



AMERICAN HARBOR  

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COLLEGE

# Medical Student Catalog

July 1, 2019 - June 30, 2020

2445 W. Chapman Ave #260  
Orange, CA 92868

714-941-8224

[www.ahc.edu](http://www.ahc.edu)



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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## A MESSAGE FROM THE PRESIDENT

**Welcome to American Harbor College, where your goals are our goals!** We pride ourselves in having highly educated and diverse Faculty members. A strong community is an integral part of our college culture. We encourage you to build new friendships where you can both give and receive support while learning and as you enter your new career. We work hard to create a safe environment where you can learn in an interactive classroom where you can feel comfortable asking questions. Your time in school is an investment in yourself and we want to make certain that upon graduation, you have the skills and confidence to enter your chosen field!

In addition, our college has advisors to help with any life challenges that may occur. This allows our students to stay focused on learning.

Instruction is conducted in-house with facility occupancy levels accommodating at least 250 students at the Orange campus. Prospective students are encouraged to visit the school's facilities and to discuss their personal, educational and occupational plans with a school advisor before signing an enrollment agreement. During the enrollment process students will discuss their academic and career goals to ensure that our programs match those goals.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying that fact.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))

All information contained in this school catalog is current and correct, and is so certified by Linnea Ray, President.

*Linnea Ray*

President

## HISTORY AND OWNERSHIP

American Harbor College (AHC) is a private institution and was granted institutional approval from the Bureau for Private Postsecondary and Education (BPPE) pursuant to §94915 of the California Education Code. The Bureau's approval means that the institution and its operations comply with minimum standards established under law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved periodically and is subject to continuing review. The following training programs are approved:

<b>Program</b>	<b>Clock Hours</b>	<b>Credit Hours</b>	<b>Length in Weeks</b>
Phlebotomy Technician 1 (PT1)	80	1.5	4

American Harbor College (also referred herein as “the College” or “the school”) was established in 1995, as Meridian Institute, to provide entry-level training in various career opportunities. The school was purchased by the Career Education Group, LLC and took over operations of the campus in 2011. The name was changed to Harbor Career College in July 2013. As of September 2014, American Harbor College, now operates under the ownership of Brighter Solutions, Inc. and continues to update and improve its program offerings and facilities. Innovative and experienced instructors are well-trained and hired to contribute their expertise in expanding the services and training programs offered by the school. The college received accreditation from the Accrediting Bureau of Health Education Schools (ABHES) in 2006 and is approved through 2020. American Harbor College is a “dba” name of Brighter Solutions, Inc. The college has no pending petition in bankruptcy, is not operating as a debtor in possession, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of American Harbor College is, *“To provide quality and valued–training programs and services to our students in order for them to obtain the skills and competencies needed for entry-level positions in their chosen fields; to locate employment opportunities for our graduates; and to promote an environment for employees and students, which fosters teamwork, personal growth, and respect for the individual.”*

American Harbor College is dedicated to providing trade and technical training relevant to the needs of the communities it serves. The school’s educational philosophy is to:

- Offer technical programs so that students can achieve their career, educational, and personal goals;
- Provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry-level employment;
- Ensure only relevant equipment and materials are used in the training of students; and
- Hire qualified instructors.

## ACCREDITATION, STATE LICENSURE, AND APPROVALS

American Harbor College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

The following is the contact information for ABHES:

ABHES 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043 Phone: (703) 917-9503

Additionally, American Harbor College is recognized, authorized, and/or approved, by the following agencies:

- **BPPE: Bureau for Private Postsecondary Education** – Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- **California Department of Public Health Services:** Approved to provide training to qualified individuals in Phlebotomy.
- **National Center for Competency Testing:** Approved as an official testing site for national certification exams.
- **National Healthcare Association (NHA):** Approved as an official testing site for national certification exams.

## FACILITIES, EQUIPMENT, AND STUDENT-TEACHER RATIOS

The **Orange** campus is approximately 2000 square feet and is near the business district of the city of Orange, which is conveniently located near three major freeways, highway 57, highway 5, and highway 55. There are several major hospitals within a 10-mile radius, including St. Joseph's Hospital and CHOC (Children's hospital of Orange County). Also located within a 10-mile radius is the Angel's Stadium, Disneyland, museums and other attractions!

The school is located on the 2<sup>nd</sup> floor, elevator equipped and centrally air-conditioned facility, and is wheelchair accessible. Fully equipped computer and medical labs afford students hands-on training and include computers with updated software, printers, and medical equipment. The student-to-computer ratio is one-to-one for each program. Teaching labs for all medical programs contain real-world workstations to augment the student's acclimation to patient care and other such needs that will be encountered in the professional setting. Students also have access to a current resource library to supplement their training. The resource center includes student computers with resources to help with resume writing and job search support. Additional library resources are found in the classroom. Access to the computers outside of classroom hours are available upon request. Campus facilities and equipment comply with federal, state, and local laws, including those regarding fire safety, building safety, and health regulations.

**Lecture Classes:** For all programs, the maximum number of students in a class is 20. The maximum student-to-teacher ratio for all programs is 20 to 1. Teaching assistants are provided, as necessary, to accommodate instructors with larger classes.

**Lab Setting** The maximum number of students in a lab is 20; and the maximum teacher-to-student ratio is 20 to 1. American Harbor College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

## CLASS SESSIONS AND SCHEDULES / CLOCK HOUR CONVERSION

AMERICAN HARBOR COLLEGE offers year-round enrollment. All programs consist of a series of modules. Classes are held at 2445 W. Chapman Ave Suite 260, Orange, CA 92868. Start dates normally occur on Monday (or Tuesday when the school is closed on Monday for a recognized holiday) for all programs and for all sessions. The beginning of a module offers an opportunity to join the program. Program schedules are as follows:

**PHT1 Programs:** Classes are held Monday-Thursday either 9:00am to 2pm or 5:30 pm to 10:30 pm and on weekends from 8:00 AM – 4:30 PM

## CLOCK HOUR CONVERSION

One semester unit is converted from clock hours attended per each program. Semester credits are granted for the successful completion of either 15 clock hours of instruction in a lecture setting; 30 clock hours of instruction in a laboratory setting; or 45 hours of instruction in an externship setting. A clock hour is defined as a 60-minute span for lecture or lab, during which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.



## CAMPUS HOLIDAYS AND BREAKS

American Harbor College does not hold classes on the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day, and Thanksgiving (2 days) and Christmas. In addition to these holidays, school may be closed for seasonal breaks, and can be found on the Catalog Addendum

When school is closed for a holiday, these dates are considered by extending the module end date.

## OPERATING SCHEDULE

AMERICAN HARBOR COLLEGE's campus facilities are open Monday through Thursday, generally from 8:30 am to 11:00 pm. Administrative offices are generally open Monday through Thursday from 8:30 am to 6:00 pm, and Fridays from 9:00 am to 2 pm. Administrative staff is available during evening and weekend hours by appointment.

## EQUAL OPPORTUNITY STATEMENT

It is AMERICAN HARBOR COLLEGE's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hiring for all positions and admission of students for all programs.

Reasonable accommodations will be made for students with disabilities, in accordance with state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the campus director to discuss possible options to facilitate his/her enrollment and training. Consideration for such students will be made on a case-by-case basis.

## ATTENDANCE AND ACADEMIC POLICIES

### REQUIREMENTS

In order to be admitted into your desired program, an applicant must do all the following:

- Poses a valid high school diploma/transcript, GED, California High School Proficiency Certificate.
- Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission to any program and a guardian's signature on the enrollment agreement.
- Interview with an admissions representative.

- Tour the campus in the company of an admissions representative.
- Be in good physical and mental health in order to adequately progress through the program.

## *PROCEDURES*

Interested applicants will interview with an admissions advisor, during which a campus tour will be given. The admissions advisor will provide detailed information on AMERICAN HARBOR COLLEGE's programs and discuss the applicant's qualifications to assist in determining the best way to meet their career objectives. In order to be formally accepted to the College, all applicants must do the following:

1. Complete, sign, and date an Application for Admission;
2. Show proof of graduation from an accredited high school or college
3. Make financial arrangements to cover the cost of tuition and fees; and
4. Read and sign all required pre-enrollment disclosures, such as the AMERICAN HARBOR COLLEGE School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

## *ATTENDANCE STATUS*

Full-time students are required to be enrolled for a minimum of 16 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as less than 12 clock hours per week. To demonstrate continuous enrollment status, students must be attending a scheduled module or be on an approved leave of absence.

## *ATTENDANCE POLICY*

Student attendance is regularly documented by the instructor and students are able see real time attendance records through the student portal. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform their instructor of an upcoming absence, if possible. **In order to receive attendance credit for the day, a student must attend at least 50% of the scheduled class time. Absences that are made up before a module final exam will count toward the module grade, but missing class time would still be counted towards overall Absence percentage.** Failure to abide by AMERICAN HARBOR COLLEGE attendance policy will adversely affect academic progress and can lead to probation, suspension, or termination. The Phlebotomy Technician 1 program requires 100% attendance. Any time missed must be made up the next time that missed days curriculum will be taught.

## *TARDY / EARLY DEPARTURE*

Five (5) tardy and/or early departures equal one day of absence. The calculation of absences resulting from tardy/early departures count against both the student's cumulative attendance percentage and the evaluation criteria for module

grades and exceeding the attendance policy can lead up to probation warnings and termination from the program.

Any missed time for tardy, early departures, and absences must be made up. 100% attendance is mandatory for Phlebotomy students.

## TERMINATION FOR CONSECUTIVE ABSENCES

Phlebotomy students will be terminated for missing three (3) consecutive class sessions. Students cannot be absent for more than 10 consecutive days between the conclusion of in-house classroom training and externship unless on an approved leave by the campus director.

## GRADING SYSTEM

American Harbor College uses the following scale as its standard grading system. Also note, the institution does not offer non-credit courses, remedial, or non-punitive (pass/fail) grades.

GRADE	PERCENT	DESCRIPTION	GRADE POINTS	GRADE	DESCRIPTION
A	90-100	EXCELLENT	4.0	CR	CREDIT RECEIVED
B	80-89	GOOD	3.0	FRP	FAILED / REPEATED / PASSED
C	70-79	AVERAGE	2.0	FRF	FAILED / REPEATED / FAILED
D	60-69	BELOW AVERAGE	1.0	NG	NO GRADE / NO CREDIT
F	0-59	FAIL	0.0	I	INCOMPLETE
				W	WITHDRAWN
				No percent values apply, and no grade points are awarded for the descriptors above.	

## ACADEMIC STANDARDS

American Harbor College evaluates student academic performance on a 4.0 grading scale, whereby a cumulative grade point average (GPA) of 2.0 must be maintained for consideration of making satisfactory academic progress. However, a final module grade of “D” is considered passing for these programs.

**Grading Formula:** Final module grades are determined by total points received resulting from a weighted application of grading criteria, i.e., module exam (60%), quizzes/assignments/lab skills (30%), and participation (10%). For example, a module test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other two grading criteria to determine a student’s overall module grade. If a student fails the final exam for any given module in any program, the student can

retake another version of the final exam one time no later than the following scheduled class. The student will receive a maximum grade of 75% on the retake. If the student fails the retake, s/he will receive a failing grade for the module regardless whether the calculation of other grading criteria would have resulted in a passing grade. A retake exam is allowed a maximum of 3 different module exams.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP is conducted formally for all programs at certain intervals to determine whether a student is maintaining the minimum standards for both attendance and GPA. Students in all programs are expected to have made enough progress at these intervals to allow for program completion within the maximum timeframe, which is 150% of the normal length of the program. If an SAP monitoring interval falls within a module, the student’s progress will be calculated at the end that module.

SAP is monitored four times during each program’s academic year: 1) at the quarter-point (25%); 2) at the midpoint (50%); 3) at the three-quarter-point (75%); and 4) at the program completion date (100%). SAP for Phlebotomy is done at the 50% and 100% point of the program.

At each monitoring point, the student’s cumulative attendance percentage, cumulative GPA, and cumulative number of credit hours successfully completed are assessed. If a student’s enrollment is extended beyond the normal length, SAP also will be assessed at a maximum of two additional intervals: the 125% point of the program and the 150% point, the latter of which will serve as the revised expected completion date.

The table below reflects the minimum number of credit hours, for each program, that must be successfully completed at each interval. All program requirements must be completed within the maximum timeframe, as measured in credit hours. The last row of the table indicates the maximum number of *attempted* credit hours allowed in order to complete the program within the established maximum timeframe. Any grade of “W” (Withdrawn); see course incomplete policy, will be calculated into the maximum number of attempted credits as well.

	CPT1
<b>25%</b>	NA
<b>50%</b>	.08
<b>75%</b>	NA
<b>100%</b>	1.1
<b>125%</b>	NA
<b>150%</b>	1.5
<b>Maximum number of attempted credit hours</b>	2.25

**Maximum Timeframe:** In order to graduate, a student must successfully complete their program within the established maximum timeframe. If a student is not able to complete the program within this time period, they will be withdrawn (refer to the chart on page 11 for time frames). Periods of approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum timeframe. If withdrawn, for not meeting the maximum timeframe requirements, students may appeal the termination decision within (5) calendar days to request readmission and write a statement of what will be different if readmitted. If student is allowed readmission, the entire program must be taken over again.

## PROBATION

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance, academics (GPA) and/or conduct. Probation will occur if the student's cumulative attendance or GPA is below the stated minimum standards required at any of the SAP monitoring points or if s/he is determined to have exhibited misconduct (e.g., foul language, disrespect to staff/students, etc.). The campus director also has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated tardy/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy.

Students placed on probation will sign and receive a written notice indicating the duration of and reasons for the probation, including corrective actions required to remain in good standing. If the student fails to comply with the stated corrective actions, s/he will be terminated. Exceptions may be made due to extenuating circumstances, at the discretion of the campus director, and only upon receipt and approval of applicable supporting documentation. A student's refusal to sign the probationary form will not exempt him/her from the conditions of probation and may lead to further disciplinary action including termination. Periods of an approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the probationary period.

