial Aid documents, applicants complete and sign the enrollment agreement and submit the required registration fee deposit. The registration fee is nonrefundable, subject to applicable cancellation provisions. Applicants should refer to the enrollment agreement for the terms governing cancellation within 72 hours of enrollment.

12. Applicants who are not THS VN graduates must submit two letters of recommendation on the THS-prescribed form from employers and/or teachers. Recommendations must address the applicant's work ethic and potential for success in nursing. Each recommendation must be submitted directly by the recommender via email, postal mail, or a sealed envelope delivered by hand. This requirement does not apply to THS VN graduates admitted through the special pathway described in Item 7.

13. Applicants must submit a one-page, typed essay answering the following question: "My Commitment to Excellence in Nursing and Professional Career Advancement Goals."
14. Applicants must submit a current résumé.
15. Applicants must submit a current American Heart Association Healthcare Provider CPR certification card.
16. Applicants must complete a physical examination conducted by a healthcare provider, such as a physician, physician assistant, or nurse practitioner.
17. Applicants must submit immunization and tuberculosis documentation as specified in the program's admission requirements as follows:
    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 22 years of age.
    g. Influenza
    h. COVID – 19 vaccination is not mandated, but recommended
18. Applicants who are not THS VN graduates and have completed all required documentation will be scheduled for an interview with the Nursing Selection Committee. All required documentation must be submitted before the interview can be scheduled. The committee consists of the Program Director, the President and/or Campus Director, and other designated faculty, as applicable. This interview requirement does not apply to eligible THS VN graduates described in Item 7.
19. Applicants recommended by the Nursing Selection Committee will receive an acceptance letter within one week of the interview. Eligible THS VN graduates recommended by the VN Program Director and VN faculty member will receive an acceptance letter within one week of completion of their admission file.
20. Accepted applicants must complete a 10-panel drug screen and receive negative results at least a week before classes begin.
21. Accepted applicants must attend the mandatory orientation before beginning the program.
22. If the number of qualified applicants exceeds the available seats, eligible applicants who cannot be accommodated will receive a waiting-list notification and may be offered a seat in the next available class.
23. Accepted applicants must agree to comply with all applicable THS policies, rules, and regulations.
24. Meeting all admission requirements does not guarantee acceptance. Final admission decisions are made at the discretion of the Program Director and the Campus President, consistent with applicable requirements and school policies.

Before the first day of the Fifth Term:
An original blue card from the TXBON or an original declaratory order outcome letter from the TXBON, 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 TERM- NO EXCEPTIONS** for continued enrollment.

ADMISSION REQUIREMENTS AND PROCEDURES FOR VOCATIONAL NURSING (VN) PROGRAM:

Texas Health School (THS) requires all applicants to complete the following admission process. Meeting the minimum admission requirements does not guarantee acceptance into the program.

1. An admissions representative will interview the applicant to assess their abilities, needs, and readiness for the program. Applicants will also tour the school's facilities.
2. Applicants must attend the mandatory Vocational Nursing Program information session and complete the THS application form.
3. Applicants must be beyond the age of compulsory school attendance and possess a high school diploma, a General Educational Development (GED) certificate, or a homeschool certificate equivalent to a high school diploma and recognized by the student's home state. Homeschool students are exempt from compulsory school attendance age requirements under Texas law. All applicants must be at least 17 years old at admission and at least 18 years old before beginning their scheduled clinical or externship experience.

Applicants presenting foreign educational credentials must have them evaluated by a recognized credential evaluation service to determine equivalency to a U.S. high school diploma. Applicants must submit an official high school transcript no later than three days after the start of classes. Applicants holding a bachelor's degree from a recognized U.S. institution, or a foreign bachelor's degree evaluated as equivalent to a U.S. bachelor's degree by a recognized credential evaluation service, are exempt from the high school credential requirement.

