

JEM College

11850 Pierce St., Suite 100
Riverside, CA 92505
(951) 549-0693
www.jem.edu

SCHOOL CATALOG

January 1, 2023 - December 31, 2023

DISCLAIMER

JEM College makes every effort to ensure accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of the JEM College Administration. The most current and complete information is available from the Campus Director. All information in the content of this catalog is current and correct as of the publication date and is so certified as true by Amir Baniassad, Administrator.

The College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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 (11U.S.C. Sec. 1101 et seq.).

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, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, 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 at www.bppe.ca.gov.

TABLE OF CONTENTS

Approval Disclosure Statement	4
School History, Mission, & Approvals	6
History and Philosophy	6
Mission Statement and Educational Philosophy	6
Accreditation and Approvals	7
Class & Facilities	8
Facilities, Equipment, and Student-to-Teacher Ratios	8
Class Sessions and Schedules / Clock Hour Conversion	9
Campus Holidays and Breaks	9
Operating Schedule	9
Equal Opportunity Statement	10
Admissions Policies & Procedures	11
Requirements	11
Procedures	11
Attendance & Academic Policies	13
Attendance Status	13
Attendance Policy	13
Grading System	18
Academic Standards	22
CPR Training	22
Satisfactory Academic Progress (SAP)	14
Statuses of SAP	15
SAP Terms and Other Information	15
Probation for Attendance and Conduct	14

Course Incompletes.....	18
Make-up.....	19
Course Repetitions.....	20
Remediation.....	20
Maximum “F” Grades Allowed Before Termination.....	20
Externship.....	21
Background Check and Physical Exam.....	22
Leave of Absence.....	16
Suspension and Termination.....	17
Graduation Requirements and Ceremony.....	23
General Policies & Information.....	24
Orientation for New Students.....	24
Dress Code.....	24
Learning Resource Center.....	24
Family Educational Rights and Privacy Act (FERPA).....	25
Transcripts and Records.....	26
Sexual Harassment.....	29
Statement of non- discrimination.....	29
Crime Awareness and Campus Security.....	29
College Program and Policy Changes.....	28
Job Placement Assistance.....	28
Transfer of Credit to Another School.....	29
Transfer of Credit to JEM COLLEGE.....	29
Re-Entry.....	31
Personal Property/Liability.....	31

TABLE OF CONTENTS

General Policies & Information (continued)

Student / Employee Fraternalization.....	32
Smoking.....	32
Food and Drinks / Student Lounge.....	32
Personal Calls and Visits.....	33
Field Trips and Guest Speakers.....	33
Tutorial Assistance.....	33
Student Academic Advisement.....	33
Change of Address.....	33
General Assistance.....	37
Graduate Refresher Course.....	33
Career Services.....	33
Faculty Qualifications.....	34
Appeals.....	34
Student Appeal Process.....	34
Complaint Procedure.....	35
No Weapons Policy.....	35
Student Record Retention.....	36
Student Tuition Recovery Fund (STRF).....	39
Financial Assistance & Payment.....	38
Tuition Payment.....	38
Cancellation.....	38
Refunds after Withdrawal from Program.....	38
Tuition & Program Information.....	40
Tuition Chart.....	40
Other Fees.....	40
Program Chart.....	41
X-Ray Technician.....	42
X-Ray Technician/Medical Assistant.....	45
Medical Assistant.....	48
Veterinary Assistant.....	51

APPROVAL TO OPERATE

JEM College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and 5, California Code of Regulations (CCR). Approvals must be renewed periodically and are subject to continuing review.

BPPE Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>

The following programs are approved:

Program Name	Program Code	Clock Hours	Quarter Academic Credit Hours	Length In Weeks
X-Ray Technician	XT	1015	36.00	36
X-Ray Tech./Medical Assistant	XT/MA	1303	52.00	50
Medical Assistant	MA	760	48.00	36
Veterinary Assistant	VA	760	48.00	36

NOTE: JEM College does not offer instruction in English as a Second Language (ESL). All programs are taught in English only.

All programs are residential and no distance education is offered. A combination of lecture, demonstration, lab and clinical/externship experience are used as types of instruction.

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

Instruction is conducted in-house with facility occupancy levels accommodating 120 students at our Riverside, California campus located at 11850 Pierce St., Riverside, CA 92505.

Prospective enrollees are encouraged to visit the school's facilities and to discuss their personal educational and occupational plans with school personnel before signing an enrollment agreement. Students are provided a school catalog either in writing or electronically prior to signing an enrollment agreement. The public can request a copy of the JEM College Catalog either at JEM College or access our catalog online on our website at www.jem.edu.

All information in the content of this school catalog is current and correct and is so certified as true by Amir Baniassad, Campus Administrator. The catalog is reviewed prior twice a year for accuracy. Any revisions or updates will be added to the catalog as an addendum or reprint of the catalog including the date of revision.

This school currently does not currently have government-sponsored programs to provide grants and/or to pay for a portion of tuition and fees.

JEM College makes every effort to ensure accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of the JEM College Administration. The most current and complete information is available from the Campus Director.

All information in the content of this college catalog is current and correct as of the publication date and is so certified as true by Amir Baniassad, Administrator.

A handwritten signature in black ink, appearing to read 'Amir Baniassad', with a large, stylized flourish at the end.

Amir Baniassad / JEM College Administrator

SCHOOL HISTORY, MISSION & APPROVALS

HISTORY AND PHILOSOPHY

JEM College was founded in January 2006, as a learning institution specializing in health education. Over the years, the need for well qualified, technical healthcare professionals has grown and expanded due to the ever increasing regulatory requirements for all medical providers. The current healthcare environment is demanding multi-skilled employees who can work effectively in teams.

- ❖ The staff and advisors of JEM College have responded by developing a specialized, industry oriented curricula, resulting in excellent training programs for the career minded student. We believe that applied learning is the best way to increase the students' retention and comprehension rate. It is for this reason that we combine a clinical externship program in addition to labwork.

JEM College changed ownership in October 2015 and has since been operating with its new directors, faculty and staff members.

JEM College is in the business of growing people - people who are stronger, more autonomous, more self-reliant, more competent and self-directed. We expect the best from people and believe that all people have aspirations and potential to succeed. We believe that when given an opportunity, coupled with assistance in opening employment doors that allow for application of training, individuals will take the opportunity and excel.