Unless otherwise stated for a specific reason, the probationary period is thirty (30) calendar days but may be longer for academic (GPA) probation if the projected end date falls within a module. If so, the end date of the probationary period may be the module end date. Upon successful completion of the action plan, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met (normal timeframe is the remainder of the current module). If the student has not satisfied the terms of probation but has made substantive improvement, the campus director may extend the probationary period for fifteen (15) calendar days. If the extension date falls within a module for academic probation, the extension may be until the module end date. If the student fails to comply with the extended probationary conditions, s/he may be suspended or terminated.

## COURSE INCOMPLETES

A student will receive an "Incomplete" grade for a module if s/he (1) attends more than half of the module but does not satisfy the minimum attendance requirement by module test day or (2) has sufficient attendance to test but does not sit for the scheduled module final exam. A grade of Incomplete cannot be given as a final grade. The "I" grade will automatically change to an "F" grade if the student does not sit for the make-up exam within the program's allotted time period. This will require the student to repeat the module. (*See Make-up Policy and section titled Course Repetitions for conditions specific to each program.*) If a student is terminated with a grade of "Incomplete" for any module, the "I" will be changed to a "W" (Withdrawn) and be reflected as such on the student's academic record and will be calculated as the maximum timeframe of completion per the SAP Policy.

## MAKEUP POLICY

This policy applies to making up absences and module exams in all programs. Students are strongly advised not to miss class unless necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible.

If class is missed, it is the student's responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to Student Services for a make-up log. Students in the Phlebotomy Technician 1 program must make up their time missed at the next session which covers the same material that was missed.

**Attendance Make-up:** Absences that are made up before a module final exam will count as a day present toward the student's cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 14 calendar days from the module end date; otherwise, the absence(s) will be permanent on the student's attendance record.

**Module Exam Make-up:** If a missed module exam is not made up within the established timeframe for a program, the student will receive an "F" grade and will have to repeat the entire module when offered again. This score will be calculated with other grading elements to determine the overall final grade for the module. Students must consult directly with their instructor or program director to schedule and sit for a make-up test. The exam will be administered outside the student's normal class schedule.

**Make-up Timeframes:** Module exams must be made up within 14 calendar days. Failure to take the make-up module exam within the stated timeframes will result in an automatic "F" for the module, and the student will have to repeat the module in its entirety.

## *COURSE REPETITIONS*

A student must repeat (retake) any failed module to attain a passing grade. Grades earned for repeated modules will replace the original grade in determining academic progress and GPA; however, all module final grades will be on the student's transcript. **A student cannot repeat a module s/he passed in order to obtain a higher grade.** There are limits as to how many times a student can repeat a module or a certain number of modules in a level, depending on the program (*see below*). To repeat a failed module during the next available offering, students in all programs must submit the Petition Request form to Student Services. If the request is not voided before the module start date, the student will be obligated to the schedule and tracked accordingly for attendance and academic purposes. **The Course Repetition policy does not apply to extern modules. Students in all programs should refer to the Maximum-F Rule Policy for additional information regarding limits on repeating failed modules.**

Students can take any module a maximum of three (3) times but must pass it by the third attempt. Therefore, a student may repeat any failed module a maximum of two (2) times.

**Charge for Repeating a Module:** The cost for repeating a module a second time is calculated at a "per-credit hour" rate. The program tuition amount is divided by the program's total clock hours. That number is then multiplied by the total number of hours for the repeated module (e.g., 45, 90, 96) to determine the cost to be charged. The tuition amount is taken from the Program Tuition Chart reflected in the School Catalog applicable to the student's enrollment.

## *MAXIMUM "F" GRADES ALLOWED BEFORE TERMINATION*

Students will be terminated for failing a certain number of modules or the same module after a certain number of times, depending on the program. This policy applies to all modules and levels, excluding externship. **For all programs, this policy applies regardless whether any failed modules have been repeated and passed and includes "F" grades resulting from "Incompletes" that were not made up in time.**

## *EXTERNSHIP*

Externship is part of the Phlebotomy program. Students in all programs must complete externship with a satisfactory grade in order to complete the program successfully and receive a diploma. Except where noted for a program,

externship is subject to the same policies and procedures as the rest of the program. A student will not be allowed to begin externship if s/he has not met minimum attendance requirements and/or has not passed all modules. Certain extern sites may require a criminal background check prior to placement at their site.

The site will assign an extern supervisor who will evaluate student progress and performance, along with ongoing follow-up by AMERICAN HARBOR COLLEGE. Lengths and schedules may vary depending on the program and site. (*Refer to individual program outline and course description.*) Completing less than the projected weekly hours may result in an extension to the student's expected completion date. However, any hours completed in excess of the amount scheduled weekly may not count toward the student's completion total. The specific site will be determined by AMERICAN HARBOR COLLEGE in conjunction with the student's completed Extern Questionnaire. **Evening schedules cannot be guaranteed. Additionally, student may travel up to 40 miles from campus to the site required.**

If a student withdraws or is terminated during externship, any hours completed during the module will be voided. As a result, the student must repeat all hours that were previously completed during that module. If the student is dismissed from an externship site, the student must return to the school for advising, remediation or disciplinary action that could lead up to termination from the program. **If a student is fails to complete externship after attending a second site, s/he may be terminated from the program.**

Extern schedules will vary in the number of hours per day as for the in-house schedule and are processed through the Career Services department. Some schedules may vary depending on the site requirements.

**Extern During Breaks:** Externship schedules may occur during summer/winter. If so, students are strongly advised to continue extern training with no interruption, as doing so will result in voided hours for the module and in their expected completion date being extended indefinitely. If a student's request for interruption is received and approved, s/he is further advised that the availability of sites cannot be guaranteed. Therefore, students whose externship is interrupted for any reason (e.g., LOA, request to change site) will more than likely be placed at another site upon their return to school and only after those students who are already in line for placement.

## LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) for emergency circumstances that prohibit him/her from attending school. Requests for LOAs must be made through and approved by the Student Services department. Such requests will be considered on an individual basis and are subject to the following conditions:

1. A LOA must be requested in writing, via a specific form provided to the student upon request, which must be completed in full. However, if unforeseen circumstances prevent a student from completing the form prior to taking a LOA, the School may grant the request if it documents its decision and collects the written request later.
2. In no event can a student take a LOA for less than one week. If an approved LOA begins during a week, the remaining days of that week will be counted as one full week toward the total number of allowable weeks for LOA.
3. The maximum timeframe for any approved leave of absence is one half the program length or 180 calendar days, whichever is shorter.
4. A maximum of two (2) leaves of absence may be taken during any twelve (12) month period, and the total number of days/weeks for both LOAs cannot exceed one half the program length or 180 days, whichever is shorter. The 12-month period begins on the first day of the student's initial LOA. An additional LOA may be granted to military personnel called for duty, upon receipt of applicable documentation.
5. If a leave of absence begins during a module, the student will be withdrawn from the module, and it will be rescheduled in its entirety upon the student's return. This includes extern modules.

6. A student must return from a LOA at the beginning of a module that s/he has yet to successfully complete; a student cannot return into a module that s/he has already passed.
7. Upon return from a LOA, a student's expected completion date will be extended, at minimum, for the number of weeks of the LOA period; and the extension can include additional weeks depending on the schedule rotation upon the student's return. Students are advised that they may also be required to attend an alternate class session (e.g., afternoon instead of evening) or different class sessions concurrently, at times, in order to complete the program within the allowable maximum timeframe.
8. Students who fail to return to class on the scheduled "return date" following a leave of absence will be automatically terminated from the program. A student may return earlier than the scheduled return date if s/he returns at the beginning of a module that s/he has yet to successfully complete.
9. Students making tuition payments to the School remain under that obligation during a leave of absence.
10. Students will not be eligible for any financial assistance, nor will any training/enrollment verification forms be processed during a leave of absence.

## BACKGROUND CHECK AND PHYSICAL EXAM

Students in all programs may be required to provide valid documentation of a physical exam detailing immunizations at least a few weeks prior to extern placement or clinical training. Students will be informed if they must provide such documentation, as it depends on AMERICAN HARBOR COLLEGE's extern agreement with certain sites.

**Students are strongly advised that placement at a given site may be jeopardized if the requirements involving either a background check or physical exam are not met in a timely manner.**

## SUSPENSION AND TERMINATION

Students are always required to follow all rules and abide by all regulations while on campus or at extern and to exhibit respect for others and self-discipline. **AMERICAN HARBOR COLLEGE strives to maintain a safe learning/working environment and has a zero-tolerance policy for making threats to staff or students.** A student may be suspended or terminated for any of the following reasons:

1. Cheating or falsification/misrepresentation of material information in any School records including, but not limited to, application/enrollment paperwork, quizzes/exams, homework, and sign-in (attendance) sheets, whether inadvertent or deliberate;
2. Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law;
3. Stealing, defacing, or mutilating any School property (e.g., computers, labs, classrooms, offices, restrooms);
4. Disobedience or disrespect toward an instructor or administrative staff member;
5. Disrespect toward another student or behavior creating a safety hazard to students and/or other persons at the School, as well as making any threatening comments while on campus, including breaks, or at externship;
6. Possession of drugs, alcohol, or weapons on school premises;
7. Excessive absenteeism, including tardy and/or early departures;
8. Failure to meet financial obligations; or
9. Any other determined infraction of misconduct.



A student who is suspended from school is marked absent for all days s/he is on suspension and is not exempt from applicable school policies regarding poor attendance. A student's refusal to sign the suspension form will not exempt him/her from the conditions of suspension and may lead to further disciplinary action including termination. If terminated for consecutive absences, the date of determination of the student's withdrawal will be the tenth consecutive day of absence for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*).

## GRADUATION REQUIREMENTS

Upon successful completion of the training program, a student will earn a diploma and final official transcript, provided the student meets all the following conditions:

1. Achieves a minimum cumulative grade point average (GPA) of 2.0;
2. Achieves a minimum cumulative attendance percentage of 100% for the Phlebotomy Technician I Program
3. Is present on the last scheduled day of the program; and
4. Satisfies all financial obligations to the School.

Diplomas and final transcripts are issued generally within four to six weeks of the completion date. During this time, graduates can request a formal letter verifying completion of the program provided the above conditions are met.

## LICENSURE INFORMATION

Upon Graduation, students will be able to apply to the California Department of Public Health – Laboratory Field Services to become California Licensed Certified Phlebotomy Technician I.

You will need the following documents ready to fill out the required fields for your license application

1. Transcript information (from the high school or college that sent your official transcripts to the state). Name of school / college, dates of attendance, area of study (High School would be General Education)
2. Electronic copy of your NHA Certificate (will also be asked for the Certificate no.)
3. Electronic copy of your California Practical Training Form, with all information filled out, from your externship site. Double check the start and end date of training and make sure end date aligns with the end date on your AHC Diploma, if you are applying for the license yourself and not at the school.
4. Electronic copy of you Diploma from American Harbor College (will input AHC address, start and end dates)
5. Credit Card or banking information for online payment will be the final stage of your application.

Go to <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist-CPTI.aspx> link to begin your application.

## ORIENTATION FOR NEW STUDENTS

Each department conducts a short presentation to all new starts, which is normally held before the first-class session. The orientation includes an introduction to AMERICAN HARBOR COLLEGE staff and a detailed overview of various AMERICAN HARBOR COLLEGE policies as outlined in this catalog.

## *DRESS CODE*

Prospective students are provided the dress code policy during the enrollment process, which identifies more stringent requirements for certain programs. During the admissions process, applicants sign an acknowledgement form that they agree to abide by the policy and have received a copy of the policy. Extern sites also may dictate a dress code policy somewhat different than that from AMERICAN HARBOR COLLEGE. If so, the site's policy will override AMERICAN HARBOR COLLEGE's. **Students are strongly advised to adhere to the dress code, as failure to do so can result in not being admitted to class or being dismissed from campus or extern and marked accordingly for attendance. Repeated infractions also can result in probation, suspension, or termination.**

## *COMPUTER LAB*

AMERICAN HARBOR COLLEGE provides a computer lab, a variety of software directly related to the various programs, and general applications such as typing tutors and applications for word processing and spreadsheet/database. Students are prohibited from downloading or using any external software on AMERICAN HARBOR COLLEGE computers, which are to be used only for school/program purposes.

## *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*

American Harbor College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies or to comply with a judicial order or lawfully issued subpoena.

## *TRANSCRIPTS AND RECORDS*

Copies of unofficial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the student. Students must complete the Petition Request form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of twenty-five dollars (\$25.00) will be required for any additional transcripts. AMERICAN HARBOR COLLEGE will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan

obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including the following: F, W, FRP, and FRF (*see section on Grading System for grade descriptions.*)

AMERICAN HARBOR COLLEGE maintains a file for each student that contains all requisite information on their enrollment, financial, and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of an AMERICAN HARBOR COLLEGE employee and/or request to have the file copied, excluding any and all test materials. No officer, administrator, or employee of American Harbor College shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent apart from any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period.

## SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature while at the College. No student, applicant, faculty member or other employee of American Harbor College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that s/he is a victim of sexual harassment by any student, applicant, faculty member or other American Harbor College employee should bring the matter immediately, in person, to the attention of the campus director or AMERICAN HARBOR COLLEGE president or call the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the school officials. American Harbor College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

## TRANSFER OF CREDIT TO ANOTHER SCHOOL

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at American Harbor College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the phlebotomy technician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Harbor College to determine if your credits will transfer.

## TRANSFER OF CREDIT TO AMERICAN HARBOR COLLEGE

AMERICAN HARBOR COLLEGE has complete discretion as to which credits, if any, will be accepted from another institution. This policy does **not apply to the Phlebotomy Technician 1** courses. An applicant may appeal a transfer of credit decision (see Appeals policy in this catalog). AHC does not have an articulation agreement with any other institution of higher education. Also, there is no option to earn credit through examinations such as the following: ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES), Subject Standardized Testing (DSST), or any other widely accepted industry certification.