An official transcript must be prepared and sent directly by the issuing institution, typically through its registrar's office, to the designated THS official. Electronic transcripts must be transmitted through an authorized third-party transcript service or the institution's official email system. Paper transcripts must bear the signature of the registrar or another authorized school official and the issuing institution's seal and must be mailed or submitted by the issuing institution. Transcripts hand-delivered in an institution-sealed envelope are also accepted as official.

4. Applicants must be able to read, write, speak, and understand English sufficiently to participate in the program.
5. All applicants must take the validated Wonderlic Scholastic Level Exam (SLE) to determine their eligibility for the program. The minimum required Wonderlic SLE score for the VN Program is 17.

If an applicant does not achieve a satisfactory score on the first attempt, a substantially different test may be administered on the same day. Applicants must wait five calendar days before retaking the same entrance test. Applicants who do not pass on the third attempt must wait six months before testing again. SLE scores are valid for three years from the test date, whether the test is administered online or on-site.

Applicants must pass the Test of Essential Academic Skills (TEAS VI®) by achieving minimum scores of 60% in Reading and 55% in Mathematics. Applicants may take the TEAS test a maximum of three times per year, and submitted passing scores must be from within the preceding 12 months. Note: TEAS test results will only be accepted if the exam is taken at the Texas Health School campus or at an approved in-person, proctored testing location, such as a testing center or educational institution. TEAS exams taken remotely, including those proctored online, will not be accepted.

6. Applicants must complete the Vocational Nursing Program application and submit all required admission documents.
7. Applicants must provide unofficial transcripts from previously attended schools. Official transcripts are required when an applicant requests an evaluation of prior coursework for transfer credit. Official transcript requirements are described in Item 3.
8. Applicants must submit two letters of recommendation on the THS-prescribed form from employers and/or teachers. Recommendations must address the applicant's work ethic and potential for success in nursing. Each recommendation must be submitted directly by the recommender via email, postal mail, or a sealed envelope delivered by hand.
9. Applicants must meet with the Financial Aid Representative to complete the applicable financial aid application and process after satisfying the required admission testing and completing required documentation. Applicants also set up a financial payment plan for the tuiton charges and fees during this session.
10. After completing the Financial Aid documents, applicants complete and sign the enrollment agreement and submit the required registration fee deposit. The registration fee is nonrefundable, subject to applicable cancellation

provisions. Applicants should refer to the enrollment agreement for the terms governing cancellation within 72 hours of enrollment.

11. Applicants must submit a one-page, typed essay answering the following question: "Why I Want to Be a Nurse."
12. Applicants must submit a current résumé.
13. Applicants must submit a current American Heart Association Healthcare Provider CPR certification card.
14. Applicants must complete a physical examination conducted by a healthcare provider, such as a physician, physician assistant, or nurse practitioner.
15. Applicants must submit immunization and tuberculosis documentation as specified in the program's admission requirements as follows:

    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 22 years of age.*
    g. *Influenza*
    h. *COVID – 19 vaccination is not mandated, but recommended*

16. Applicants with complete admission files will be scheduled for an interview with the Nursing Selection Committee. All required documentation must be submitted before the interview can be scheduled. The committee consists of the Program Director, the President and/or Campus Director, and other designated faculty, as applicable.
17. Applicants recommended by the Nursing Selection Committee will receive an acceptance letter within one week of the interview.
18. Accepted applicants must complete a 10-panel drug screen and receive negative results at least a week before classes begin.
19. Accepted applicants must attend the mandatory orientation before beginning the program.
20. If the number of qualified applicants exceeds the available seats, eligible applicants who cannot be accommodated will receive a waiting-list notification and may be offered a seat in the next available class.
21. Accepted applicants must agree to comply with all applicable THS policies, rules, and regulations.
22. Meeting all admission requirements does not guarantee acceptance. Final admission decisions are made at the discretion of the Program Director and the Campus President, consistent with applicable requirements and school policies.