It is our educational goal to open doors and assist in creating access to opportunity for individuals who have the desire, aspirations and the level of commitment necessary for succeeding in a new career.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of JEM College is: *"To prepare students and to further competence through advanced training. The mission of this college is to provide classroom education along with practical application and to afford students an education that is updated in the most recent technical requirements."*

The college believes that long-term career success relies on continued education and personal enrichment. To achieve this goal, the college provides a quality and holistic (whole person) educational opportunity to a diverse student body - a student body which understands that a commitment to achieve one's goals begins with a continuous and progressive process of self-improvement.

Therefore, we offer an educational approach which culminates in students who:

- ❖ are committed to a health related career
- ❖ are able to apply acquired skills and knowledge to excel in both their professional and personal lives
- ❖ are loyal to self and each other
- ❖ are prepared to assume leadership roles
- ❖ understand the importance of continued education as a means to upward mobility and personal enrichment

JEM College aims to provide its students with a competitive edge in the healthcare industry by providing quality educational programs with industry driven curricula for industry demanded professions. Our students, faculty, and staff are all involved in an interwoven pattern which demonstrates the positive effects to be gained from teamwork, professionalism, and a desire for ethical career advancement. By providing quality services, our goal is to develop graduates who have the knowledge and skills along with the insight and wisdom which allows them to:

- ❖ Administer their chosen profession with confidence and quality;
- ❖ Understand the boundaries inherent in practicing their chosen profession;
- ❖ Show respect and care for clients and patients;
- ❖ Demonstrate professionalism to the general public;
- ❖ Communicate effectively with other health care professionals;
- ❖ Develop a tolerance for differences

APPROVALS

JEM College is licensed by The Bureau for Private Postsecondary Education to operate as a non-accredited institution under the terms of California Education Code (CEC) section 94885.5. Approval to operate means compliance with state standards as set forth in the Ed. Code.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

**1747 N. Market Blvd, Suite 225
Sacramento, CA 95834**

**Tel (888) 370-7589
Fax (916) 763-1897**

<http://www.bppe.ca.gov/>

JEM College does not participate in any state or federal financial aid programs.

JEM College is not authorized to enroll non-immigrant international students (I-20).

JEM College, as well as all JEM College programs, are currently not accredited by an accrediting institution recognized by the Department of Education.

JEM College's non-accredited status:

- Does not impact our graduates' abilities to sit for applicable license exams in California. Prospective student are advised to do their own research whether JEM College's non-accredited status will impact their ability to seek licensure in other states.
- Does not impact employment positions within the state of California

CLASS & FACILITIES

FACILITIES, EQUIPMENT AND STUDENT-TEACHER RATIOS

JEM College is located at 11850 Pierce St., #100, Riverside, CA 92505. JEM College is housed in a modern office facility consisting of approximately 6,000 square feet. There are 4 administrative offices, 3 classrooms, 3 laboratories and a learning resource center. There are classroom tables and chairs and appropriate equipment to support the programs.

The Medical Assisting classroom(s) lecture/lab have a human skeleton model, various anatomical models, Medical Assistant Software/videos, EKG, examination tables, examination screens, examination stools, examination lights, phlebotomy chairs, injection/phlebotomy practice arms, centrifuge, hemoglobin test, teaching stethoscopes, sphygmomanometers (mobile & wall mounted), glucometer, refrigerator, floor scale(s), baby weight scales, eye charts (Snellen/Ishihara), mayo stand(s), eye irrigation syringe, digital thermometer, tympanic thermometers, sinks, eye wash station, CPR equipment, AED machine, microscopes, autoclave, otoscope and various hand instruments. You will also find digital audio visual overhead projector for faculty/student demonstration and video viewing. There is a student lounge with vending machines, refrigerator and microwave.

The X-Ray classroom(s) lecture/lab have a Continental X-Ray Unit housing a table with grid, radiographic tube, Summit Nova 360 X-Ray Machine Model #B360 Control Panel, Real Human bone phantoms, lead aprons: full body, gonadal shielding; positioning sponges, weight bearing sand bags, Modern Way Pediatric Immobilizer (piggo-stat), iCR 2500 Digital Processor units (2), digital equipment used to produce an image created by radiation exposure, computer monitor, keyboard and cassettes, dosimeter radiation monitoring badges, x-ray markers, anatomy skeleton, computerized and handbook text curriculum, projector and screen, technique charts, calipers

Equipment for the Veterinary Assistant classroom(s) lecture/lab includes a veterinary exam table, seating chairs, centrifuge, autoclave, microscopes, scales, veterinary thermometers, stethoscopes, lab cart, IV pole, pulse oximeter, blood pressure testers, restraint pole, Elizabethan collar – cone for dogs/cats, X-ray equipment, ultrasound, nail trimmers and cutters, surgical instruments, syringes, otoscopes, cages, restraints, and sharp containers.

The school is housed in modern, centrally air-conditioned facilities that are wheel chair accessible. Fully equipped computer and medical labs afford students hands-on training and include computers with updated software, printers, and medical equipment. Teaching labs for all 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.

CLASS SIZE

Lecture Classes: For all programs the maximum number of students in a class is 30. The maximum student-to-teacher ratio for all programs is 30 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 15; and the maximum lab teacher-to-student ratio is 15 to 1.

CLASS SESSIONS/SCHEDULES

CLASSROOM HOURS FOR XT, XT/MA and VA PROGRAMS:

8 AM – 1 PM, 1PM – 6 PM, 6:00PM-10:00PM – Monday through Thursday

Externship/Clinical Rotation:

Externship/Clinical: Externships are scheduled at various hours at the discretion of our affiliated partners. Hours vary

and students must be available for externship training Monday through Sunday from 8:00am – 8:00pm, 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.