Credit allowed will be reflected on the enrollment agreement, and the length of the program will be shortened accordingly. Any applicable third party (e.g., rehabilitation counselor, DVA, etc.) will be notified of the student's adjusted enrollment. Students who are granted such credit may also have their tuition reduced on a pro rata basis.

**Limitations for Transfer of Credit:** The maximum amount of the program that can be reduced by a transfer of credit is 30%, excluding externship, unless special circumstances warrant further consideration by the campus director. The theory and clinical/lab portion of a course or level must have been taken no later than three (3) years ago.

**Requirements:** Applicants with documented prior training in their chosen program of study must request credit evaluation during the admissions process for consideration of receiving applicable credit for that training. Such requests and valid documentation must be presented to and approved by the program director or a designee prior to signing the enrollment agreement.

Valid documentation includes, at minimum, an official academic transcript and syllabi/course outline from an institution accredited by an agency recognized by either the U. S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Applicants with prior training from an institution that is **not** recognized by either USDE or CHEA should refer to the Course Challenge policy below.

**Evaluation of Credits:** While there is no minimum GPA requirement, transfer of credit is evaluated on the quality of credits earned from another institution relative to their comparability and applicability to the enrollee's chosen program at AHC. If a transfer of credit is accepted for a course, the grade earned at the other institution for that course will be added to the student's academic record for the corresponding course at AHC. *Note: AHC does not issue "+ or -" letter grades (e.g., B+, C-), so only the letter grade (e.g., B, C) will carry over to the student's record.*

**Testing for Transfer of Credit:** Rather than accepting a transfer of credit, AHC may choose to administer a comprehensive written and/or oral exam for each course/module to measure or affirm the applicant's previous education and training (except for PH1 course). The evaluation can include an assessment of lab skills, as applicable, for the applicant to demonstrate enough knowledge and skills in a clinical or lab setting. A minimum score of 80% on each exam is required in order to receive credit for that course. If passing, the grade earned on such exams will be added to the student's academic record at AHC. If an exam is failed, the student will not receive transfer of credit and must take the course offered by AHC.

**Courses Eligible for Transfer of Credit:** Per licensure requirements, the Phlebotomy Technician I program is not for acceptance of transfer credits.

## COURSE CHALLENGE

*Applicants to the PT 1 program cannot challenge a course that they have not taken previously, as mandated by Department of Public Health and Safety.*

## RE-ENTRY

Students who were terminated or who voluntarily withdrew from their program must submit a letter requesting approval to re-apply. The letter must clearly demonstrate that the condition(s) causing dismissal to have been corrected to afford AMERICAN HARBOR COLLEGE management a measure of confidence in the student's ability to succeed. Upon such approval, the applicant may apply for another enrollment and must follow all admissions policies and procedures, except for the entrance test. Scores on the entrance test are good for life, unless minimum requirements were revised, and the student's previous scores do not meet the new minimum standards. Applicants approved to re-enter the program will be evaluated by the program director or a designee for evaluation of retained skills. This evaluation will determine whether the student's level of retained skills and knowledge is enough to warrant excusing the student from repetition of certain courses in the program. The length of any allowable LOA will be based on the student's new re-entry schedule.

If a student was terminated for not fulfilling his/her financial obligation to AMERICAN HARBOR COLLEGE, s/he must plan to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time may not be eligible to reapply for 12 months from the date of determination of their second termination.

## PERSONAL PROPERTY / LIABILITY

AMERICAN HARBOR COLLEGE is not responsible for loss or damage to personal property or for personal injury. This includes, but is not limited to, inadvertent needle sticks during medical program lab sessions or externship, contact with blood, or any other potential hazard that may occur while on the school grounds or at a school function outside the facility. AMERICAN HARBOR COLLEGE strongly advises students to obtain their own health insurance coverage for the period of their enrollment in order to cover any potential costs due to unforeseen injuries while enrolled.

## DRUG AND ALCOHOL PROGRAM

In compliance with federal and state law, American Harbor College maintains a program to prevent the illicit use of drugs and the use of alcohol by its students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited and must sign a statement indicating that they are aware and will abide by AMERICAN HARBOR COLLEGE's policy.

Drug Prevention program. Students violating this policy will be subject to immediate termination. The program consists of:

1. Distribution of the *Drug & Alcohol Abuse Policy Statement* form (provided at time of enrollment) that describes the perils of drug abuse, including life threatening factors and other health risks associated with the use of illicit drugs and alcohol. Students are required to sign and date this form for inclusion in their file.

2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
3. Referrals to workshops and seminars with outside experts conducting lectures on anti-drug abuse.

## JOB PLACEMENT ASSISTANCE

Placement assistance is a service that is available to graduates and THE COLLEGE strongly recommends that students take advantage of this service. Students will meet a Career Service Advisor on or before the first day of class to understand AMERICAN HARBOR COLLEGE'S guidelines. The Career Services department has experienced and dedicated staff to provide graduates with job placement assistance. Placement assistance is available to all students who successfully complete the requirements for graduation in their respective program. Graduates can waive the right to placement assistance by signing a waiver, however, can change their mind at any time if or when their situation has changed. **AMERICAN HARBOR COLLEGE does not guarantee placement.**

While the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. AMERICAN HARBOR COLLEGE will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services department will instruct and guide students/graduates with career planning, interviewing techniques, résumé preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews; and excessive jewelry or body piercing may be cause for distraction during an interview.
- Being punctual for your interviews is crucial. In addition, you must advise your career service advisor promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.
- The Career Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such cases, the department will look in other areas within a reasonable distance from the student's chosen area.
- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Career Services department of his/her contacts and activities.
- The Career Services department never warrants, guarantees, or promises a level of compensation. Compensation depends solely the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.
- It is essential that the student not only to be proficient in his/her field of study but also be able to sell his/her abilities during an interview.

***OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO AMERICAN HARBOR COLLEGE GRADUATES!***

***PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.***

***WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.***

## SMOKING

American Harbor College maintains a smoke-free environment. Smoking areas are designated outside the school facility. Smoking is not permitted in restrooms, classrooms, or other interior areas of the College. Violation of this policy will result in disciplinary action.

## FOOD and DRINKS / STUDENT LOUNGE

No food (including candy and gum) or open drinks are allowed in school classrooms, unless approved by AMERICAN HARBOR COLLEGE management. Only closed-lid bottles are permitted. Additionally, no food may be eaten in the front entrance areas, hallways outside of the campus, bathrooms, or stairwells. A student lounge and common areas are available for eating and leisure during breaks. Students are strongly advised to respect the rights of all students and staff by maintaining a clean environment.

## PERSONAL CALLS AND VISITS

**Students cannot use AMERICAN HARBOR COLLEGE's office telephones for personal use, and cell phones must be turned off during class.** Messages will be taken if AMERICAN HARBOR COLLEGE receives a call for a student. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message.

Visitors are welcome to AMERICAN HARBOR COLLEGE and must check in at the front desk. A guided tour will be arranged by appointment. **Children are not allowed in classrooms or labs at any time and cannot be left unattended.** Students are strongly advised that, due to federal privacy laws, AMERICAN HARBOR COLLEGE staff will not reveal a student's status to anyone visiting the campus, including family members. Exceptions will be made to those persons indicated by the student on his/her Buckley Amendment form or to comply with a judicial order or lawfully issued subpoena.

## FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, or hospitals may be scheduled by the instructor. The purpose of field trips is to augment classroom instruction by exposing students to the working world in their respective career field. Guest speakers may be invited to reinforce classroom training. Students are required to attend all scheduled field trips instead of attending school for that day or they will be marked absent.

## TUTORIAL ASSISTANCE

American Harbor College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. However, students are urged to take the initiative in seeking help directly with their instructor or program director.

## STUDENT ACADEMIC ADVISEMENT

AMERICAN HARBOR COLLEGE's faculty and staff are available to advise students on academic problems and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress in order to successfully complete the program.

## CHANGE OF ADDRESS

Students must submit a Petition Request form indicating any change of address or telephone number(s) immediately to the Student Services department. Request forms are available at the front desk.

## GENERAL ASSISTANCE

AMERICAN HARBOR COLLEGE understands that students may require assistance regarding personal issues while enrolled. AMERICAN HARBOR COLLEGE does not have dormitories or housing availability and is not responsible in finding or assisting students in finding housing. The estimated amount of local housing within a 5-mile radius of the school is \$1300-\$1800. AMERICAN HARBOR COLLEGE maintains information pertaining to local temporary housing, child-care facilities, babysitting services, and local transportation, all of which will be provided upon request. If you are seeking part-time employment while at school and can legally work in the United States of America, please see the Career Services department. If other information is required, please make your request at the front desk.

## FACULTY QUALIFICATIONS

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach and hold a current license with the State of California.

## APPEALS

Students may appeal decisions on probation, suspension, and termination if they believe them to be unjust. A written appeal must (i) specify the basis for the request, (ii) include any relevant documentation, and (iii) be submitted to the campus president within five (5) days of such a decision. After review by management, the School will respond to the appeal within three (3) days of it being filed.

## COMPLAINT PROCEDURE

When problems arise, students should make every attempt through AMERICAN HARBOR COLLEGE's formal



complaint procedure to find a fair and reasonable solution to the matter. Students are encouraged to bring any complaints first to the attention of their instructor who will attempt to resolve the problem. If the instructor is unsuccessful or unable to assist the student, then s/he will notify Student Services.

If the problem still cannot be resolved, the campus director will be notified; and s/he will investigate the complaint by gathering information and documentation. Upon the director's review and determination, the student will be informed of the decision and a summary of the decision maintained on file. However, only after the student has exercised all the available channels within AMERICAN HARBOR COLLEGE's formal complaint procedure, and the problem(s) has not been resolved, the student has the right, and is encouraged, to take the following steps:

1. Contact the ABHES office by mail. All complaints must be submitted in writing. The complaint must state in narrative format the specific allegations in enough detail and with enough supporting documentation to permit understanding of the nature of the complaint and its factual support.
2. The written complaint and supporting documentation must be emailed to Complaints Specialist, [info@abhes.org](mailto:info@abhes.org), or mailed to Complaints Specialist, 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043.

Unresolved complaints may also be directed to the state licensing agency: Bureau for Private Postsecondary Education (BBPE) at P.O. Box 980818, West Sacramento, CA 95798-0818; Tel: (916) 431-6959 or (888) 370-7589 / Fax ((916) 263-1897; or visit [www.bppe.ca.gov](http://www.bppe.ca.gov).

WIA participants also may be directed to their respective WIA representatives. Participants are requested to see the Student Services department for their counselor's address and phone number.

## TUITION PAYMENT

Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of the AMERICAN HARBOR COLLEGE's tuition payment plans. Several payment plan options exist, and a qualified staff will assist students in financial advising and applying for aid through financial assistance programs. AMERICAN HARBOR COLLEGE does not participate in Federal Title IV financial aid program. Students who fail to make a good-faith effort to process their financial assistance paperwork or to make payments in a timely manner may be subject to disciplinary action.

Financial arrangements must be made with qualified staff prior to enrollment. Private payments are made through AMERICAN HARBOR COLLEGE's business office or an authorized designated party. Payments may be made with cash, check, money order, or credit card, and are payable to American Harbor College. Checks returned for insufficient funds will be charged the current processing fee, as published in this catalog. If tuition payments made by check are returned more than once for insufficient funds during the term stated on the enrollment agreement, all future payments must be in cash or by money order.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

### *Past Due Accounts:*

Due to the short nature of the program, delinquent tuition payments over 14 calendar days may cause an interruption to a student's training. Delinquent tuition beyond 180 days may be turned over to an outside agency for collection efforts. Students who have been dismissed for non-payment of tuition will not be considered for re-admittance until all delinquent tuition payments have been paid in full. AMERICAN HARBOR COLLEGE reserves the right to withhold student transcripts for completed clock/credit hours that have not yet been paid.

## CANCELLATION

You have the right to cancel the enrollment agreement for the program of instruction, and obtain a refund of charges paid through attendance at the first class session, or seventh day of enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the front page of the enrollment agreement. You can do this by mail, hand delivery, or email [studentservices@ahc.edu](mailto:studentservices@ahc.edu) or, you may cancel by telephone and will be asked to send a follow-up email documenting date and time of cancellation.

If you cancel the agreement, the School will refund any money that you paid, less any deduction for additional fees as outlined on the Enrollment Agreement, within 45 days after receipt of your notice of cancellation.

Additionally, the School also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his/her agreement prior to the scheduled class start or may never attend class (no show). The School may consider a withdrawal after the class start as a cancellation or no show and, therefore not consider the applicant as a new start. Additionally, the School reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

## REFUNDS AFTER WITHDRAWAL FROM PROGRAM

As a student at AMERICAN HARBOR COLLEGE, you have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the agreement, which is until midnight of the 7<sup>th</sup> calendar day following the first class you attended, AMERICAN HARBOR COLLEGE will remit a refund, less any applicable registration fee, not to exceed \$200.00 within 45 days following the date of determination of your withdrawal. If tuition is paid by credit card, the established processing fee by the individual credit card will be deducted from the refund amount.

### *PRO RATA REFUND POLICY*

AMERICAN HARBOR COLLEGE applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, AMERICAN HARBOR COLLEGE will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, AMERICAN HARBOR COLLEGE will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the total institutional charges for the period of enrollment.
2. Divide the total institutional charges by the total number of hours in the period of enrollment to determine the tuition charges per hour.

3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, and any additional fees specified on the enrollment agreement, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the School. The amount not paid by the student for the total institutional charges is the amount the student owes to the School.