Before the first day of the third semester:
An original blue card from 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, is required **PRIOR TO THE FIRST DAY OF THE THIRD SEMESTER- NO EXCEPTIONS, for continued enrollment in the program**

CREDIT FOR PREVIOUS EDUCATION

VN Program

Transfer credit for core nursing courses completed at other institutions is not granted. Students are required to complete all core vocational nursing coursework within the 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.

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

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**

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. 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 AND ACCOMODATIONS POLICY

Texas Health School is committed to providing an educational and employment environment that promotes equal opportunity, dignity, respect, and inclusion for all students, applicants, employees, and members of the public. The institution prohibits discrimination, harassment, and retaliation in all educational programs, activities, admissions processes, student services, and employment practices.

Texas Health School does not discriminate on the basis of race, color, national origin, ethnicity, religion, creed, sex, pregnancy, sexual orientation, gender identity, age, disability, genetic information, veteran status, citizenship status, or any other characteristic protected under applicable federal, state, or local law. This commitment applies to all aspects of institutional operations, including admissions, recruitment, financial aid, academic programs, clinical education, graduation, employment, and access to student services.

As an equal opportunity educational institution, Texas Health School complies with all applicable federal and state civil rights laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and related nondiscrimination requirements.

Texas Health School is committed to providing reasonable accommodation to qualified applicants and students with documented disabilities. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Reasonable accommodations are intended to provide equal access to educational programs, services, and activities and are not designed to provide an unfair advantage or alter essential program requirements.

Students and applicants seeking accommodation are responsible for self-identifying their disability and requesting accommodation. Requests may be submitted at any time; however, students are strongly encouraged to initiate the process as early as possible, preferably before the start of a term, to allow adequate time for review and implementation. Accommodation is not applied retroactively and do not permit the re-administration of exams, assignments, clinical activities, or other academic requirements completed prior to approval.

To request accommodation, students must complete the institution's ADA/Section 504 Accommodation Request Form available through the Campus Director. Supporting documentation, at the student's expense, must be provided from an appropriately qualified professional or other authoritative source, such as a licensed healthcare provider or accredited educational institution. Documentation must verify the existence of the disability, describe any resulting functional limitations, and support the requested accommodations. Documentation should generally be current and, when applicable, completed within the preceding twelve (12) months.

Completed accommodation requests and supporting documentation should be submitted to the Campus Director at least ten (10) business days before accommodation is needed whenever reasonably possible. The institution will conduct an individualized review of each request and may engage in an interactive process with the student to determine appropriate accommodation. Additional information may be requested when necessary to evaluate the request.

Reasonable accommodation will be granted on a case-by-case basis. Accommodations that would fundamentally alter the nature of an academic, laboratory, clinical, or training program; lower essential academic, technical, or professional standards; create an undue administrative or financial burden; or pose a direct threat to the health or safety of the student or others may be denied.

Students enrolled in allied health and nursing programs must be able to meet the essential functions, technical standards, clinical competencies, and professional requirements of their program, with or without reasonable accommodation. Approved accommodation do not exempt students from meeting these requirements.

Texas Health School maintains facilities that are accessible to individuals with disabilities and strives to provide equal access to educational programs, learning activities, campus facilities, and student services. The institution strictly prohibits retaliation against any individual who requests accommodation, reports discrimination, participates in an investigation, or exercises rights protected by law.
Any student or employee who believes they have been subjected to discrimination, harassment, or retaliation may file a complaint through the institution's grievance procedures. Complaints will be investigated promptly and resolved in accordance with applicable institutional policies and legal requirements.

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 FROM OTHER INSTITUTIONS:
Texas Health School will consider transfer requests, following initiation of a teach out, from other institutions for its students enrolled in a Texas Board of Nursing approved Vocational Nursing or Associate Degree Nursing programs. 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 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 1st through June 30th 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 1st. 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 at the institution are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and successfully complete the program in which they re-enroll. The discount applies to tuition only and does not cover fees, books, supplies, or other charges. The discount is available for all programs and will be applied as a tuition adjustment to the student ledger upon enrollment. If a student withdraws from or is dismissed from the program before completion, the tuition discount will be prorated based on the number of credits completed. The institution reserves the right to modify or discontinue this discount for future enrollments 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 27 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 is 27-semester 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 1st)	$ 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.
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	6:00 AM – 10:00PM
and Saturday	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." More than **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 may not be available to the LVN to ADN program due to linear nature of the program.. The student may 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 classses 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." More than 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.