CLOCK HOUR CONVERSION

Programs	Clock Hours	Quarter Academic Credit Hours	Length in Weeks	Award upon Graduation
X-Ray Technician (XT)	1015	39.5	36.00	Certificate
X-Ray Tech./Medical Assistant (XT/MA)	1303	52.00	50.00	Certificate
Medical Assistant (Proposed)	970	48.00	36.00	Certificate
Veterinary Assistant (Proposed)	970	48.00	36.00	Certificate

CAMPUS HOLIDAYS AND BREAKS

Holiday
Winter Recess
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Winter Recess

OPERATING SCHEDULE

OFFICE HOURS:

9:00AM to 6:00PM – Monday through Thursday and 9:00AM to 5:00PM on Fridays

EQUAL OPPORTUNITY STATEMENT/SEEKING ACCOMMODATIONS

It is JEM College's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination due to 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.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Admission Representative has met with the student, consulted with the Campus Director and Program Director and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

The College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the College. To request auxiliary aids or services, please contact the Admission Department at the campus. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as possible.

ADMISSIONS POLICIES & PROCEDURES

ADMISSIONS REQUIREMENTS

The College seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the College. To accomplish this, the College evaluates all students and makes admissions decisions on an individual basis following the admission policies set forth in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicants may apply for enrollment by contacting Admissions at JEM College, completing an enrollment application and receiving a program presentation and facility tour. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

The applicant must follow admission procedures and meet the following criteria in order to be considered eligible for consideration of enrollment into a program:

- Be at least 18 years of age (under 18 must have parent/guardian approval)
- Possess a High School Diploma, GED, or CHSPE
- Complete an interview questionnaire
- Complete a personal interview with an Admissions representative

Students must complete the entire admissions process on or before the first day of class for all programs. Students who fail to complete the admissions process prior to the first day of class may be required to reschedule to another start date.

In order to be admitted to his/her desired program, an applicant must do all of the following:

- Provide a valid high school diploma/transcript, GED, California High School Proficiency Certificate.
- Note: Applicants to the XT and XT/MA programs must provide valid documentation of negative test results for Tuberculosis and Hepatitis B as well as Hepatitis B vaccination or waiver within two (2) months of the start of classes.
- Note: International students must show proof of English language proficiency by obtaining at least 2nd grade level on the STEP Eiken Test (450 TOEFL or 133 TOEELCBT).
- Be at least 18 years old. If younger than 18, the applicant must have parent authorization.
- 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.
- All transcripts must be in English or submitted with a certified English translation of the original. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrolling in the program.

PROCEDURES

Interested applicants will interview with an Admissions Representative, during which time a campus tour will be given. The Admissions Representative will provide detailed information on JEM College's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective. In order to be formally accepted to the College, all applicants must do the following:

1. Complete, sign and date an Application for Admission; Complete an interview questionnaire
2. Complete a personal interview with an Admissions representative
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 JEM College School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

ENTRANCE REQUIREMENTS

Only students with a high school diploma or equivalent may enroll in school programs. (*See section below on high school diploma equivalency.*) We encourage students and applicants without a high school diploma to attend an independently operated GED program.

Applicants enrolling in the X-Ray Technician program must provide evidence of certification from an accredited Medical Assisting program, 2 years of employment as a medical assistant or documentation showing that student is concurrently enrolled in an accredited Medical Assisting prior to beginning classes at JEM College. If student does not graduate from the Medical Assisting program they are enrolled in concurrently with JEM College's X-Ray program, they must enroll in the X-Ray/Medical Assisting program from JEM College. All graduates of JEM's X-Ray program must have certification from a Medical Assisting program or provide documentation of work history.

Applicants enrolling in the X-Ray Technician or X-Ray Technician/Medical Assisting programs must provide a copy of their high school diploma, transcripts, or a copy of their GED or equivalent prior to enrolling in the program.

If the applicant is a **home-schooled student**, s/he must submit documentation that outlines the curriculum studied. This may be in the form of course syllabi or a transcript from a recognized home-schooling agency. If such documentation is not available, then GED or CHSPE scores must be provided.

All transcripts must be in English or submitted with a certified English translation of the original. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrolling in the program.

For those with prior college training who wish to transfer credits, please see the *Transfer of Credit* policy in this catalog under the section titled *General Policies and Information*.

High School Diploma Equivalency

Applicants without a high school diploma may provide the following for consideration of admittance to the XT or XT/MA programs if the following documentation shows evidence of high school graduation:

1. Transcript from high school that evidences successful completion of all required coursework and graduation
2. General Educational Development(GED)certificate
3. High school equivalency certificate, such as the California High School Proficiency Exam (CHPSE)
4. Transcript that shows the applicant earned an Associate's or Bachelor's degree at an accredited institution recognized by the U.S. Department of Education

ATTENDANCE & ACADEMIC POLICIES

ATTENDANCE STATUS

Full-time students are required to be enrolled for a minimum of 16 clock hours per week. JEM College's programs are only fulltime schedules.

ATTENDANCE POLICY

Student attendance is regularly documented through use of daily sign-in sheets, monitored by the instructor, in which students sign their full names (no initials) in blue or black ink. 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 a full class session. Students are required to maintain 85% attendance rate in each module.** Failure to abide by JEM College attendance policy will adversely affect academic progress and can lead to warning or termination.

Minimum Standards (Excluding Externship)

For all programs/courses, a student must attend classes a **minimum of 90% overall** in order to successfully complete the program. No student may begin his/her externship if the overall cumulative attendance is not at least 85 percent.

Additionally, a student must attend a **minimum of 90% of each module** in order to sit for the module final exam.

A student must also attend **more than half** of the scheduled class days of each module or s/he will receive an automatic "F" grade requiring the module to be repeated during its next scheduled rotation. A student will receive an "Incomplete" if s/he attends more than half of a module but less than the minimum required to test on schedule. Any absences made up after missing half the module but before the scheduled test date will count toward only the student's cumulative attendance percentage. These made-up absences will not excuse the student from an "F" or "Incomplete" or from repeating the module.

Extern for XT: Students in this program must complete 100% of their externship hours. *(See section on Externship for additional information.)*

Tardies/Early Departures

A **tardy** is defined as arriving more than 15 minutes late for the class session. "Class session" is defined as the scheduled portion of the class day for which a student signs to designate his/her attendance. Students must arrive at the start of class sessions or they will be marked tardy. An **early departure** is defined as leaving before a class session ends. Missed time for tardies and early departures in all programs/courses cannot be made-up.

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

Termination for Consecutive Absences

A student will be terminated for missing ten (10) consecutive class days. Consecutive absences that are made up by time or assignment will not excuse the student from this policy. This policy does not apply to those days when school is closed for a holiday or for approved Leaves of Absences.