**If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to plan to pay the balance.**

## *REFUND EXAMPLES*

1. **Student completed 60% or less of the program:** A student enrolled in a 900-clock hour program but was terminated after completing 200 clock hours. The student paid \$2,000 as of the withdrawal date:

Tuition:	\$3,898.00
Registration Fee:	\$200.00 (non-refundable)

- (a) Tuition charge per hour is \$4.33 ( $\$3,898.00$  divided by 900 clock hours)
- (b) Total institutional charges equal \$1068.00 ( $(\$4.33 \times 200 \text{ hours}) + \$200 \text{ reg fee}$ )
- (c) Refund amount is \$932.00 ( $\$2,000.00 - 1068.00$ )

2. **Student completed more than 60% of the program:** A student enrolled in a 500-clock hour program but was terminated after completing 400 clock hours. The student paid \$3,500 as of the withdrawal date:

Tuition:	\$3,400.00
Registration Fee:	\$200.00 (non-refundable)

- (a) Tuition charge per hour is \$6.80 ( $\$3,400.00$  divided by 500 clock hours)
- (b) Total institutional charges equal \$3,600 ( $\$3,400.00 + \$200 \text{ reg fee}$ ); total tuition is charged since student completed more than 60%
- (c) Balance owed by student is \$0 ( $\$3,600.00 - \$3,600.00$ )

## *DETERMINATION OF WITHDRAWAL DATE*

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started. A student on an approved LOA retains in-school status.

## *STUDENT TUITION RECOVERY FUND (STRF)*

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

# TUITION CHART

Program	Tuition <sup>1</sup>	Reg. Fee <sup>2</sup>	Estimated Book/Material fee	Total
<b>Phlebotomy Technician 1</b>	\$1,205 / \$1880	\$250.00	\$145 / 165	<b>\$1,600/ \$2295</b>

- Weekday classes = \$1600
- Weekend classes = 2295

<sup>1</sup> The registration fee is non-refundable if a student cancels enrollment within the first 7 calendar days of upon enrollment or by the first day of class, whichever is later

**AMERICAN HARBOR COLLEGE reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required.**

**The total charges are for the entire educational program.**

**Any changes in tuition or fees will not affect those students in attendance at the time of such changes.**

## OTHER FEES

**Tuition Paid in Installments:** \$100 processing fee for tuition payments made in installments.

**Transcript/Diploma:** A \$25.00 fee will be charged for any additional transcripts issued after the first one, which is provided at no charge.

**Returned Check:** A \$35.00 fee will be charged for any check that is returned, unpaid to AMERICAN HARBOR COLLEGE. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.

**Late Payment:** A \$25.00 fee will be charged for late payments 3 or more days delinquent on agreed-to tuition installments made directly with AMERICAN HARBOR COLLEGE, unless the student has made prior arrangements with the administrative office.

**Additional Uniforms and Textbooks:** Charges will be at the current rate. Used books, if available, will be charged at one half the current prices. If available, used books can be borrowed for the time within class for \$30

**Payments Made by Credit Cards:** One time \$40 processing fee may be charged when making a payment with American Express and Discover credit cards. All other credit card transactions are a flat fee of \$5 per transaction

**Payments Made by Credits Cards:** There is a processing fee, however if a student cancels or drops and paid by credit card the processing fee would be taken out of the refund.

**Phlebotomy Test and License:** Upon successful completion of the Phlebotomy Technician 1 Program, students are required to sit for a National Exam and apply for a license from the State of California in order to work as a phlebotomist. **Fees for the exam and license are not included in the tuition.**

# Phlebotomy Technician 1 (SOC 31-9097)

## *EDUCATIONAL OBJECTIVE*

The Phlebotomy Technician 1 program prepares students for entry level employment as a Phlebotomy Technician 1 in the State of California. Students will receive training in obtaining blood specimens by venipuncture and micro-collection techniques. Students will also learn specimen collection and processing and will become proficient in venipuncture and capillary punctures. In addition to classroom training, an externship in a clinical laboratory is required before graduation, during which the student must perform at least 50 venipunctures and 10 skin punctures. Additionally, the student should observe a minimum of two (2) arterial punctures. The program is delivered residentially.

## **PROGRAM OUTLINE**

<b>Module</b>	<b>Course Title</b>	<b>Weeks</b>	<b>Clock Hours</b>	<b>Credit Hour</b>
PHT100	Beginning Didactic	1	20	1.0
PHT200	Advanced Didactic	1	20	1.0
PHT300	Practical Clinical	2	40	0.5
	<b>TOTALS</b>	<b>7</b>	<b>80</b>	<b>1.5</b>

- **High school diploma or GED is required for program admission and state license.**
- **Graduates must pass a national exam and become licensed by the state prior to being able to work as a phlebotomist in California. The national exam is not covered by tuition.**
- **Felony convictions may negatively impact your chances of obtaining a state license.**

# Phlebotomy Technician 1 (SOC 31-9097)

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## **PHT 100 – BASIC DIDACTIC:**

This course provides the students with the knowledge of the various body systems, their interrelations and related disease, basic infection control, universal precautions and safety, patient and specimen identification, selection and preparation of skin puncture site, blood collection equipment, tubes and additives, proper order of draw, proper venipuncture, post puncture care and proper disposal of waste materials. This course consists of lecture components, directed class discussion, audio-visual aids, demonstrations, role-playing and clinical evaluation.

## **PHT 200 – ADVANCED DIDACTIC:**

This course provides the students with the knowledge of advanced infection disease control and biohazards, anticoagulation theory, specimen collection, anatomical site selection and patient preparation, arterial puncture, risk responses to complications, requisitioning, specimen transport and processing, professional behavior and ethics, quality assurance and legal issues related to blood collection. The course will be taught via lecture, video, discussion and lab.

## **PHT 300 – PRACTICAL CLINIC:**

This one-week course provides the students with hands on experience working with actual patients in a clinical setting. The students will perform venipuncture and skin punctures under the supervision of clinic staff members. The student must complete a minimum of 50 venipunctures and 10 skin punctures as required by the State of California Department of Health Services.

## PLEBOTOMY TECHNICIAN I PROGRAM START DATES

M-TH 9AM – 2  
PM

<b>Module Start Date</b>	<b>Module End Date</b>
01/07/2020	02/8/2020
2/17/2020	3/5/2020
4/6/2020	5/7/2020
5/18/2020	6/20/2020
6/3/2020	7/12/2020

M-TH 5:30PM-  
10:30 PM

<b>Module Start Date</b>	<b>Module End Date</b>
1/27/2020	2/27/2020
3/16/2020	4/19/2020
4/27/2020	6/1/2020
5/18/2020	6/20/2020



## FACULTY AND STAFF

Linnea Ray, President  
BS in Psychology, Texas Christian University

Brian Haggerty, Vice President  
BA in Business Administration with emphasis on marketing, California State University

### Staff

Ludim Hernandez – Executive Assistant, Student Services Support  
BA Business Management, University of Phoenix

### Faculty

Jayne M Grint, Phlebotomy Department Chair, RN, MSN/Ed, PHN  
LVN, Chaffey College, Alta Loma, CA; RN, Associate Science Degree, Chaffey College, Alta Loma, CA, BSN, University of Phoenix, Long Beach Campus; MSN/Ed, University of Phoenix, Costa Mesa Campus.

Manuel Castro, Part-time Phlebotomy Technician Instructor and Program Director  
Los Angeles Valley College, 2000, X-Ray technology – Nova Institute 1989, Medical Office Management, Glendale College, 1980. Current licenses, CA Certified Phlebotomy Technician, CMA

Andrea Torres, Part-time Phlebotomy Technician Instructor  
Universal Schools & Colleges of Human Health Services, Phlebotomy Technician Course 2009, Current licenses, CA Certified Phlebotomy Technician





AMERICAN HARBOR  
COLLEGE

# American Harbor College Student Catalog

July 1, 2020 - June 30, 2021

2445 W. Chapman Ave. #260  
Orange, CA 92868  
[www.ahc.edu](http://www.ahc.edu)

**Print Date: August 31, 2020**

**Due to the fluid nature of the pandemic, information in this catalog is subject to change.**

**Please refer to the on-line catalog at [www.AHC.edu](http://www.AHC.edu) This catalog is updated annually, for the most current updates, please refer to the Catalog addendum, also found with the on-line catalog.**



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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# GENERAL INFORMATION

## CAMPUS

AMERICAN HARBOR COLLEGE  
2445 W. Chapman Ave. Suite 260  
Orange, CA 92868

Phone: 714-941-8224  
Fax: 714-941-8484

Email: [Admissions@ahc.edu](mailto:Admissions@ahc.edu)  
Website: [www.ahc.edu](http://www.ahc.edu)

## MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of American Harbor College is, *“To provide quality and valued training programs and services to our students in order for them to obtain the skills and competencies needed for entry-level positions in their chosen fields; to locate employment opportunities for our graduates; and to promote an environment for employees and students, which fosters teamwork, personal growth, and respect for the individual.”*

American Harbor College is dedicated to providing trade and technical training relevant to the needs of the communities it serves. The school’s educational philosophy is to:

- Offer technical programs so that students can achieve their career, educational, and personal goals
- Provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry-level employment
- Ensure only relevant equipment and materials are used in the training of students
- Hire qualified instructors

## HISTORY AND OWNERSHIP

American Harbor College (AHC) is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

American Harbor College (also referred to herein as “the College” or “the School”) was established in 1995, as Meridian Institute, to provide entry-level training in various career opportunities. The school was purchased by the Career Education Group, LLC and took over operations of the campus in 2011. The name was first changed to Harbor Career College in July 2013 and ultimately renamed American Harbor College two years later. Since September 2014, the College has operated under the ownership of Brighter Solutions, Inc. and continues to update and improve its program offerings and facilities. Innovative and experienced instructors are well-trained and hired to contribute their expertise in expanding the services and training programs offered by the school.

The College received accreditation from the Accrediting Bureau of Health Education Schools (ABHES) in 2006 and is approved through 2021. American Harbor College is a “dba” name of Brighter Solutions, Inc. The College has no pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### *FACILITIES, EQUIPMENT, AND STUDENT-TEACHER RATIOS*

The Orange campus is approximately 2000 square feet and is near the business district of the city of Orange, which is conveniently located near three major freeways, highway 57, highway 5, and highway 55. There are several major hospitals within a 10-mile radius, including St. Joseph’s Hospital and CHOC (Children’s hospital of Orange County). Also located within a 10-mile radius are Angel’s Stadium, Disneyland, museums and other attractions!

The school is located on the 2<sup>nd</sup> floor, is elevator equipped, centrally air-conditioned, and is wheelchair accessible. Fully be encountered in the professional setting. Students also have access to a current resource library to supplement their training. The resource center includes student computers with resources to help with resume writing and job search support. Additional library resources are found in the classroom. Access to the computers outside of classroom hours are available upon request. Campus facilities and equipment comply with federal, state, and local laws, including those regarding fire safety, building safety, and health regulations.

Pandemic Update: additional online resources are integrated and available for all current students as well as graduates, upon request.

**Lecture Classes:** For all programs, the maximum number of students in a lecture/didactic class is 20. The maximum student-to-teacher ratio for all programs is 20 to 1. Teaching assistants are provided, as necessary, to accommodate instructors with larger classes.

Pandemic Update: As of May 11, 2020, the College was granted approval by both ABHES and CDPH to teach the basic and advanced didactic modules, of the Phlebotomy Technician Program livestream, until further notice.

**Lab Setting:** The maximum number of students in a lab is 20:1 and the maximum teacher-to-student ratio is 20 to 1. American Harbor College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

Pandemic Update: Hands-on, in-person lab sizes are not to exceed 6:1 student to instructor ratios. These ratios are subject to immediate change to adhere to CDC, state and local safety guidelines for real-time adaptations for the safety of our students, faculty and communities in which we serve.



## ACCREDITATION, STATE LICENSURE, AND APPROVALS

American Harbor College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

The following is the contact information for ABHES:

ABHES  
7777 Leesburg Pike  
Suite 314N  
Falls Church, VA 22043  
Phone: (703) 917-9503  
Fax: (703) 917-4109  
<https://abhес.org/>

The following programs **are** included in ABHES's institutional grant of accreditation: Phlebotomy Technician I.

The following programs **are not** included in ABHES's grant and scope of accreditation: Conversational English, English as a Second Language, English for the Business Profession, English for the Medical Profession and TOEFL. These programs are programmatically accredited by the Commission on English Language Program Accreditation (CEA).

Additionally, American Harbor College is recognized, authorized, and/or approved, by the following agencies:

- **Bureau for Private Postsecondary Education (BPPE):** Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

1747 N. Market Blvd. Ste 225  
Sacramento, CA 95798-0818  
Phone: (888) 370-7589  
Fax: (916) 263-1897  
<https://bppe.ca.gov/>

- **California Department of Public Health Services / Laboratory Field Services:** Approved to provide training to qualified individuals in Phlebotomy.  
<https://www.cdph.ca.gov/Programs/OSP/PLD/LFS/Pages/Phlebotomist-CPTI.aspx>
- **National Center for Competency Testing:** Approved as an official testing site for national certification exams.  
<https://www.ncctinc.com/>
- **National Healthcareer Association (NHA):** Approved as an official testing site for national certification exams.  
<https://www.nhanow.com/>

## *TEMPORARY DISTANCE EDUCATION*

AHC has temporary approval granted by the College's institutional accreditors (ABHES) and California Department of Public Health (CDPH) as of May 11, 2020 to offer temporary hybrid and ABHES to offer temporary (remote) distance education through December 31, 2020 with the potential to shorten or extend distance learning, per current Federal, State and City public health officials.

## *CLASS SESSIONS AND SCHEDULES*

American Harbor College offers year-round enrollment. All programs consist of a series of modules. Classes are held at 2445 W. Chapman Ave. Suite 260, Orange, CA 92868. Start dates normally occur on Monday (or Tuesday when the school is closed on Monday for a recognized holiday) for all programs and for all sessions. The beginning of a module offers an opportunity to join the program. Program schedules are as follows:

**PHT1 Programs:** Livestream class schedule: Either Monday-Thursday 9:00 am to 1:00 pm or 5:30 pm to 9:30 pm; Saturday 10:00 am to 3:00 pm and Sunday 10:00 am to 3:00 pm.