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 without official documentation will result in failure of the course and student will have to repeat the course when available in the next term.

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 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 readmittted 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 Nursing 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 **once.**
4. Students must restart with the course that they did not successfully complete.
5. Students must re-enter within two (2) semesters/next available course 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 for courses completed within the last two years.
7. Meet with the financial aid representative to set up a new financial payment plan for the tuiton 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 President.

Students who have exhausted their readmission options, or those wishing to re-enter at a point longer than two (2) semesters/next available course, 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 all the admission entrance examinations).

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.

End of Grading Period	CGPA Minimum Requirement (Qualitative)
#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 maintan 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:

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 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 givien 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 progessing to the next semseter/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 intial 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 prorgam 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 clincial site. Students may be required to travel up to 100 miles each way to the assigned clinical site. Students are responsible for their own transporation 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 form 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 twelth (12^{th}) 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 responsibilty 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 eligiblity 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 eligibilty 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 webite: 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 CODE OF 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:

6. Students are expected to be ready for class, on time, and have the necessary supplies and materials.
7. 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.
8. Students should never fraterenize with staff or patients.
9. Students should not play with equipment, lie or sit on beds, except in mock simulated clinical practice.
10. 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:

4. Verbal warning,
5. Written warning,
6. Suspension, and/or dismissal.

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

16. Failure to adhere to the overriding, skill-specific critical elements in carrying out usual nursing functions expected of a student nurse under supervision.
17. 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.
18. Commission of any act involving dishonesty including cheating, plaigrism, unauthorized use of AI, fraud, or deceit with the intention to substantially benefit him/herself, or another, or substantially injure another.
19. 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.
20. Violating confidentiality regarding patients or school related persons to the degree of causing harm to the patients or school related persons.
21. Abusing verbally or physically any patient, fellow student, teacher or employee of THS.
22. 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.
23. Theft or damage to the school premises, property, or to the property of a member of the school.
24. Profanity

25. Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
26. Failure to comply with directions of school officials acting in the performance of their duties.
27. Use of alcoholic beverages and/or controlled substances on the school premises.
28. Unauthorized audio and/or video in the classroom, meeting with faculty and staff, or at a clinical site may result in termination from the program
29. Failure to make tuition payments in a timely manner.
30. 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.***

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 following rules will result in immediate termination from the school.**

- **Theft or damage to the school premises, property, or to the property of a member of the school.**
- **Any student who uses alcoholic beverages and/or controlled substances on the school and clinical premises will immediately be terminated from the program.**
- **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.**
- **Any student who abuses or neglects clients/patients will be immediately terminated from the program.**

ACADEMIC INTEGRITY
All students are expected to demonstrate professionalism and integrity in their academic and clinical activites. Students are responisble 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. Plagarism is academic dishonesty and is defined as taking anothers work, thoughts, ideas and resprenting 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.
No polish is allowed. Hair should be pulled back and should be of natural color. Head cover, except for religious reasons, and false eyelashes are not permitted. Use of cell phone, food and drink is prohibited in class or during clinical/externship activity.
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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 official 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. instrucotor). 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 15th Street, Austin, Texas 78778-0001, (512) 936-3100, 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.