PROBATION FOR ATTENDANCE AND CONDUCT

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance or conduct. Probation will occur if the student's cumulative attendance is below the minimum standard when formally reviewed at the end of his/her payment period 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 absences, tardies/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy. For all programs, a certain number of absences during a module may lead to automatic probation.

Students placed on probation for attendance and/or conduct issues 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.

The length of probation is thirty (30) calendar days unless otherwise stated for a specific reason. At management's discretion, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met. 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 student fails to comply with the extended probationary conditions, s/he may be suspended or terminated.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain satisfactory academic progress in order to remain enrolled at the college.

SAP Requirements

Standard 1 – Cumulative Grade Point Average or GPA (Qualitative Measure or “grade-based”): The student must maintain a minimum qualitative measure of progress defined as the cumulative GPA, which is either a 2.0 or 2.14, depending on the program or course. Only those credits required in the student's program of study are used in the CGPA calculation.

Standard 2 – Quarter Credit Hour Completion Ratio / Pace (Quantitative Measure or Rate of Progress “time-based”): The student must achieve a minimum passing rate of 67% of all quarter credit hours attempted. Grades of “F” (Fail), “I” (Incomplete), and “W” (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits (both earned and attempted), if applicable, are also calculated in the completion ratio.

The rate of progress percentage is calculated by dividing the credits or hours earned by the credits or hours attempted. Only those credits or hours required in the student's program of study, including transfer credits, are used in the calculation.

Standard 3 – Maximum Timeframe: The students must complete his/her certificate or diploma program/course within 150% of the published length, as reflected in the Program Chart contained in this catalog. Transfer credits are included in the maximum timeframe calculation. Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program).

Quantitative Measure or Rate of Progress calculations help assure that students will complete their programs within the maximum time frame.

Effect of Transfer Credit on SAP: Transfer credit awarded by the college has no effect on GPA calculations for SAP, but does effect the pace calculation. Transfer Credits are also included in the maximum timeframe calculation.

Effect of Program Change on SAP: Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

STATUSES OF SAP

SAP Warning: Students who fall below either the qualitative or quantitative measure will be placed on “SAP Warning” status for one grading period. As a result, the student will be required to meet with their program director to discuss the minimum requirement(s) not being met and corrective action necessary to satisfy SAP requirements. One-year programs (i.e., those with one academic year) will have one warning period.

SAP Failure: A student who fails to meet SAP standards while on SAP Warning status will be required to meet with a student services representative to discuss his/her status. During this time, the student will be responsible for payment of their tuition and associated fees. If the student does not make payment for applicable tuition/fees, s/he may be dropped from the program.

For either status above, the student must sign and receive a form detailing his/her status as SAP Warning or SAP Failure. The form will indicate the reason for the warning/failure status and the corrective action needed to achieve the minimum requirement(s) to meet SAP. A student’s refusal to sign the form will not exempt him/her from the conditions of SAP Warning or SAP Failure and may lead to further disciplinary action including termination.

SAP APPEAL PROCESS

Any student who has been placed SAP Warning or SAP Failure may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within five (5) calendar days of receiving notification of the SAP Warning or Failure status. All appeals must explain the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student’s Academic Progress, additional documentation may be required. The decision of the college is final and may not be further appealed.

REINSTATEMENT

A student may appeal to return to the college if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student’s Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

SAP TERMS AND OTHER INFORMATION

Credits Attempted: Defined as all courses for which a student receives a grade – whether passing or failing – and includes “W” (Withdrawn) and “I” (Incomplete) grades. Therefore, any and all grades received will count toward the credit hour ratio detailed above in Standard 2 of the SAP requirements.

Credits Completed: Defined as all courses for which a student receives a passing grade.

Credits Included in Credit Completion Calculation: In addition to courses in which the student is enrolled, challenged credits and transfer credits are included in the calculation of completed credits. However, any credits audited by a student do not count as either credits attempted or completed.

Impact of Repeated Courses: Repeated courses count as credits attempted during each payment period in which the student is enrolled, and they may affect the pace (see Standard 2 above). However, a repeated course will count one time as credits completed the first time the student receives a passing grade for the course.

Credit Completion Warning: Students placed on SAP Warning for lack of credit completion are advised that, if any other SAP standards have generated a “hold” on their record, those standards and conditions take precedence over the credit completion warning.

LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

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 Program Director. Such requests will be considered on an individual basis and are subject to the following conditions:

1. An 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 an LOA, the School may grant the request if it documents its decision and collects the written request later. At the time of a request for an LOA, a student must be satisfactorily progressing academically.
2. A student will not be eligible for a leave of absence until after the first thirty (30) days of enrollment.
3. In no event can a student take an 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.
4. The maximum timeframe for any approved leave of absence is 180 calendar days in any 12-month period or half the published program length, whichever is shorter. Additional LOAs may be granted provided that the total number of days for all LOAs does not exceed this limit. The 12-month period begins on the first day of a student's initial LOA. Students are advised to be aware of any allowable remaining days for future LOAs to be used for unforeseen issues, such as needing to wait for any modules previously failed, missed during LOA, or not yet taken.
5. If called for military duty, the student's request must include applicable documentation.
6. 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.
7. A student must return from an 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.
8. Upon return from an 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 if the LOA started during a module that the student did not complete. Students are advised that they may also be required to attend an alternate class session (e.g., morning instead of evening) or different class sessions at the same time in order to complete the program within the allowable maximum time-frame.
9. When completing the LOA form, the student will also sign a projected new schedule and contract addendum, both of which will indicate the student's new expected completion date.
10. 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 as long as s/he returns at the beginning of a module that s/he has yet to successfully complete.
11. Students making tuition payments to the School remain under that obligation during a leave of absence.
12. Any training/enrollment verification forms will not be processed during a leave of absence.
13. The length of an LOA for a student who drops and later re-enrolls in the same program will be one half the number of weeks remaining to successfully complete the program.

SUSPENSION AND TERMINATION

Students are 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 at all times. **JEM 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. positive drug screening tests;
8. Excessive absenteeism, including tardies and early departures;
9. Dishonesty
10. Use of profanity
11. Utilizing school equipment and/or supplies not assigned or checked out to the student or improper use of equipment and/or supplies
12. Insubordination/failure to follow directives
13. Failure to meet financial obligations; or
14. 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 either the third or tenth consecutive day of absence, as applicable to a particular program, for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*).