Pandemic Update: Classes are normally held at 2445 W. Chapman Ave. Suite 260, Orange CA 92868. Until further notice, the required didactic modules are conducted through livestream, virtual Zoom meetings, allowing students, faculty and administrative staff to provide the additional support needed to maintain the College's high level of academic standards and expectations.

## *CLOCK HOUR CONVERSION*

One semester unit is converted from clock hours attended per each program. Semester credits are granted for the successful completion of either 15 clock hours of instruction in a lecture setting; 30 clock hours of instruction in a laboratory setting; or 45 hours of instruction in an externship setting. A clock hour is defined as a 60-minute span for lecture or lab, during which 50 minutes is devoted to actual class instruction, with the remaining portion is designated as a break.

## *CALIFORNIA REGULATORY DISCLOSURES*

American Harbor College, a private, post-secondary institution originally established in 1995, discloses that:

- The College makes every effort to ensure accuracy of the information in this catalog and reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period.
- Instruction is conducted in-house with facility occupancy levels accommodating at least 250 students at the Orange campus.
- As a prospective student, you are encouraged to review this catalog prior to signing in and warm agreement you are also encouraged to review the school performance factsheet, which must be provided to you prior to signing an enrollment agreement.
- During the enrollment process, students discuss their academic and career goals to ensure that the College programs match those goals.

- Students who successfully complete a program of study are awarded an appropriate diploma or certificate verifying that fact.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

1747 N. Market Blvd. Ste. 225, Sacramento, CA 95798-0818

or

P.O. Box 980818, West Sacramento, CA 95798-0818.

Website address [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov).
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- The College adheres to CDC, state and local Covid-19 guidelines which are fluid and can change without notice.

All information contained in this school catalog is current and correct, and is so certified by Linnea Ray, President.

## *CAMPUS HOLIDAYS AND BREAKS*

American Harbor College does not hold classes on the following holidays: New Year's Day; Martin Luther King, Jr. Day, Presidents' Day, Memorial Day; Independence Day; Labor Day, Thanksgiving Day, (2 days) and Christmas. In addition to these holidays, the College may be closed for seasonal breaks which are listed in the Catalog Addendum.

When school is closed for a holiday, the missed days dates are recovered by extending the module end date.

## *OPERATING SCHEDULE*

Administrative office hours for the campus are from 9:00 am to 5:00 pm, Monday through Thursday and by appointment on Fridays.

During the pandemic, American Harbor College's campus facilities are not open to the public and only by appointment. Hands-on lab practice sessions are available to current students or past graduates, however visitors and or volunteers are not able to join until further notice.

**Day Classes**

Day classes are typically offered between 9:00 am and 2:00 pm, Monday through Thursday. Schedules may vary by class start dates. To obtain exact times of classes offered, please check with the Admissions Advisor prior to enrollment.

**Night Classes**

Night classes are typically offered between 5:30 pm and 11:00 pm, Monday through Thursday. Schedules may vary by class start dates. To obtain exact times of classes offered, please check with the Admissions Advisor prior to enrollment.

**Weekend Classes**

Weekend classes are typically offered between 8:30 AM and 5:00 PM, Saturday through Sunday. Schedules may vary by class start dates. To obtain exact times of classes offered, please check with the Admissions Advisor prior to enrollment.

***EQUAL OPPORTUNITY STATEMENT***

It is American Harbor College's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, gender identity or status, marital, parental, familial or military service status, or beliefs. The College complies with all local, state and federal laws barring discrimination which applies to hiring for all employment and admission of students for all programs. Any and all inquiries or complaints regarding these laws and regulations should be directed to the campus president or vice president who will provide assistance with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

Reasonable accommodations will be made for students with disabilities, in accordance with state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the campus president or vice president to discuss possible options. Consideration for such students will be made on a case-by-case basis.

# GENERAL ADMISSIONS POLICIES

American Harbor College aligns admission requirements into the Phlebotomy Technician I program with the California Department of Public Health, Laboratory Field Services state agency that issues CPT I licenses upon graduation from one of their approved schools. To accomplish this, prior to enrolling any prospective student, AHC determines that students have the demonstrated capacity or potential to indicate the success of the student. This is accomplished by evaluating the requested and required documents submitted to the College. Students will speak with an Admissions Advisor and decisions are made on an individual basis following the admissions policies set forth in this catalog

## ADMISSIONS REQUIREMENTS

In order to be admitted into your desired program, an applicant is required to:

- Complete Pre-registration Application
- Provide a valid high school diploma/transcript, GED, or California High School Proficiency Certificate; **or** college transcripts showing general education coursework from an accredited institution; **and** a government-issued ID prior to admissions interview
- Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission to any program and a guardian's signature on the enrollment agreement and must reach their 18<sup>th</sup> birthday prior to the expected start date of their Clinical Externship
- Personal interview with an admissions advisor via Zoom
- Tour the campus in the company of an admissions representative. (This procedure is subject to change during the pandemic based on CDC, state and local guidance.)
- Applicants enrolling in the Phlebotomy Technician I program, that have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field.
- Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship.
- AHC reserves the right to deny admission, if it is determined that the applicant meets the licensing eligibility upon graduation. It is vital the applicant's success to have an open conversation with the advisor as well as discuss short term and long-term career and education goals.
- Be in good physical and mental health to adequately progress through the program
- English Proficiency: All classes are taught in the English language. All prospective students that are accepted for enrollment must be proficient in the English language. English Proficiency is determined by the successful completion of High School where English is the sole language of instruction or pass one of the following tests: General Education Development (GED), High School Equivalency (HiSET), or California High School Proficiency Examination (CHSPE).
- Evidence of English proficiency measurement is equitable to a High School Diploma or successfully passing one of the three (3) tests: GED, HiSET, or CHSPE.

## *ADMISSIONS PROCEDURES*

Interested applicants will interview with an admissions advisor, during which a virtual campus tour will be given. The admissions advisor will provide detailed information on American Harbor College's programs and discuss the applicant's qualifications to assist in determining the best way to meet their career objectives. In order to be formally accepted to the College, all applicants must do the following:

1. Submit inquiry request found on the College's website: [www.ahc.edu](http://www.ahc.edu)
2. Complete, sign, and date an Application for Admission
3. **\*Provide transcripts** showing graduation date from an accredited high school **OR** provide transcripts showing credit for general education courses completed at an accredited college or university **OR** pass one of the following tests:
  - General Educational Development (GED)
  - High School Equivalency (HiSET)
  - California High School Proficiency Examination (CHSPE)
4. All non-U.S. transcripts must be evaluated by "Current Members" of the national Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). Assessed transcripts must show that the students have the equivalency of a High School Education or higher as well as English Proficiency.
5. Make financial arrangements to cover the cost of tuition and fees, including non-refundable registration fee upon enrollment
6. AHC does not recognize or accept challenge examination and / or achievement tests
7. Read and sign all required pre-enrollment disclosures, including the American Harbor College School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

**\*source:** <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist-CPTI.aspx>

## *GENERAL INTERNATIONAL STUDENT ADMISSIONS*

Foreign students are not eligible to enroll into the Phlebotomy Technician I program. Students that have received their High School and /or higher education in another country are welcome to enroll at American Harbor College, with proper documentation of their Social Security or TIN number. This is also required for licensure upon graduation.

However, please note that all classes and externship programs are taught in English. Students must be able to read and write at a High School level. Evidence of English proficiency measure is equitable to a high school diploma and is vital to the student's successful completion of the Phlebotomy Technician I program.

Additionally, AHC requires that all Non-US transcripts must be evaluated by either "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). The transcript evaluation serves as documentation that students have the level of

English Proficiency required to successfully complete the Phlebotomy Technician program requirements. More information about Non-US transcripts can be found in the Non-US transcripts section below.

### *NON-US TRANSCRIPTS*

All non-U.S. transcripts must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). This allows LFS to determine if your education is equivalent to a U.S. high school, college or university education. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

[National Association of Credential Evaluation Services \(NACES\)](#)

[Association of International Credential Evaluators, Inc. \(AICE\)](#)

This information that has been taken directly from the CDPH website. For further information, this information can be found by the following link: <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist-CPTL.aspx>

### *VISA ASSISTANCE*

American Harbor College does not recruit Foreign Students for the Phlebotomy Technician I Program.

### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION*

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

### *TRANSFER OF CREDIT TO AMERICAN HARBOR COLLEGE*

American Harbor College has complete discretion as to which credits, if any, will be accepted from another institution. This policy does **not apply to the Phlebotomy Technician 1** Program. An applicant may appeal a transfer of credit decision (see Appeals policy in this catalog). AHC does not have an articulation agreement with any other institution of higher education. Also, there is not an option to earn credit through examinations such as the following: ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES), Subject Standardized Testing (DSST), or any other widely accepted industry certification.

Credit allowed will be reflected on the enrollment agreement, and the length of the program will be shortened accordingly. Any applicable third party (e.g., rehabilitation counselor, DVA, etc.) will be notified of the student's adjusted enrollment. Students who are granted such credit may also have their tuition reduced on a pro rata basis.

**Limitations for Transfer of Credit:** The maximum amount of the program that can be reduced by a transfer of credit is 30%, excluding externship, unless special circumstances warrant further consideration by the campus president. The theory and clinical/lab portion of a course or level must have been taken no later than three (3) years ago.

**Requirements:** Applicants with documented prior training in their chosen program of study must request credit evaluation during the admissions process for consideration of receiving applicable credit for that training. Such requests and valid documentation must be presented to and approved by the program director or a designee prior to signing the enrollment agreement.

Valid documentation includes, at minimum, an official academic transcript and syllabi/course outline from an institution accredited by an agency recognized by either the U. S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Applicants with prior training from an institution that is not recognized by either USDE or CHEA should refer to the Course Challenge policy below.

**Evaluation of Credits:** While there is no minimum GPA requirement, transfer of credit is evaluated on the quality of credits earned from another institution relative to their comparability and applicability to the enrollee's chosen program at AHC. If a transfer of credit is accepted for a course, the grade earned at the other institution for that course will be added to the student's academic record for the corresponding course at AHC. *Note: AHC does not issue "+ or -" letter grades (e.g., B+, C-), so only the letter grade (e.g., B, C) will carry over to the student's record.*

**Testing for Transfer of Credit:** Rather than accepting a transfer of credit, AHC may choose to administer a comprehensive written and/or oral exam for each course/module to measure or affirm the applicant's previous education and training (**with the exception of the Phlebotomy Technician I**). The evaluation can include an assessment of lab skills, as applicable, for the applicant to demonstrate enough knowledge and skills in a clinical or lab setting. A minimum score of 80% on each exam is required in order to receive credit for that course. If passing, the grade earned on such exams will be added to the student's academic record at AHC. If an exam is failed, the student will not receive transfer of credit and must take the course offered by AHC.

**Courses Eligible for Transfer of Credit:** Per CDPH licensure requirements, the Phlebotomy Technician I program cannot accept transfer credits from other institutions. All Phlebotomy Technician coursework must be completed at American Harbor College.

## ***ACCEPTANCE OF ADVANCED STANDING/EXPERIENTIAL CREDIT/ STATE LICEENSURE REQUIREMENTS***

The Phlebotomy Technician I program is designed to lead to a position that requires licensure by the California Department of Public Health required to work as a Phlebotomist in California. The College follows CDPH licensure guidelines as described below. AHC does evaluate the work experience form required by CDPH at no charge to the student. Ultimately, CDPH makes the final decision, whether to accept work experience in lieu of externship training. AHC does not recognize or issue credit for experiential learning

\* There are three paths for training and experience, depending on the applicant's on-the-job phlebotomy experience.

- **For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience:**
  - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program approved by the California Department of Public Health. You must upload the certificate of completion during the online application process.



- Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT.
- **For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:**
  - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program approved by the California Department of Public Health. You must upload the certificate of completion during the online application process.
  - Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a [Letter of Phlebotomy Experience for California Certification](#) (PDF) signed by an MD, DO, or CLB.
- **For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years:**
  - Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
  - Document completion of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a [Letter of Phlebotomy Experience for California Certification](#) (PDF) signed by the CLIA laboratory director.

\*Direct Source for this information can on the CDPH website or by clicking on the following hyperlink:  
<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist-CPTI.aspx>

## COURSE CHALLENGE

Applicants for the PHT 1 program cannot challenge a course that they have previously attended at any other institution., as mandated by the California Department of Public Health, Laboratory Field Services licensure requirements upon graduation.

## ATTENDANCE POLICY

Student attendance is regularly documented by the instructor and students are able see real-time attendance records through the student portal. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform their instructor of an upcoming absence, if possible. **In order to receive attendance credit for the day, a student must attend at least 50% of the scheduled class time. Absences that are made up before a module final exam will count toward the module grade, but missing class time would still be counted toward overall absence percentage.** Failure to abide by American Harbor College attendance policy will adversely affect academic progress and can lead to probation, suspension, or termination.

The Phlebotomy Technician 1 program requires 100% attendance. Any time missed must be immediately communicated to the College. Please see Makeup Policy for more details.

## *ATTENDANCE STATUS*

Full-time students are required to be enrolled for a minimum of 16 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as less than 12 clock hours per week. To demonstrate continuous enrollment status, students must be attending a scheduled module or be on an approved leave of absence.

## *TARDY / EARLY DEPARTURE*

Five (5) tardy and/or early departures equal one day of absence. The calculation of absences resulting from tardy/early departures count against both the student's cumulative attendance percentage and the evaluation criteria for module grades and exceeding the attendance policy can lead up to probation warnings and termination from the program. Any missed time for tardy, early departures, and absences must be made up. 100% attendance is mandatory for Phlebotomy students.