Course Number		Lecture	Lab	Clinical	Total Hrs.	Academic Semester Credits
	SESSION 1					
BIOL2301	Anatomy & Physiology 1 (Lecture) **GE***	48	0	0	48	3
BIOL2101	Anatomy & Physiology (Lab) **GE**	0	32	0	32	1
RNSG1327	Transition to Professional Nursing	48	0	0	48	3
	SESSION TOTAL	96	32	0	128	7
	SESSION 2					
BIOL2302	Anatomy & Physiology 2 (Lecture) **GE***	48	0	0	48	3
BIOL2102	Anatomy & Physiology 2 (Lab) **GE**	0	32	0	32	1
MATH1314	College Algebra **GE***	48	0	0	48	3
RNSG1300	Health Assessment Across the Lifespan	16	64	0	80	3
	SESSION TOTAL	112	96	0	208	10
	SESSION 3					
BIOL2320	Microbiology for Non-Science Majors (Lecture) **GE***	48	0	0	48	3
BIOL2120	Microbiology for Non-Science Majors (Lab) **GE**	0	32	0	32	1
RNSG1301	Pharmacology	48	0	0	48	3
	SESSION TOTAL:	96	32	0	128	7
	SESSION 4					
ENGL1301	English Composition 1 **GE***	48	0	0	48	3
PSYC2314	Lifespan Growth/Development **GE***	48	0	0	48	3
RNSG1240	Professional Nursing Skills for Articulating Students	4	64	0	68	2
	SESSION TOTAL	100	64	0	164	8
	SESSION 5					
RNSG1441	Common Concepts of Adult Health	64	0	0	64	4
RNSG1260	Clinical Common Concepts Adult Health-Mental Health	0	0	96	96	2
RNSG2213	Mental Health	32	16	0	48	2
	SESSION TOTAL	96	0	96	192	8
	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

	Childrearing Family					
RNSG2206	Nursing Informatics	32	0	0	32	2
	SESSION TOTAL	96	32	96	224	9
	SESSION 7					
RNSG2443	Complex Concepts of Adult Health	64	0	0	64	4
RNSG2262	Clinical Complex Concepts of Adult Health	0	0	96	96	2
	SESSION TOTAL	48	0	96	144	5
	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
	SESSION TOTAL	64	0	96	160	6
	TOTAL PROGRAM HOURS	724	240	384	1348	60*

**** 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
Semester I						
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
Semester II						
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
Semester III						
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
TOTAL PROGRAM HOURS		**600**	**360**	**480**	**1440**	**55.0****

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

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.

SESSION 1

BIOL2301 **Anatomy and Physiology I (Lecture)**

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 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

48/00/00/48 **Semester Credit Hours: 3.0**

BIOL2101 **Anatomy and Physiology I (Lab)**

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Prerequisites: None

00/32/00/32 **Semester Credit Hours: 1.0**

RNSG1327 **Transition to Professional Nursing**

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan.

Prerequisites: None

48/00/00/48 **Semester Credit Hours: 3.0**

SESSION 2

BIOL2302 **Anatomy and Physiology II (Lecture)**

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: endocrine, 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: BIOL2301, BIOL2101

48/00/00/48 **Semester Credit Hours: 3.0**

BIOL2102 **Anatomy and Physiology II (Lab)**

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Prerequisites: BIOL2301, BIOL2101

00/32/00/32 **Semester Credit Hours: 1.0**

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**

RNSG1300 **Health Assessment Across the Lifespan**

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patient's health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework.

Prerequisites: BIOL2301, BIOL2101, RNSG1327

16/64/00/80 **Semester Credit Hours: 3.0**

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**

PSYC2314 **Lifespan Growth/Development**

Life-Span Growth/Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death.

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

RNSG1441 **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

64/00/00/64 **Semester Credit Hours: 4.0**

RNSG1260 **Clinical Common Concepts of Adult Health – Mental Health**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in geriatrics, 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, RNSG1240.
Co-requisites: RNSG1341, RNSG2306
00/00/96/96 **Semester Credit Hours: 2.0**

RNSG2213 **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
32/16/00/48 **Semester Credit Hours: 2.0**

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**

RNSG2206 **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
32/00/00/32 **Semester Credit Hours: 2.0**

SESSION 7

RNSG2443 **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
64/00/00/64 **Semester Credit Hours: 4.0**

RNSG2262 **Clinical Complex Concepts of Adult 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 adult health, pathology, 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, ENG1301, 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**

VNSG-1334 **Pediatrics**

Study of the childhood diseases and childcare from infancy through adolescence. Emphasis on growth and developmental needs utilizing the nursing process.