GRADING SYSTEM

JEM College uses the following scale as its standard grading system.

GRADE	PERCENT	DESCRIPTION	GRADE POINTS
A	90-100	EXCELLENT	4.0
B	80-89	GOOD	3.0
C	70-79	AVERAGE	2.0
C-XT*	75-79	AVERAGE	2.14
C-US*	75-79	AVERAGE	2.14
D	60-69	BELOW AVERAGE	1.0
F	0-59	FAIL	0.0

GRADE	DESCRIPTION
CR	CREDIT RECEIVED
FRP	FAILED / REPEATED / PASSED
FRF	FAILED / REPEATED / FAILED
NG	NO GRADE / NO CREDIT
I	INCOMPLETE
W	WITHDRAWN
No percent values apply and no grade points are awarded for the descriptors above.	

GRADE	PERCENT	DESCRIPTION	GRADE POINTS
TO	-	TEST OUT	-
EXP	100	EXTERNSHIP PASSING	4.0
EXF	0	EXTERNSHIP FAILING	0.0

NOTE: A "C" grade for these programs/courses will be indicated on student transcripts as noted above by referencing the program/course abbreviation. Final scores of 74% and below are considered failing for these programs/courses.

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.

WITHDRAWAL GRADES

A student who withdraws after attending any portion of a module or course will receive a grade of "W" or Withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. "W" grade for the module or course will not be included in the calculation of the GPA for SAP. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the rate of progression in determining SAP.

Week 1

Students who wish to withdraw from a course during the first seven days from the start of the program will be considered a cancel. The students name will cease to appear on any class roster or grade report and grades will not be recorded.

Week 2 through completion of Program

A student is considered to have withdrawn from the program when:

- ❖ The student's withdrawal is in writing (no particular format required) to the school at their address. Written notice sent by mail shall have an effective date of mail deposit for notices properly addressed and postage prepaid.
- ❖ The student is terminated by the program.
- ❖ After the student fails to attend school for 14 calendar days. The date of withdrawal will be considered the last date of recorded attendance.

Students contemplating withdrawal should be aware of the following:

- ❖ The course of study they are currently enrolled in is counted in their maximum program completion time;
- ❖ They will have to wait until another program start date to repeat the course and this may cause them to exceed their maximum program completion time;
- ❖ They will have to repeat the course from which they withdrew prior to receiving a final grade;
- ❖ Tuition costs may be affected.

MAKE-UP

This policy applies to making up module exams in all programs. The policy also applies to specific time frames for making up absences in all programs/courses. Students are strongly advised not to miss class unless absolutely 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. **Missed quizzes cannot be made up; in such cases, a zero point value will be applied to the grading criteria.** In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module.

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 their program director for a make-up log.

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 particular program, the student will receive an "F" grade and will have to repeat the entire module when offered again. The highest numerical score applied to a make-up exam is 75% (or 84% for the CPR exam), regardless whether the actual score attained is higher. 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: For the **XT and XT/MA programs**, module exams must be made up within 14 calendar days. Failure to take the make-up module exam within these stated time frames will result in an automatic "F" for the module, and the student will have to repeat the module in its entirety.

Prerequisites Affecting Make-up: Certain modules and/or levels must be taken and/or successfully completed in a designated order. *(See program outlines under section titled Tuition and Program Information.)* If applicable to a designated program or level, students must successfully complete the last module in a level before progressing to the next level, including externship.

Make-up During Level Breaks: If a missed module exam is for the last module to be completed in any given level and the following week is a scheduled break, the student must sit for and pass the exam during the break. Otherwise, s/he will not be able to progress to the next level when it begins. As a result, the student will have to wait for the next needed or available module to recycle through the schedule offering, which will extend their enrollment.

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 particular 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 their Program Director. 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. *See Re-Entry Policy under General Policies and Information regarding repeating modules that a student passed during a previous enrollment.*

Note: The Course Repetition policy does not apply to the extern modules. Students in all programs should refer to the Maximum-F Rule Policy (as applicable) for additional information regarding limits on repeating failed modules.

XT, XT/MA: 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. There is no charge for the first time a failed module is repeated, but a student must remit payment before being scheduled to repeat the module a second time. If a student fails a module after repeating it the second time, s/he will be terminated from the program. (*Refer to the Remediation Policy regarding retesting a failed module and the Maximum-F Rule Policy regarding limits on failed modules.*)

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.

REMEDIATION

This policy applies to all programs; however, it does not apply to extern modules. This allows students to demonstrate improvement in cited areas of deficiency by remediating (retesting) a failed module, in order to progress through the program.

Remediation does not apply to modules receiving automatic "F" grades resulting from the student's failure to take a make-up test in time. Additionally, "F" grades for a module are considered final only after the student fails the remediation exam.

Students may remediate a failed module only one time. If a student fails the remediation exam for a module, s/he must repeat the module when offered again. This applies only if the "Maximum-F Rule" is not in force (*see below*). If it is, the remediation failure will result in automatic termination from the program. Under no circumstances can a student progress to another level with a module to be remediated.

Following a failed module, the student will be formally notified of the remediation process, during which deficient areas will be identified for the student to review. The student will sign an advisory form acknowledging remediation and will have one week from notification to take the remediation exam. **The highest numerical score applied to a remediation exam is 75% (or 84% for the CPR exam), regardless whether the actual score attained is higher.** This score will be calculated with other grading elements to determine the overall final grade for the module.

Students may remediate (retest) a maximum of two (2) failed module exams. If the student fails the module remediation exam, s/he must repeat the entire module. A third failed module will result in automatic termination. **Students cannot remediate externship modules.** (*Refer to policies on Course Repetitions and the Maximum-F Rule.*)

MAXIMUM "F" GRADES ALLOWED BEFORE TERMINATION

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

A student's eligibility for the Remediation Policy will be considered before applying the Maximum-F Rule Policy in determining whether the student should be terminated for reaching the stated limits.

XT, XT/MA: A student may receive an "F" as a module final grade no more than two (2) times overall during the normal length of the program. If a student attains a third module grade of "F", s/he will be terminated from the program.