## *TERMINATION FOR CONSECUTIVE ABSENCES*

Phlebotomy students will be terminated for missing three (3) consecutive class sessions. Students cannot be absent for more than 10 consecutive days between the conclusion of in-house classroom training and externship unless on an approved leave by the campus president.

## *ACADEMIC STANDARDS*

### *GRADING SYSTEM*

American Harbor College uses the following scale as its standard grading system. Please note, the institution does not offer non-credit courses, remedial, or non-punitive (pass/fail) grades.

<b>GRADE</b>	<b>PERCENT</b>	<b>DESCRIPTION</b>	<b>GRADE POINTS</b>
A	90-100	EXCELLENT	4.0
B	80-89	GOOD	3.0
C	70-79	AVERAGE	2.0

<b>GRADE</b>	<b>DESCRIPTION</b>
CR	CREDIT RECEIVED
FRP	FAILED / REPEATED / PASSED
FRF	FAILED / REPEATED / FAILED

D	60-69	BELOW AVERAGE	1.0	NG	NO GRADE / NO CREDIT
F	0-59	FAIL	0.0	I	INCOMPLETE
				W	WITHDRAWN

\*No percent values apply, and no grade points are awarded for the grade descriptors above.

## GRADING FORMULA

American Harbor College evaluates student academic performance on a 4.0 grading scale, whereby a cumulative grade point average (GPA) of 2.0 must be maintained for consideration of making satisfactory academic progress. However, a final module grade of “D” is considered passing for these programs.

**Grading Formula:** Final module grades are determined by total points received resulting from a weighted application of grading criteria, i.e., module exam (60%), quizzes/assignments/lab skills (30%), and participation (10%). For example, a module test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other two grading criteria to determine a student’s overall module grade. If a student fails the final exam for any given module in any program, the student can retake another version of the final exam one time, no later than the following scheduled class. The student will receive a maximum grade of 75% on the retake. If the student fails the retake, s/he will receive a failing grade for the module regardless whether the calculation of other grading criteria would have resulted in a passing grade. A retake exam is allowed for a maximum of three (3) different module exams.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is conducted formally for all programs at certain intervals to determine whether a student is maintaining the minimum standards for both attendance and GPA. Students in all programs are expected to have made enough progress at these intervals to allow for program completion within the maximum time frame, which is 150% of the normal length of the program. If an SAP monitoring interval falls within a module, the student’s progress will be calculated at the end of that module.

SAP is monitored four times during each program’s academic year: 1) at the quarter-point (25%); 2) at the midpoint (50%); 3) at the three-quarter-point (75%); and 4) at the program completion date (100%). SAP for Phlebotomy is monitored at the midpoint (50%) and completion (100%) point of the program.

At each monitoring point, the student’s cumulative attendance percentage, cumulative GPA, and cumulative number of credit hours successfully completed are assessed. If a student’s enrollment is extended beyond the normal length, SAP also will be assessed at a maximum of two additional intervals: the 125% point of the program and the 150% point, the latter of which will serve as the revised expected completion date.

The table below reflects the minimum number of credit hours, for each program, that must be successfully completed at each interval. All program requirements must be completed within the maximum time frame, as measured in credit hours. The last row of the table indicates the maximum number of attempted credit hours allowed in order to complete the program within the established maximum time frame. For any grade of “W” (Withdrawn), please see the course incomplete policy for further details.

	<b>Phlebotomy Technician 1</b>
<b>25%</b>	N/A
<b>50%</b>	.08
<b>75%</b>	N/A
<b>100%</b>	1.1
<b>125%</b>	NA
<b>150%</b>	1.5
<b>Maximum number of attempted credit hours</b>	2.25

**Maximum Time Frame:** In order to graduate, a student must successfully complete their program within the established maximum time frame. If a student is not able to complete the program within this time period, they will be withdrawn (refer to the text on the previous page for time frames). Periods of approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum time frame. If withdrawn for not meeting the maximum time frame requirements, students may appeal the termination decision within five (5) calendar days to request readmission and write a statement of what will be different if readmitted. If a student is allowed readmission, the entire program must be retaken.

## *COURSE INCOMPLETE*

A student will receive an “Incomplete” grade for a module if s/he (1) attends more than half of the module but does not satisfy the minimum attendance requirement by module test day or (2) has sufficient attendance to test but does not sit for the scheduled module final exam. A grade of Incomplete cannot be given as a final grade. The “I” grade will automatically change to an “F” grade if the student does not sit for the make-up exam within the program’s allotted time period. This will require the student to repeat the module. (*See Make-up Policy and section titled Course Repetitions for conditions specific to each program.*) If a student is terminated with a grade of “Incomplete” for any module, the “I” will be changed to a “W” (Withdrawn) and be reflected as such on the student’s academic record and will be calculated as the maximum time frame of completion per the SAP Policy.

## *MAKEUP POLICY*

This policy applies to making up absences and module exams in all programs. Students are strongly advised not to miss class unless necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible.

If class is missed, it is the student’s responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student’s final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to Student Services for a make-up log. Students in the Phlebotomy Technician 1 program must make up their time missed at the next session which covers the same material that was missed.

**Attendance Make-up:** Absences that are made up before a module final exam will count as a day present toward the student’s cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 14 calendar days from the module end date; otherwise, the absence(s) will be permanent on the student’s attendance record.

**Module Exam Make-up:** If a missed module exam is not made up within the established time frame for a program, the student will receive an “F” grade and will have to repeat the entire module when offered again. This score will be calculated with other grading elements to determine the overall final grade for the module. Students must consult directly with their instructor or program director to schedule and sit for a make-up test. The exam will be administered outside the student’s normal class schedule.

**Make-up Time Frames:** Module exams must be made up within 14 calendar days. Failure to take the make-up module exam within the stated time frames will result in an automatic “F” for the module, and the student will have to repeat the module in its entirety.

## *COURSE REPETITIONS*

A student must repeat (retake) any failed module to attain a passing grade. Grades earned for repeated modules will replace the original grade in determining academic progress and GPA; however, all module final grades will be on the student’s transcript. **A student cannot repeat a module s/he passed in order to obtain a higher grade.** There are limits as to how many times a student can repeat a module or a certain number of modules in a level, depending on the program (*see next paragraph*). To repeat a failed module during the next available offering, students in all programs must submit the Petition Request form to Student Services. If the request is not voided before the module start date, the student will be

obligated to the schedule and tracked accordingly for attendance and academic purposes. **The Course Repetition policy does not apply to externship modules. Students in all programs should refer to the Maximum-F Rule Policy for additional information regarding limits on repeating failed modules.**

Students can take any module a maximum of three (3) times but must pass it by the third attempt. Therefore, a student may repeat any failed module a maximum of two (2) times.

**Charge for Repeating a Module:** The cost for repeating a module a second time is calculated at a “per-credit hour” rate. The program tuition amount is divided by the program’s total clock hours. That number is then multiplied by the total number of hours for the repeated module (e.g., 45, 90, 96) to determine the cost to be charged. The tuition amount is taken from the Program Tuition Chart reflected in the School Catalog applicable to the student’s enrollment.

## *MAXIMUM “F” GRADES ALLOWED BEFORE TERMINATION*

Students will be terminated for failing a certain number of modules or the same module after a certain number of times, depending on the program. This policy applies to all modules and levels, excluding externship. **For all programs, this policy applies regardless whether any failed modules have been repeated and passed and includes “F” grades resulting from “Incompletes” that were not made up in time.**

## EXTERNSHIP

Externship is part of the Phlebotomy program. Students must successfully complete their externship hours with a satisfactory evaluation from the site supervisor. A student will not be allowed to begin externship if s/he has not met the minimum attendance requirements and/or has not passed all the modules. Certain externship sites may require a criminal background check prior to placement at their site.

The following requirements prior to being placed into the externship the scheduling rotation:

1. Successful completion of Basic and Advanced Didactic modules as measured by 70% or 2.0 GPA or higher
2. Pass and submit National Certification Exam, no later than 21 days from the last date of class to [studentservices@ahc.edu](mailto:studentservices@ahc.edu)
3. Complete all venipuncture competency checkoffs

The site will assign an externship supervisor who will evaluate student progress and performance, along with ongoing follow-up by American Harbor College. Lengths and schedules may vary depending on the program and site.

*(Refer to individual program outline and course description.)* Completing less than the projected weekly hours may result in an extension to the student’s expected completion date. However, any hours completed in excess of the amount scheduled weekly may not count toward the student’s completion total. The specific site will be determined by American Harbor College in conjunction with the student’s completed Extern Questionnaire. **Evening schedules cannot be guaranteed. Additionally, a student may travel up to 40 miles from campus to the site required.**

If a student withdraws or is terminated during externship, any hours completed during the module will be voided. As a result, the student must repeat all hours that were previously completed during that module. If the student is dismissed

from an externship site, the student must contact the College immediately for guidance, advising, remediation and/or disciplinary action that could lead up to immediate dismissal from the program. If the student fails to contact the College and / or fails to respond to the College's attempts to communicate, within 48 hours after dismissal from the externship site the student would be terminated. Please see "Appeals" process for additional guidance.

**If the AHC Appeals committee approves the student's appeal along with a remediation plan, the student must follow the plan for successful completion of the program of study. If a student fails to complete externship after attending a second site, the student will exceed time in a half calculation and would be terminated from the program.**

Extern schedules will vary in the number of hours per day as for the in-house schedule and are processed through the Student Services department. Some schedules may vary depending on the site requirements.

**Externship and Clinical Rotation Scheduling:**

Prior to externship placement, Basic and Advanced Didactic modules must be successfully completed with a 70% cumulative score, including any make-up work, as applicable. The successful completion of the National Healthcareer Association (NHA) certification exam must be submitted by emailing [studentservices@ahc.edu](mailto:studentservices@ahc.edu) the NHA Phlebotomy Technician (CPT) Certification Exam Report no later than 21 calendar days from the last date of didactic training.

Externships and clinical rotations are scheduled for various times Monday through Saturday, according to the needs of the specific program and the availability of the externship/clinical site. Externship and clinical hours are set by the host site and will vary depending on site.

**Externship During Breaks:** Externship schedules may occur during summer/winter. If so, students are strongly advised to continue externship training with no interruption, as doing so will result in voided hours for the module and in their expected completion date being extended indefinitely. If a student's request for interruption is received and approved, s/he is further advised that the availability of sites cannot be guaranteed. Therefore, students whose externship is interrupted for any reason (e.g., LOA, request to change site) will more than likely be placed at another site upon their return to school and only after those students who are already in line for placement.

**Covid-19/Pandemic Updates:**

**Regarding Travel:** On 8/6/2020, the U.S. State Department lifted its "Do Not Travel" advisory, however, the Covid-19 risk remains high in some countries. Students who have plans to travel during breaks should check the CDC website prior to travel to understand the latest risks and possible quarantines upon entering certain cities, states, and countries. Travel delays can affect a student's status in the program.

**Regarding Externship Placement:** Should a student participate in-person at an externship site, they must adhere to current state and local Covid-19 directives and guidelines. Additionally, should such student elect to continue at the externship, the student does so at their own risk. Therefore, given the circumstances surrounding Covid-19, if a student accepts the externship, the student has assumed full responsibility for their well-being.

Externship sites are also adhering to CDC, state and local Covid-19 guidelines which are fluid and can change without notice. As a result, we have experienced some delays when placing students in externships during the pandemic.

## BACKGROUND CHECK AND PHYSICAL EXAM

Students may be required to provide valid documentation of a physical exam and /or immunization records prior to extern scheduling / placement or clinical training. Students will be informed if they must provide such documentation, as it depends on American Harbor College's extern agreement with certain sites.

**Students are strongly advised that placement at a given site may be jeopardized if the requirements involving either a background check or physical exam are not met in a timely manner.**

**Covid-19/Pandemic Update Regarding Externship:** Should a student participate in-person at an externship site, they must adhere to current state and local Covid-19 directives and guidelines, as directed by the externship site. Also, should such student elect to continue at the externship, the student does so at their own risk. Therefore, given the circumstances surrounding Covid-19, if a student accepts the externship, the student has assumed full responsibility for their well-being.

## LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) for emergency circumstances that prohibit him/her from attending school. Requests for LOAs must be made through and approved by the Student Services department. Such requests will be considered on an individual basis and are subject to the following conditions:

1. A LOA must be requested in writing, via a specific form provided to the student upon request, which must be completed in full. However, if unforeseen circumstances prevent a student from completing the form prior to taking a LOA, the School may grant the request if it documents its decision and collects the written request later.
2. In no event can a student take a LOA for less than one week. If an approved LOA begins during a week, the remaining days of that week will be counted as one full week toward the total number of allowable weeks for LOA.
3. The maximum time frame for any approved leave of absence is one half the program length or 180 calendar days, whichever is shorter.
4. A maximum of two (2) leaves of absence may be taken during any twelve (12) month period, and the total number of days/weeks for both LOAs cannot exceed one half the program length or 180 days, whichever is shorter. The 12-month period begins on the first day of the student's initial LOA. An additional LOA may be granted to military personnel called for duty, upon receipt of applicable documentation.
5. If a leave of absence begins during a module, the student will be withdrawn from the module, and it will be rescheduled in its entirety upon the student's return. This includes externship modules.
6. A student must return from a LOA at the beginning of a module that s/he has yet to successfully complete; a student cannot return into a module that s/he has already passed.
7. Upon return from a LOA, a student's expected completion date will be extended, at minimum, for the number of weeks of a LOA period; and the extension can include additional weeks depending on the schedule rotation



upon the student's return. Students are advised that they may also be required to attend an alternate class session (e.g., afternoon instead of evening) or different class sessions concurrently, at times, in order to complete the program within the allowable maximum time frame.

8. Students who fail to return to class on the scheduled "return date" following a leave of absence will be automatically terminated from the program. A student may return earlier than the scheduled return date if s/he returns at the beginning of a module that s/he has yet to successfully complete.
9. Students making tuition payments to the School remain under that obligation during a leave of absence.
10. Students will not be eligible for any financial assistance, nor will any training/enrollment verification forms be processed during a leave of absence.