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**

VNSG-1301 **Mental Health and Mental Illness**

This course is a study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

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,

48/18/00/66 **Semester Credit Hours: 3.5**

VNSG-1219 **Leadership and Professional Development**

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

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, VNSG 1226, VNSG 1330, VNSG 1334, VNSG 1301

33/18/00/51 **Semester Credit Hours: 2.5**

VNSG-2360 **Clinical III**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. 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, VNSG 1331, VNSG 1216, VNSG 1429, VNSG 1432, VNSG 1460

Co-Requisites: VNSG 1226, VNSG 1330, VNSG 1334, VNSG 1301, VNSG 1219

00/00/174/174 **Semester Credit Hours: 3.5**

VNSG- 1105 **NCLEX-PN® Review**

This course is a review of the nursing knowledge and skills, study skills, stress management techniques and test taking strategies to prepare the graduate vocational nurse to take the National Council Licensure Examination (NCLEX-PN®).

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, VNSG 1226, VNSG 1330, VNSG 1334, VNSG 1301, VNSG 1219

00/18/00/18 **Semester Credit Hours: 0.0**

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) 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 Accuplacer, & Wonderlic SLE Test
Admission Test Score Requirements

Program	Wonderlic SLE	Accuplacer		
		Reading	Writing	Math
Massage therapy	12	230*	233*	235*

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 AND ACCOMODATION POLICY

Texas Health School is committed to providing an educational and employment environment that promotes equal opportunity, dignity, respect, and inclusion for all students, applicants, employees, and members of the public. The institution prohibits discrimination, harassment, and retaliation in all educational programs, activities, admissions processes, student services, and employment practices.

Texas Health School does not discriminate on the basis of race, color, national origin, ethnicity, religion, creed, sex, pregnancy, sexual orientation, gender identity, age, disability, genetic information, veteran status, citizenship status, or any other characteristic protected under applicable federal, state, or local law. This commitment applies to all aspects of institutional operations, including admissions, recruitment, financial aid, academic programs, clinical education, graduation, employment, and access to student services.

As an equal opportunity educational institution, Texas Health School complies with all applicable federal and state civil rights laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and related nondiscrimination requirements.

Texas Health School is committed to providing reasonable accommodation to qualified applicants and students with documented disabilities. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Reasonable accommodations are intended to provide equal access to educational programs, services, and activities and are not designed to provide an unfair advantage or alter essential program requirements.

Students and applicants seeking accommodation are responsible for self-identifying their disability and requesting accommodation. Requests may be submitted at any time; however, students are strongly encouraged to initiate the process as early as possible, preferably before the start of a term, to allow adequate time for review and implementation. Accommodation is not applied retroactively and do not permit the re-administration of exams, assignments, clinical activities, or other academic requirements completed prior to approval.

To request accommodation, students must complete the institution's ADA/Section 504 Accommodation Request Form available through the Campus Director. Supporting documentation, at the student's expense, must be provided from an appropriately qualified professional or other authoritative source, such as a licensed healthcare provider or accredited educational institution. Documentation must verify the existence of the disability, describe any resulting functional limitations, and support the requested accommodations. Documentation should generally be current and, when applicable, completed within the preceding twelve (12) months.

Completed accommodation requests and supporting documentation should be submitted to the Campus Director at least ten (10) business days before accommodation is needed whenever reasonably possible. The institution will conduct an individualized review of each request and may engage in an interactive process with the student to determine appropriate accommodation. Additional information may be requested when necessary to evaluate the request.

Reasonable accommodation will be granted on a case-by-case basis. Accommodations that would fundamentally alter the nature of an academic, laboratory, clinical, or training program; lower essential academic, technical, or professional standards; create an undue administrative or financial burden; or pose a direct threat to the health or safety of the student or others may be denied.