EXTERNSHIP

Externship is part of the program/course; therefore, students are still enrolled during this training. Students in all programs/courses with externship modules as part of their program must complete externship with a satisfactory grade in order to complete the program/course successfully and receive a certificate. Except where noted, externship is subject to the same policies and procedures as the rest of the program/course. 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 additional health immunizations prior to placement at their site. Prior to starting their externship training, JEM College will assign, at random, a drug test that all students must pass successfully in order to progress to externship** (See section titled *Background Checks / Physical Exams under General Policies & Information.*)

The extern site will assign a supervisor who will evaluate student progress and performance, along with ongoing follow-up by JEM College. Lengths and schedules may vary depending on the 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 will not count toward the student's completion total. The specific site will be determined by JEM College in conjunction with the student's completed Extern Questionnaire. **Evening schedules cannot be guaranteed. Additionally, the following distances for student travel from campus to the site may be required: up to 20 miles for Medical Assisting; up to 80 miles for X-Ray.**

Externship for all programs consists of one or more modules. If a student withdraws or is terminated during the externship, any hours completed will be voided. As a result, the student must repeat all hours that were previously completed during that module. **If a student fails to complete externship, s/he may be terminated from the program/course.**

Extern for MA: Extern is normally scheduled for 30 hours per week (6 hours per day) for six weeks, and is processed through the Career Services department.

Extern for XT: Students must attend 100% of their externship hours and complete a minimum 50 radiographic studies of the chest, 100 radiographic studies of the extremities and 200 radiographic studies of the torso-skeletal. The XT extern must always be supervised by their X-Ray Technologist or the Supervising Physician during all exposures at externship. Under no circumstances can an extern take a radiographic exposure without supervision. The Career Services department processes extern placement.

Students do not receive any monetary remuneration during this training, nor will they serve as a substitute for hired staff or other personnel at the clinical site(s) to which they are assigned.

Extern during Breaks: Externship schedules may occur during winter breaks. 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. 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.

Students will not be eligible for clinical rotation or externship assignment until all immunizations are complete, financial obligations are current, and all required course work and/or make-up work is complete. Students should also be aware that delayed clinical rotation or externship assignment will also change their anticipated graduation date, increasing the length of their program of study.

ACADEMIC STANDARDS

JEM College evaluates student academic performance on a 4.0 grading scale, whereby a cumulative grade point average (GPA) of either 2.0 or 2.14 (depending on the program) must be maintained for making satisfactory academic progress. See below for standards for a particular program/course.

For clinic/lab training (extern) or supervised practicum, student performance is graded by the program director or director of education via the extern site's assessment ratings of student performance indicated on the skills evaluation form.

XT: Minimum cumulative 2.14 GPA is required (equivalent to 75% on a 100% grading scale). Final test scores or module grades of 74% and below are failing grades for these programs/courses. (*Refer to Remediation Policy regarding retesting for failed modules.*)

MA: Minimum cumulative 2.0 GPA is required (equivalent to 70% on a 100% grading scale). A grade of "D" for a module or quiz is considered a passing grade for these programs.

Grading Formula – XT, XT/MA: 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 attendance (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, s/he will receive a failing grade for the module regardless of whether the calculation of other grading criteria would have resulted in a passing grade.

CPR TRAINING

Students are provided CPR training during enrollment and will receive a Basic Life Support Card upon passing the requisite exam with a **minimum score of 84%** (equivalent to a "B" letter grade), in accordance with guidelines set forth by the American Heart Association (AHA). A lower score is considered failing. If a student fails the initial exam, s/he may retake another version but must do so the same day. If a student does not retest the same day or fails the retest, s/he must repeat the course when offered again, if available. Alternatively, the student must obtain CPR certification during enrollment by completing a course conducted by AHA at his/her own expense.

An eight-hour class for CPR may be held for one day, commensurate with that conducted by AHA. Students who miss or fail the CPR class in their program must plan accordingly to attend either of these days.

For the programs below, CPR training is included in the curriculum. Note that special conditions are in force regarding failing and retesting CPR and how it affects a student's overall module grade.

CPR for XT, XT/MA: The CPR test serves as a quiz and, therefore, the score is calculated as part of the 30% grading criteria for determining a grade for the module. The final score achieved (whether passing or failing) will be averaged with other scores (e.g., quizzes, assignments, lab skills) and then multiplied by 30% to determine the value points. A student who fails the retest must obtain certification through AHA, as noted above.

BACKGROUND CHECK AND PHYSICAL EXAM

Applicants to the **X-Ray, X-Ray/Medical Assisting programs** will be subject to a random mandatory drug test prior to extern placement. JEM College X-Ray students are required to submit negative TB and Hepatitis B tests within 2 months of program start date as well as a Hepatitis B proof of vaccination. If the TB and Hepatitis B tests show positive, the applicant may be ineligible for extern placement. The cost of the random drug test is covered by JEM College, however costs related to TB and Hepatitis B testing and Hepatitis B vaccination are the responsibility of the student.

Students in all programs except MA are strongly encouraged to provide valid documentation detailing immunizations at least a few weeks prior to extern placement or clinical training. Students in the MA programs will be informed if they must provide such documentation, as it depends on JEM 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 drug/medical tests or immunizations are not met in a timely manner.

GRADUATION REQUIREMENTS

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

1. Achieves a minimum cumulative grade point average (GPA) of 2.0 for the MA program, or 2.14 for all other programs; Achieves a minimum cumulative attendance percentage of 85%, as well as 100% for extern if required by a specific program;
2. Is present on the last scheduled day of the program; and
3. Satisfies all financial obligations to the School.

Certificates 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.

GENERAL POLICIES & INFORMATION

ORIENTATION FOR NEW STUDENTS

The school conducts a short presentation to all new starts, which is normally held before or during the first class session. The orientation includes an introduction to JEM College staff and a detailed overview of various JEM College policies as outlined in this catalog. Prior to orientation, new students will sit for a picture for their ID badge and complete any outstanding paperwork.

DRESS CODE

Students are expected to maintain a neat, clean appearance at all times during their training, both on campus and at externship and clinical sites. The uniform is to be worn by all students from the beginning of the program through externship/clinical rotation. Each student will receive instruction during orientation as to how the ensemble is to be worn. Students are expected to maintain their uniforms in good condition and not substitute any of the garments in the ensemble for personal clothing without prior approval.