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

### *STUDENT'S RIGHT TO CANCEL*

Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice at the address of American Harbor College shown on top of the front page of the Enrollment Agreement. Students can submit this written notice by mail, hand delivery, or email, or by telephone. If sent by mail, the written notice of cancellation is effective the date of the postmark.

If the student cancels the Enrollment Agreement, American Harbor College will not charge institutional charges; however, AHC retains the nonrefundable registration fee and may charge for supplies not returned or utilized. Refunds are paid within forty-five (45) days following receipt of the notice of cancellation.

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

### *WITHDRAWAL FROM PROGRAM*

Students have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the Agreement, which is until midnight of the seventh (7th) calendar day following the date of your enrollment or on the first class you attended. AHC will remit a refund less any applicable registration fee, within (45) days following the date of determination of your withdrawal.

### *PROBATION*

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance, academics (GPA) and/or conduct. Probation will occur if the student's cumulative attendance or GPA is below the stated minimum standards required at any of the SAP monitoring points or if s/he is determined to have

exhibited misconduct (e.g., foul language, disrespect to staff/students, etc.). The campus president also has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated tardy/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy.

Students placed on probation will sign and receive a written notice indicating the duration of and reasons for the probation, as well as corrective actions required to remain in good standing. If the student fails to comply with the stated corrective actions, s/he will be terminated. Exceptions may be made due to extenuating circumstances, at the discretion of the campus president, and only upon receipt and approval of applicable supporting documentation. A student's refusal to sign the probationary form will not exempt him/her from the conditions of probation and may lead to further disciplinary action including termination. Periods of an approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the probationary period.

Unless otherwise stated for a specific reason, the probationary period is thirty (30) calendar days but may be longer for academic (GPA) probation if the projected end date falls within a module. If so, the end date of the probationary period may be the module end date. Upon successful completion of the action plan, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met (normal time frame is the remainder of the current module). If the student has not satisfied the terms of probation but has made substantive improvement, the campus president may extend the probationary period for fifteen (15) calendar days. If the extension date falls within a module for academic probation, the extension may be until the module end date. If the student fails to comply with the extended probationary conditions, s/he may be suspended or terminated

## *TERMINATION AND SUSPENSION*

Students are always required to follow all rules and abide by all regulations while on campus or at externship and to exhibit respect for others and self-discipline. **American Harbor College strives to maintain a safe learning/working environment and has a zero-tolerance policy for making threats to staff or students.** A student may be suspended or terminated for any of the following reasons:

1. Cheating or falsification/misrepresentation of material information in any School records including, but not limited to, application/enrollment paperwork, quizzes/exams, homework, and sign-in (attendance) sheets, whether inadvertent or deliberate
2. Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law
3. Stealing, defacing, or mutilating any School property (e.g., computers, labs, classrooms, offices, restrooms)
4. Disobedience or disrespect toward an instructor or administrative staff member
5. Disrespect toward another student or behavior creating a safety hazard to students and/or other persons at the School, as well as making any threatening comments while on campus, including breaks, or at externship
6. Possession of drugs, alcohol, or weapons on school premises
7. Excessive absenteeism, including tardy and/or early departures
8. Failure to meet financial obligations
9. Any other determined infraction of misconduct

A student who is suspended from school is marked absent for all days s/he is on suspension and is not exempt from applicable school policies regarding poor attendance. A student's refusal to sign the suspension form will not exempt him/her from the conditions of suspension and may lead to further disciplinary action including termination. If terminated for consecutive absences, the date of determination of the student's withdrawal will be the tenth consecutive day of absence for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*).

## *APPEAL PROCESS*

Students may appeal any decisions made and policies enforced by the College. All appeals must be submitted in writing with seven (7) calendar days (excluding holidays and breaks) or receiving notification of the appeal. All appeals must explain the circumstances which affected the reason for probation, suspension or termination. Additional documentation may be required. The decision of the College is final and may not be further appealed.

## *STUDENT APPEAL PROCEDURES*

Students have the right to appeal decisions made and policies enforced by the school. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress.

A student must submit a written letter to the School Director to be reviewed by an Appeal Board. The Appeal Board shall consist of three (3) attending members. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

## *RE-ENTRY*

Students who were terminated or who voluntarily withdrew from their program must submit a letter requesting approval to re-apply. The letter must clearly demonstrate that the condition(s) causing dismissal to have been corrected to afford American Harbor College management a measure of confidence in the student's ability to succeed. Upon such approval, the applicant may apply for another enrollment and must follow all admissions policies and procedures, except for the entrance test. Scores on the entrance test are good for life, unless minimum requirements were revised, and the student's previous scores do not meet the new minimum standards. Applicants approved to re-enter the program will be evaluated by the program director or a designee for evaluation of retained skills. This evaluation will determine whether the student's level of retained skills and knowledge is enough to warrant excusing the student from repetition of certain courses in the program. The length of any allowable LOA will be based on the student's new re-entry schedule.

If a student was terminated for not fulfilling his/her financial obligation to American Harbor College, s/he must plan to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time may not be eligible to reapply for 12 months from the date of determination of their second termination.

## GRADUATION REQUIREMENTS

Upon successful completion of the training program, a student will earn a diploma and final official transcript, provided the student meets all the following conditions:

1. Achieves a minimum cumulative grade point average (GPA) of 2.0
2. Achieves a minimum cumulative attendance percentage of 100% for the Phlebotomy Technician I Program
3. Is present on the last scheduled day of the program
4. Returns all finalized externship documentation, including venipuncture logs, timesheets, student survey evaluation and Practical Training Form
5. Satisfies all financial obligations to the College

Diplomas and final transcripts are generally issued within four to six weeks of the completion date. During this time, graduates can request a formal letter verifying completion of the program provided the above conditions are met.

## LICENSURE INFORMATION

Upon graduation, students are eligible to apply to the California Department of Public Health – Laboratory Field Services to become a Certified Phlebotomy Technician I and work as a Phlebotomist in the State of California.

Prior to enrollment, detailed information is explained and given to students. The following documents are required in order to complete the required fields of the license application:

1. Transcript information (from the high school or college that sent your official transcripts to the state). Name of school / college, dates of attendance, area of study (High School would be General Education)
2. Electronic copy of the certificate issued upon successfully passing a National Certification Exam accepted by CDPH.
3. Electronic copy of your California Practical Training Form. Prior to issuing It is the student's responsibility to communicate complete understanding that all required externship forms with the School, filled out, from your externship site. Double check the start and end date of training and ensure that the end date aligns with the end date on your American Harbor College Diploma, if you are applying for the license yourself and not at the school.
4. Electronic copy of your Diploma from American Harbor College
5. Credit Card or banking information for online payment

AHC offers virtual licensing workshops. The link to apply for a CPT I license is:

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist-CPTI.aspx>

## STUDENT SERVICES

The Student Resource Center provides support to students for additional support for students and alumni. In one designated area, students have access to computers, library resources, community service referrals, help with career development activities, such as resume writing and job search strategies. Students are encouraged to communicate regularly with the AHC support staff who can answer basic questions, provide resources with transportation, childcare as well as any other resources needed to help make students reach their short- and long-term career goals.

### *ORIENTATION FOR NEW STUDENTS*

On the first day of class, students will be able to meet additional student support staff and other classmates. All new students attend orientation on the first includes a short presentation to all new starts, which is normally held before the first-class session. The orientation includes an introduction to American Harbor College staff and a detailed overview of various American Harbor College policies as outlined in this catalog.

### *DRESS CODE*

Prospective students are provided the dress code policy during the enrollment process, which identifies more stringent requirements for certain programs. During the admissions process, applicants sign an acknowledgement form that they agree to abide by the policy and have received a copy of the policy. Extern sites also may dictate a dress code policy somewhat different than that from American Harbor College. If so, the site's policy will override American Harbor College's policy. **Students are strongly advised to adhere to the dress code, as failure to do so can result in not being admitted to class or being dismissed from campus or extern and marked accordingly for attendance. Repeated infractions also can result in probation, suspension, or termination.**

Pandemic Update: Until further notice, students are always required to wear masks, when participating in either hands-on lab training or while on campus.

### *COMPUTER LAB*

American Harbor College provides a computer lab, a variety of software directly related to the various programs, and general applications such as typing tutors and applications for word processing and spreadsheet/database. Students are prohibited from downloading or using any external software on American Harbor College computers, which are to be used only for school/program purposes.

### *GENERAL ASSISTANCE*

American Harbor College understands that students may require assistance regarding personal issues while enrolled. American Harbor College does not have dormitories or housing availability and is not responsible in finding or assisting students in finding housing. The estimated amount of local housing within a five-mile radius of the school is \$1,300-\$1,800. American Harbor College maintains information pertaining to local temporary housing, child-care facilities, babysitting services, and local transportation, all of which will be provided upon request. If you are seeking part-time

employment while at school and can legally work in the United States, please see the Student Services department. If other information is required, please make your request by sending an email to [studentservices@ahc.edu](mailto:studentservices@ahc.edu).

## *DRUG AND ALCOHOL PROGRAM*

In compliance with federal and state law, American Harbor College maintains a program to prevent the illicit use of drugs and the use of alcohol by its students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited and must sign a statement indicating that they are aware and will abide by American Harbor College's policy. Students violating this policy will be subject to immediate termination. The program consists of:

1. Distribution of the *Drug & Alcohol Abuse Policy Statement* form (provided at time of enrollment) that describes the perils of drug abuse, including life threatening factors and other health risks associated with the use of illicit drugs and alcohol. Students are required to sign and date this form for inclusion in their file.
2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services
3. Referrals to workshops and seminars with outside experts conducting lectures on anti-drug abuse

## *TUTORIAL ASSISTANCE*

American Harbor College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. However, students are urged to take the initiative in seeking help directly with their instructor or program director.

## *STUDENT ACADEMIC ADVISEMENT*

American Harbor College's faculty and staff are available to advise students on academic issues and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress in order to successfully complete the program.

## *CHANGE OF ADDRESS*

Students must submit a Petition Request form indicating any change of address or telephone number(s) immediately to the Student Services department. Requests must be made as soon as reasonably possible, however cannot exceed more than 10 calendar days following any address changes and/ or other communication methods.

## *GRIEVANCE PROCEDURE*

When problems arise, students should make every attempt through American Harbor College's formal complaint procedure to find a fair and reasonable solution to the matter. Students are encouraged to bring any complaints first to the attention of their instructor who will attempt to resolve the problem. If the instructor is unsuccessful or unable to assist the student, then s/he will notify Student Services.

If the problem still cannot be resolved, the campus president will be notified; and s/he will investigate the complaint by gathering information and documentation. Upon the director's review and determination, the student will be informed of the decision and a summary of the decision maintained on file. However, only after the student has exercised all the available channels within American Harbor College's formal complaint procedure, and the problem(s) has not been resolved, the student has the right, and is encouraged, to take the following steps:

1. Contact the ABHES office by mail. All complaints must be submitted in writing. The complaint must state in narrative format the specific allegations in enough detail and with enough supporting documentation to permit understanding of the nature of the complaint and its factual support.
2. The written complaint and supporting documentation must be emailed to Complaints Specialist, [info@abhes.org](mailto:info@abhes.org), or mailed to Complaints Specialist, 7777 Leesburg Pike, Suite 314N., Falls Church, Virginia 22043.

Unresolved complaints may also be directed to the state licensing agency: Bureau for Private Postsecondary Education (BBPE) at P.O. Box 980818, West Sacramento, CA 95798-0818; Tel: (916) 431-6959 or (888) 370-7589 / Fax (916) 263-1897; or visit [www.bppe.ca.gov](http://www.bppe.ca.gov).

WIAO participants also may be directed to their respective WIAO representatives. Participants are requested to see the Student Services department for their counselor's address and phone number.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

American Harbor College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies or to comply with a judicial order or lawfully issued subpoena.

## TRANSCRIPTS AND RECORDS

Copies of unofficial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the student. Students must complete the Petition Request form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of twenty-five dollars (\$25.00) will be required for any additional transcripts. American Harbor College will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received

during a student's enrollment will be reflected on the transcript, including the following: F, W, FRP, and FRF. (*See section on Grading System for grade descriptions.*)

American Harbor College maintains a file for each student that contains all requisite information on their enrollment, financial, and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of an American Harbor College employee and/or request to have the file copied, excluding any and all test materials. No officer, administrator, or employee of American Harbor College shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent apart from any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period.

## SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature while at the College. No student, applicant, faculty member or other employee of American Harbor College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that s/he is a victim of sexual harassment by any student, applicant, faculty member or other American Harbor College employee should bring the matter immediately, in person, to the attention of the campus president or American Harbor College president or call the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the school officials. American Harbor College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

## PERSONAL PROPERTY / LIABILITY

American Harbor College is not responsible for loss or damage to personal property or for personal injury. This includes, but is not limited to, inadvertent needle sticks during medical program lab sessions or externship, contact with blood, or any other potential hazard that may occur while on the school grounds or at a school function outside the facility. American Harbor College strongly advises students to obtain their own health insurance coverage for the period of their enrollment in order to cover any potential costs due to unforeseen injuries while enrolled.

## JOB PLACEMENT ASSISTANCE

Placement assistance is a service that is available to graduates and the College strongly recommends that students take advantage of this service. Students are advised on or before the first day of class to understand American Harbor College's guidelines. The Student Services department has experienced and dedicated staff to provide graduates with job



placement assistance. Placement assistance is available to all students who successfully complete the requirements for graduation in their respective program. Graduates can waive the right to placement assistance by signing a waiver, however, can change their mind at any time if or when their situation has changed. **American Harbor College does not guarantee placement.**

While the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. American Harbor College will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Student Services department will instruct and guide students/graduates with career planning, interviewing techniques, resume preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews; and excessive jewelry or body piercing can cause distraction during an interview.
- Being punctual for your interviews is crucial. In addition, you must advise your Student Services advisor promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.
- The Student Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such cases, the department will look in other areas within a reasonable distance from the student's chosen area.
- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Student Services department of his/her contacts and activities.
- The Student Services department never warrants, guarantees, or promises a level of compensation. Compensation depends solely on the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.
- It is essential that the student not only be proficient in his/her field of study, but also able to sell his/her abilities during an interview.

***OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO AMERICAN HARBOR COLLEGE GRADUATES!***

***PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.***

***WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.***

## *SMOKING*

American Harbor College maintains a smoke-free environment. Smoking areas are designated outside the School facility. Smoking is not permitted in restrooms, classrooms, or other interior areas of the College. Violation of this policy will result in disciplinary action.

## *FOOD AND DRINKS / STUDENT LOUNGE*

No food (including candy and gum) or open drinks are allowed in school classrooms, unless approved by American Harbor College management. Only closed-lid bottles are permitted. Additionally, no food may be eaten in the front entrance areas, hallways outside of the campus, bathrooms, or stairwells. A student lounge and common areas are available for eating and leisure during breaks. Students are strongly advised to respect the rights of all students and staff by maintaining a clean environment.

## *PERSONAL CALLS AND VISITS*

**Students cannot use American Harbor College's office telephones for personal use, and cell phones must be turned off during class.** Messages will be taken if American Harbor College receives a call for a student. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message.

Visitors are welcome to American Harbor College and must check in at the front desk. A tour will be arranged by appointment. **Children are not allowed in classrooms or labs at any time and cannot be left unattended anywhere on campus.** Students are strongly advised that, due to federal privacy laws, American Harbor College staff will not reveal a student's status to anyone visiting the campus, including family members. Exceptions will be made to those persons indicated by the student on his/her Buckley Amendment form or to comply with a judicial order or lawfully issued subpoena.

## *FIELD TRIPS AND GUEST SPEAKERS*

Field trips to program-related medical clinics, laboratories, or hospitals may be scheduled by the instructor. The purpose of field trips is to augment classroom instruction by exposing students to the working world in their respective career fields. Guest speakers may be invited to reinforce classroom training. Students are required to attend all scheduled field trips instead of attending school for that day or they will be marked absent.

## *FACULTY QUALIFICATIONS*

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach and hold a current license with the State of California.

## TUITION PAYMENT

Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of the American Harbor College's tuition payment plans. Several payment plan options exist, and a qualified staff will assist students in financial advising and applying for aid through financial assistance programs. American Harbor College does not participate in the Federal Title IV financial aid program. Students who fail to make a good-faith effort to process their financial assistance paperwork or to make payments in a timely manner may be subject to disciplinary action.

Financial arrangements must be made with qualified staff prior to enrollment. Private payments are made through American Harbor College's business office or an authorized designated party. Payments may be made with cash, check, money order, or credit card, and are payable to American Harbor College. Checks returned for insufficient funds will be charged the current processing fee, as published in this catalog. If tuition payments made by check are returned more than once for insufficient funds during the term stated on the enrollment agreement, all future payments must be in cash or by money order.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### *PAST DUE ACCOUNTS*

Due to the short nature of the program, delinquent tuition payments over 14 calendar days may cause an interruption to a student's training. Delinquent tuition beyond 180 days may be turned over to an outside agency for collection efforts. Students who have been dismissed for non-payment of tuition will not be considered for re-admittance until all delinquent tuition payments have been paid in full. American Harbor College reserves the right to withhold student transcripts for completed clock/credit hours that have not yet been paid.

### *REFUNDS AFTER WITHDRAWAL FROM PROGRAM*

As a student at American Harbor College, you have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the agreement, which is until midnight of the 7<sup>th</sup> calendar day following enrollment or the first day of class, whichever is later. American Harbor College will remit a refund, less any applicable registration fee, not to exceed \$250.00 within 45 days following the date of determination of your withdrawal. If tuition is paid by credit card, the established processing fee by the individual credit card will be deducted from the refund amount.

### *PRO RATA REFUND POLICY*

American Harbor College applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, American Harbor College will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, American Harbor College will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the total institutional charges for the period of enrollment
2. Divide the total institutional charges by the total number of hours in the period of enrollment to determine the tuition charges per hour

### *PRO RATA REFUND POLICY (CONT.)*

3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, and any additional fees specified on the enrollment agreement, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the School. The amount not paid by the student for the total institutional charges is the amount the student owes to the School.

**If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you are required to pay the balance.**

### *REFUND EXAMPLES*

1. **Student completed 60% or less of the program:** A student enrolled in a 900-clock hour program but was terminated after completing 200 clock hours. The student paid \$2,000 as of the withdrawal date:

Tuition:	\$3,898.00
Registration Fee:	\$250.00 (non-refundable)

- (a) Tuition charge per hour is \$4.33 (\$3,898.00 divided by 900 clock hours)
- (b) Total institutional charges equal \$1116.00 (\$4.33 x 200 hours) + \$250 registration fee
- (c) Refund amount is \$884.00 (\$2,000.00 – \$1116.00)

2. **Student completed more than 60% of the program:** A student enrolled in a 500-clock hour program but was terminated after completing 400 clock hours. The student paid \$3,500 as of the withdrawal date:

Tuition:	\$3,400.00
Registration Fee:	\$250.00 (non-refundable)

- (a) Tuition charge per hour is \$6.80 (\$3,400.00 divided by 500 clock hours)
- (b) Total institutional charges equal \$3,650 (\$3,400.00 + \$250 registration fee)  
total tuition is charged since student completed more than 60%
- (c) Balance owed by student is \$0 (\$3,650.00 - \$3,650.00)

## *DETERMINATION OF WITHDRAWAL DATE*

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started. A student on an approved LOA retains in-school status.

## *STUDENT TUITION RECOVERY FUND (STRF)*

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, have prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## TUITION CHART

<b>Program</b>	<b>Reg. Fee <sup>1</sup></b>	<b>Tuition</b>	<b>Supply/ Material Fee</b>	<b>Student Insurance <sup>2</sup></b>	<b>STRF Fee <sup>2</sup></b>	<b>Est. Credit Card Fee if Applicable (2.5% of Total Charges) <sup>1</sup></b>	<b>Total Charges for Period of Attendance</b>	<b>Total Charges for Entire Educational Program <sup>2</sup></b>
Phlebotomy Technician 1(Weekday Schedule)	\$250	\$1345	\$200	\$26	\$0.0	\$45.50	\$1,820	\$1,866.50
Phlebotomy Technician 1(Weekend Schedule)	\$250	\$1,1995	\$200	\$26	\$0.0	\$61.75	\$2,470	\$2, 531.75

<sup>1</sup> The registration fee, student tuition recovery fund (STRF) fee, and credit card processing fees if applicable are non-refundable, if a student cancels enrollment within the first 7 calendar days of enrollment or by the first day of class, whichever is the later.

<sup>2</sup> Non-refundable fees such as supply / material fees, student liability insurance, student tuition recovery fund (STRF)

<sup>3</sup> Total Charges include estimated non-institutional fees to 3rd parties, such as 2.5% credit card convenience fee National Certification Exam of \$117, and CDPH license application upon graduation of \$100.

**American Harbor College reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required.**

**The total charges are for the entire educational program**

**Any changes in tuition or fees will not affect those students in attendance at the time of such changes.**

## **OTHER FEES**

**Tuition Paid in Installments:** \$100 non-refundable processing fee for tuition payments that are made in installments.

**Transcript/Diploma:** A \$25.00 non-refundable fee will be charged for any additional transcripts issued after the first one, which is provided at no charge.

**Returned Check:** A \$35.00 fee will be charged for any check that is returned, unpaid to American Harbor College. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.

**Late Payment:** A \$25.00 fee will be charged for late payments three (3) or more days delinquent on agreed-to tuition installments made directly with American Harbor College, unless the student has made prior arrangements with the administrative office.

**Additional Uniforms and Textbooks:** Charges will be at the current rate, if students choose to purchase through the school. Students are not required to purchase books or uniforms through the school. Used books, if available, will be charged at one half the current prices. If available, used books can be borrowed for the time within class for \$30

**Payments Made by Credit Cards:** A one-time, non-refundable credit card convenience fee of 2.5% of the total charges paid to the school will be charged, as represented on both the Enrollment Agreement and Invoice.

**Phlebotomy Test and License:** Upon successful completion of the Phlebotomy Technician 1 Program, students are required to sit for a National Exam (NHA \$117) and apply for a license from the State of California (\$100) in order to work as a phlebotomist upon graduation.

**Fees for the exam and license are not included in the tuition.**

# PHLEBOTOMY TECHNICIAN 1 PROGRAM

PLEBOTOMISTS: SOC CODE 31-9097

LENGTH OF PROGRAM: 80 CLOCK HOURS

CREDENTIAL(S) AWARDED UPON COMPLETION: DIPLOMA

## PROGRAM OUTLINE

## COURSRE COMPLETION REQUIREMENTS

Module	Course Title	Est. Weeks	Clock Hours	Credit Units
PHT100	Beginning Didactic	2	20	1.0
PHT200	Advanced Didactic	2	20	1.0
PHT300	Practical Clinical	2	40	0.5
	<b>TOTALS</b>	<b>6</b>	<b>80</b>	<b>1.5</b>

- **Graduates must pass a national exam and become licensed by the state prior to being able to work as a phlebotomist in California. The national certification exam and the California Department of Public Health CPT I license application are not calculated in the total program costs.**
- **Felony convictions may negatively impact your chances of obtaining a state license.**

## *EDUCATIONAL OBJECTIVE*

The Phlebotomy Technician I program prepares students for entry level employment as a Phlebotomy Technician I, to work as a state licensed certified phlebotomy technician in the state of California. Students will receive training in obtaining blood specimens by venipuncture and micro-collection techniques. Phlebotomists are in demand by clinical laboratories, health centers and facilities, hospitals, private doctor offices and any other organization that is licensed to draw blood.

The program requires the student to have a High School diploma from an accredited high school in the U.S **OR** pass one of the following tests: General Educational Development (GED), High School Equivalency (HiSET), California High School Proficiency Examination (CHSPE) **OR** provide official transcripts showing credit for general education courses completed at an accredited college or university.



## *PROGRAM DESCRIPTION*

AHC's Phlebotomy Technician 1 program prepares students for entry level employment as a Phlebotomy Technician 1 in the State of California. Students will receive training in obtaining blood specimens by venipuncture and micro-collection techniques. Students will also learn specimen collection and processing and will become proficient in venipuncture and capillary punctures. In addition to classroom training, an externship in a clinical laboratory is required before graduation, during which the student must perform at least 50 venipunctures and 10 skin punctures. Additionally, the student should observe a minimum of two (2) arterial punctures. The program is delivered residentially, with temporary approval to teach the Basic and Advanced Didactic modules, virtually and with the live streaming platform, Zoom.

### **PHT 100 – BASIC DIDACTIC:**

This course provides the students with the knowledge of the various body systems, their interrelations and related disease, basic infection control, universal precautions and safety, patient and specimen identification, selection and preparation of skin puncture site, blood collection equipment, tubes and additives, proper order of draw, proper venipuncture, post puncture care and proper disposal of waste materials. This course consists of lecture components, directed class discussion, audio-visual aids, demonstrations, role-playing and clinical evaluation.

### **PHT 200 – ADVANCED DIDACTIC:**

This course provides the students with the knowledge of advanced infection disease control and biohazards, anticoagulation theory, specimen collection, anatomical site selection and patient preparation, arterial puncture, risk responses to complications, requisitioning, specimen transport and processing, professional behavior and ethics, quality assurance and legal issues related to blood collection. The course will be taught via lecture, video, discussion and lab.

### **PHT 300 – PRACTICAL CLINIC:**

This course provides the students with hands-on experience working with actual patients in a clinical setting. The students will perform venipuncture and skin punctures under the supervision of clinic staff members. The student must complete a minimum of 50 venipunctures and 10 skin punctures as required by the State of California Department of Health Services.

## PHLEBOTOMY TECHNICIAN I PROGRAM START DATES

Monday through Thursday, 9:00 am to 1:00 pm

<b>Start Date</b>	<b>Expected Completion Date (extended due to COVID)</b>
6/8/2020	9/8/2020
7/6/2020	10/6/2020
7/27/2020	10/27/2020
8/17/2020	11/17/2020
9/8/2020	12/8/2020
9/28/2020	12/28/2020
10/19/2020	1/29/2021
11/16/2020	2/16/2021

Monday through Thursday, 5:30 pm to 9:30 pm

<b>Start Date</b>	<b>Expected Completion Date (extended due to COVID)</b>
6/8/2020	9/8/2020
7/6/2020	10/6/2020
9/14/2020	11/14/2020

# FACULTY AND STAFF

Linnea Ray, President

BS in Psychology, Texas Christian University

Brian Haggerty, Vice President

BA in Business Administration with emphasis on marketing, California State University

## **SUPPORT STAFF**

Karen Kalil, Communications Advisor

BA in Communications and BA in Psychology, Syracuse University

Christine Harribance, Administrative Support

BSN, Duke University

## **Faculty**

Jayne M Grint, Phlebotomy Department Chair, RN, MSN/Ed, PHN

LVN, Chaffey College, Alta Loma, Calif.

RN, Associate Science Degree, Chaffey College, Alta Loma, Calif.

BSN, University of Phoenix, Long Beach Campus

MSN/Ed, University of Phoenix, Costa Mesa Campus

Manuel Castro, Phlebotomy Technician Instructor and Program Director

Los Angeles Valley College, 2000

X-Ray technology – Nova Institute 1989

Medical Office Management, Glendale College, 1980

Current Licenses: CA Certified Phlebotomy Technician, CMA

Andrea Torres, Phlebotomy Technician Instructor

Universal Schools & Colleges of Human Health Services, Phlebotomy Technician Course. 2009

Current Licenses: CA Certified Phlebotomy Technician