Students enrolled in allied health and nursing programs must be able to meet the essential functions, technical standards, clinical competencies, and professional requirements of their program, with or without reasonable accommodation. Approved accommodation does not exempt students from meeting these requirements.

Texas Health School maintains facilities that are accessible to individuals with disabilities and strives to provide equal access to educational programs, learning activities, campus facilities, and student services. The institution strictly prohibits retaliation against any individual who requests accommodation, reports discrimination, participates in an investigation, or exercises rights protected by law.

Any student or employee who believes they have been subjected to discrimination, harassment, or retaliation may file a complaint through the institution's grievance procedures. Complaints will be investigated promptly and resolved in accordance with applicable institutional policies and legal requirements.

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 1st through June 30th 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 1st. 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 at the institution are eligible for a 5% tuition discount. To qualify, students must maintain satisfactory academic progress and successfully complete the program in which they re-enroll. The discount applies to tuition only and does not cover fees, books, supplies, or other charges. The discount is available for all programs and will be applied as a tuition adjustment to the student ledger upon enrollment. If a student withdraws from or is dismissed from the program before completion, the tuition discount will be prorated based on the number of credits completed. The institution reserves the right to modify or discontinue this discount for future enrollments 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 27 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 is 27-semester 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
Student Permit Fee	$ 25.00 (1)
Late Payment Fee	$ 20.00 (2)
THS Transcript (after 1st)	$ 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:

Massage Therapy Principles and Practice, 7th Edition, 2022, Salvo, Susan G., Saunders, An Imprint of Elsevier	Cost $ 87.88
Mosby Pathology for Massage Professionals, 5th Edition, 5th Edition, 2022, Salvo, Susan G Elsevier	Cost $ 86.99
Trail Guide to the Body, and Student Workbook to Trail Guide, 6th Edition, 2019 Andrew Biel, Books of Discovery	Cost $114.99
Trail Guide to Movement, 2nd Edition, 2019, Andrew Biel, Books of Discovery	Cost $ 51.98
Applied Anatomy & Physiology for Manual Therapists and Study Guide, 2013 Archer, Pat, and Nelson, Lisa A., Wolters Kluver, Lippincott Williams & Wilkins	Cost $110.53
Modalities for Massage and Bodywork, 2nd Edition, 2016, Stillerman, Elsevier	Cost $ 73.60
The Muscle and Bone Palpation Manual with Trigger Points, Referral Patterns and Stretching, 2nd Edition, 2016, Muscolino, J., Elsevier	Cost $ 45.99
Massage Bodywork and Licensing Examination Study Guide, 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	9:00AM – 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 readmittted 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 tuiton 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 President

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 eligibile 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 semester credit hours.

Financial Aid Credit Hour:

For Title IV financial aid purposes, a semester credit hour represents an amount of academic work that reasonably approximates at least one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks, or an equivalent amount of academic work over a different period of time.

Out-of-class work may include reading, writing assignments, projects, preparation for examinations, research, practical application of theory, and other activities designed to support the achievement of course learning outcomes. Out-of-class work is considered part of the academic workload associated with a semester credit hour; however, Texas Health School does not include out-of-class hours in the published instructional or total program hours and does not use out-of-class hours as a separate basis for awarding Title IV financial aid.

A semester credit hour may also represent an equivalent amount of academic work for laboratory, clinical, externship, internship, practicum, and other academic activities required to achieve the stated learning outcomes of a course. Texas Health School assigns semester credit hours based on the instructional and academic workload required for each course and in accordance with applicable federal, state, and accrediting-agency requirements. This definition applies to all Title IV-eligible programs offered by Texas Health School, including certificate and Associate of Applied Science (AAS) programs.

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.

End of Grading Period	CGPA Minimum Requirement (Qualitative)
#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 maintan 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

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 desginee. Students must repeat a failed course at the first available opportunity or at a time designated by the School President or appropriate desginee. 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 intial 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 prorgam 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 tuiton 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 responsibilty 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

STUDENT CODE OF 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.
11. 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.
12. Students should never fraterenize with staff or patients.