Because a variety of equipment is used during training, certain items of clothing, such as shorts and open shoes, may not be worn for obvious safety reasons.

Students are required to wear their designated uniforms at all times while attending the program.

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 may dictate a dress code policy somewhat different than that from JEM College. If so, the site's policy will override JEM 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.

LEARNING RESOURCE CENTER/LIBRARY

The resource center/library is located at 11850 Pierce Street, Suite 100. The student will find materials and resources for the X-Ray, Medical Assistant, and Veterinary Assistant programs. All enrolled students have access to these resources. The procedure for student access to the library start with matriculation, upon which time students are made aware of the access code to the virtual library. Access codes are also posted in various sites on campus, including in the Learning Resource Center. Resources students may access include not only our virtual e-library LIRN but also Proquest. The Proquest learning library provides access to databases, ebooks, news, newspapers, dissertations and microfilm. There are several posting around campus including the resource center of how to access the Proquest Library.

JEM College provides a learning resource center which contains 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 JEM College computers, which

are to be used only for school/program purposes. The Learning Resource Center also contains a reference library of various books/periodicals that student's may sign out. The Resource Center/Library offers limited reference sources and material related to the college curricula. Students also have access to a virtual library, run by ProQuest Health Management™. This database is designed to meet the needs of researchers studying the field of health administration by providing high-demand, reliable and relevant healthcare management content, much of which is not available elsewhere. The wide range of topics includes hospitals, insurance, law, statistics, business management, personnel management, ethics, health economics and public health administration.

In addition, all students have access to the Library Information Resources Network (LIRN) online library database. The LIRN Virtual Library Collection consists of an expanded academic database consisting of a variety of holdings, including arts and the humanities, social sciences, science, and technology. LIRN is a wonderful tool that students are able to access online on school premises or at home using the student's personal computing devices, at any time without restriction. LIRN includes a multitude of current periodicals, research journals and databases related to our programs. In addition to LIRN, the school provides standard works of reference for student review on school premises.

Maintaining and preserving the College's facilities and equipment is an obligation of all members of the College community: faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of College property. Smoking is prohibited within the College.

The Learning Resource Center/Library at the campus is available during the day and evening to accommodate students' research and study needs and offer reference materials related to the programs and curricula at the campus.

Students are encouraged to use the reference books in the JEM College Learning Resource Center/Library. Always use care with these materials and equipment. Students utilizing computers for non-program related purposes, will be disciplined and may be placed on probation, or terminated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the JEM College receives a request for access. A student should submit to the Campus Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - i. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - ii. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by JEM College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of JEM College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for JEM College.

5. Upon request, the school also discloses education record without consent to officials of another school in which a student seeks or intends to enroll. JEM College will make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.}]
6. 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 and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the Bureau for Private Postsecondary Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833.
7. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student:
 - To other school officials, including teachers, within JEM College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom
 - the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met.
 - The student's enrollment or transfer, subject to the requirements of §99.34.
 - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with
 - Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
 - To accrediting organizations to carry out their accrediting functions.
 - To parents of an eligible student if the student is a dependent for IRS tax purposes.
 - To comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in connection with a health or safety emergency, subject to §99.36.
 - Information the school has designated as "directory information" under §99.37.
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
 - To parents of a student regarding the student's violation of JEM College any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

TRANSCRIPTS AND RECORDS

Copies of unofficial or partial 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 Transcript Request Form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript along with certificate upon graduation. An administrative fee of twenty dollars (\$20.00) will be

required for any additional official transcripts and ten dollars (\$10.00) for non-official transcript. JEM College will withhold a student's diploma if the student is in default on their tuition contract or is not in good financial standing. 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.*)

JEM College maintains a file for each student that contains all requisite information on his/her enrollment and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of a JEM College employee and/or request to have the file copied, excluding any and all test materials. A copy of the file will be provided no later than 30 days following the request. Students have the right to review and/or amend their educational records no later than 30 days after the institution receives a written request. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when s/he is notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

No officer, administrator, or employee of JEM College shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent with the exception of any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period. For graduates, a copy of the diploma and official transcript are maintained permanently.

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 JEM 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 JEM College employee should bring the matter immediately, in person, to the attention of the Campus Director or JEM College Director of Operations 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 aforementioned school officials. JEM College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

CRIME AWARENESS AND CAMPUS SECURITY

On a yearly basis, JEM College publishes the *Campus Security Disclosure Statement* form that contains detailed information regarding crime statistics for the College. Additionally, the College distributes pertinent information related to the school's policies and procedures for maintaining campus security. This information provides the student with detailed information of the College's procedures and measures for crime prevention and instructions for reporting crimes. Information regarding sex offenders can be obtained at the website <http://www.meganslaw.gov>.

STATEMENT OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, or military service status, age, or disability. The College complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director or Director of Operations, who will provide students with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

COLLEGE PROGRAM AND POLICY CHANGES

The College, at its discretion, may make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the student's educational experience. The College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, the College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

JOB PLACEMENT ASSISTANCE

Placement assistance is a privilege of any graduate who requests it and who follows JEM College 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 but may be denied to a student/graduate who is uncooperative with JEM College staff. **JEM College does not guarantee placement.**

While the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. JEM 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. Covering any visible tattoos is strongly encouraged.
- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator 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 particular 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 JEM 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.

NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at JEM College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Medical Assistant, Veterinary Assistant, X-Ray Technician, or X-Ray Technician/Medical Assistant program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 JEM College to determine if your diploma will transfer.

TRANSFER OF CREDIT TO JEM COLLEGE

JEM College has complete discretion as to which credits, if any, will be accepted from another institution. An applicant may appeal a transfer of credit decision (see Appeals policy in this catalog). JEM College 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 50%, excluding externship, unless special circumstances warrant further consideration by the campus director. The didactic portion of a course or level must have been taken no later than five (5) years ago, and the clinical/lab portion must have been taken no later than five (5) 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 JEM College. If a transfer of credit is accepted for a particular 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 JEM College.

Note: JEM College 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.

Tuition Calculation for Transfer of Credit: Provided below are the steps taken by which tuition and fees will be adjusted following acceptance of a transfer of credit.