13. Students should not play with equipment, lie or sit on beds, except in mock simulated clinical practice.
14. 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:

7. Verbal warning,
8. Written warning,
9. 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:

31. Failure to adhere to the overriding, skill-specific critical elements in carrying out usual nursing functions expected of a student nurse under supervision.
32. 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.
33. Commission of any act involving dishonesty including cheating, plaigrism, unauthorized use of AI, fraud, or deceit with the intention to substantially benefit him/herself, or another, or substantially injure another.
34. 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.
35. Violating confidentiality regarding patients or school related persons to the degree of causing harm to the patients or school related persons.
36. Abusing verbally or physically any patient, fellow student, teacher or employee of THS.
37. 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.
38. Theft or damage to the school premises, property, or to the property of a member of the school.
39. Profanity
40. Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
41. Failure to comply with directions of school officials acting in the performance of their duties.
42. Use of alcoholic beverages and/or controlled substances on the school premises.
43. Unauthorized audio and/or video in the classroom, meeting with faculty and staff, or at a clinical site may result in termination from the program
44. Failure to make tuition payments in a timely manner.
45. 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.***

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 following rules will result in immediate termination from the school.**

- **Theft or damage to the school premises, property, or to the property of a member of the school.**
- **Any student who uses alcoholic beverages and/or controlled substances on the school and clinical premises will immediately be terminated from the program.**
- **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.**
- **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 activites. Students are responisble 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. Plagarism is academic dishonesty and is defined as taking anothers work, thoughts, ideas and resprenting 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.
No polish is allowed. Hair should be pulled back and should be of natural color. Head cover, except for religious reasons, and false eyelashes are not permitted. Use of cell phone, food and drink is prohibited in class or during clinical/externship activity.

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
Semester Credit Hours: 23

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	5
MT – 102 Massage Therapy Techniques I	15	35	0	2.0
MT – 103R Health and Hygiene	10	10	0	1.0
MT – 106R Hydrotherapy/Therapeutic Modalities	10	10	0	0.5
KN – 107R Kinesiology	40	10	0	2.5
MT – 116R Pathology	40	0	0	2.5
MT – 117R Business Practices & Professional Ethics	45	0	0	3.0
MT – 118 Trigger Point Therapy	10	15	0	1.0
MT – 119 Deep Tissue Massage	5	20	0	0.5
MT – 120 Clinical and Energy Based Massage	10	15	0	1.0
MT – 122 Massage Therapy Techniques II	15	60	0	3.0
MT – 600R Internship	0	0	50	1.0
TOTAL CLOCK HOURS 500	**275**	**175**	**50**	**23**

Calculated semester 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 **Semester Credit Hours: 5.0**

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 **Semester Credit Hours: 2.0**

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 **Semester Credit Hours: 1.0**

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 **Semester Credit Hours: 0.5**

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 **Semester Credit Hours: 2.5**

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 **Semester Credit Hours: 2.5**

MT-117R **Business Practices & Professional Ethics***
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 and 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.
Prerequisite: None
45/00/00/45 **Semester Credit Hours: 3.0**

MT-118 **Trigger Point Therapy**
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.
Prerequisites: MT-102
10/15/00/25 **Semester Credit Hours: 1.0**

MT-119 **Deep Tissue Massage**
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.
Prerequisite: MT-102
05/20/00/25 **Semester Credit Hours: 0.5**

MT-120 **Clinical and Energy Based Massage**
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.
Prerequisites: MT-102
10/15/00/25 **Semester Credit Hours: 1.0**

MT-122 **Massage Therapy Techniques II**
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
15/60/00/75 **Semester Credit Hours: 3.0**

MT-600R **Internship**
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.
Prerequisites: Refer to above subject description
00/00/50/50 **Semester Credit Hours: 1.0**

**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 capacitation (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

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

David B. Hawk, President
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