1. Divide the tuition charges by the total number of clock hours in the program to determine the per-hour tuition charge. (Refer to the Program Tuition Chart in this catalog.)
2. Multiply the number of clock hours approved for transfer of credit by the per-hour tuition charge to determine the amount of transfer of credit charges.
3. Subtract the transfer of credit charges from the tuition charges to determine the amount of prorated tuition.
4. Add the prorated tuition charges (step #3) and the registration fee to determine the adjusted total institutional charges.

Associated Fees: There are no fees for testing, evaluation, or granting transfer of credit.

CREDIT FOR PRIOR LEARNING

Prospective enrollees and students may not challenge a course (module) to be exempt from having to take that particular module during their enrollment. The applicant or new student does not have the option to take the applicable module exam(s) to demonstrate sufficient knowledge of the material.

Please note that JEM College does not award credit for prior experiential learning (knowledge gained from prior employment relatable to in classroom learning)

Program Transfers

Students who have begun their training and wish to transfer to another program must seek permission from the Program Director.

Students transferring to a completely new program will be dropped from the current program and enrolled into the new program as a new student under the current catalog and new enrollment agreement.

Students transferring into a different program session, for example from day to evening weekend, will be transferred and charges will be adjusted accordingly.

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 have been corrected to afford JEM 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. Entrance test scores are good for life, unless the student's previous scores do not meet revised 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 sufficient to warrant excusing the student from repeating certain courses that s/he passed during a prior enrollment. 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 JEM College, s/he must make arrangements to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time will not be eligible to reapply for 12 months from the date of determination of their second termination. Re-entries are at the sole discretion of JEM College.

PERSONAL PROPERTY / LIABILITY

JEM 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 assistant 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. JEM 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 PREVENTION PROGRAM

In compliance with federal and state law, JEM College maintains a program to prevent the illicit use of drugs and the abuse 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 or during any activities conducted off-campus is strictly prohibited and must sign a statement indicating that they are aware and will abide by JEM College's Drug Prevention program. Students violating this policy will be subject to immediate termination.

Information on drug abuse prevention is available at the College for all students and employees. 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. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Students who need counseling assistance for drug or alcohol dependency should contact the Campus Director or Program Director for referrals. All referrals will be kept confidential.
4. The primary goal of students at the College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused.
5. At no time will the College allow possession, use, and/or distribution of an illegal drug.
6. Students, employees, and guests must adhere to federal, state and local laws and regulations.
7. The College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.
8. Information on Drug Awareness programs, counseling, treatment, and other related services are available through: The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP
9. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

- Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Director who will determine the action to be taken. If the Campus Director and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Director and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
- If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Campus Director will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to the College.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of the College are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the College environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate employee behavior includes, but is not limited, to: flirtation; making suggestive comments/gestures; showing suggestive materials; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting automobile rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus Director immediately.

SMOKING

JEM 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 buildings, unless approved by JEM College management. Only closed-lid bottles are permitted. Additionally, no food may be eaten in the front entrance areas, lobbies, hallways, bathrooms, or stairwells. A student lounge is 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 JEM College's office telephones for personal use, and cell phones must be turned to silent position during class and at all times on campus. Messages will be taken if JEM 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 JEM 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, JEM 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, hospitals, or any facilities 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.

STUDENT SERVICES - TUTORIAL ASSISTANCE

JEM 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. Faculty and staff are committed to assisting students with academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.

STUDENT SERVICES - STUDENT ACADEMIC ADVISEMENT

JEM 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.

STUDENT SERVICES - GRADUATE REFRESHER COURSES

The College offers its graduates skill refresher courses. Courses or modules may be audited at no additional charge, subject to space and equipment availability. The cost of any books and supplies will be the responsibility of the graduate. Upon requesting a refresher course, graduates will meet with the Program Director for an assessment of the graduate's specific needs. In order to audit the course, the graduate must have graduated from the College within the previous 12 months.

STUDENT SERVICES - CAREER SERVICES

The Career Services Department is a vital part of the student's educational program. Although employment cannot be guaranteed, the purpose of the department is to actively assist students and graduates in obtaining desirable employment. The Career Services Department assists students and graduates in a broad range of career planning and advising including: interviewing skills and follow-up; developing job opportunities through leads and networking; the

full hiring cycle starting with resumes and job applications; and professional attire workshops.

Students and graduates are strongly encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual, dedicated effort by both the graduate and the Career Services Department. Graduates are also encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services department of these efforts.

Employment assistance services are available to all students who successfully complete the requirements for graduation in their program. Employment opportunities may be limited for anyone who has a criminal background.

FACULTY QUALIFICATIONS

Instructors 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 engage in continuing education on an ongoing basis. Faculty teaching in programs where licensure is required for employment must hold active licenses during the entire duration of their teaching assignments.

APPEALS

Students may appeal decisions on suspension, termination, and denial of credit transfer 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 director 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.

STUDENT APPEAL PROCESS

Students have the right to appeal decisions made and policies enforced by the College. Appeals may be requested based upon the following circumstances:

- Final grades
- Attendance
- Enforcement of College policies resulting in a change in status or disciplinary action

Appeal of a final grade or attendance:

- Students disputing a final grade or attendance must first meet with or email the instructor within five business days of the last scheduled class day.
- The student must provide evidence substantiating the request.
- The instructor must review, make a determination, and meet with the student to communicate the decision within three business days.
- The student may appeal the instructor's decision and must email or turn in the hard copy of the appeal to the Program Director within three business days of the instructor's decision.
- The Program Director must review, make a determination, and meet with the student to communicate the decision within three business days.
- The decision of the Program Director is final

Appealing enforcement of College policies:

- Students disputing a decision based on enforcement of College policies resulting in a status change or disciplinary action must appeal in writing within five business days of the decision and submit documentation to the Director of Education.
- An appeals panel will be convened within three business days of receipt of the appeal.
- An appeals panel will review, make a determination, and meet with the student within three business days.
- Prior to the appeal panel's final decision, students may choose to appear to present additional information.

COMPLAINT PROCEDURE

When problems arise, students are encouraged to make every attempt through JEM 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 the program director and/or campus director.

If the problem still cannot be resolved, the campus director and/or director of operations 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, if the student has exercised all the available channels within JEM 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 Bureau for Private Postsecondary Education (BPPE) office by mail. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds up the process. The student's complaint letter must contain the following:
 - The nature of the problem(s);
 - The approximate date(s) that the problem(s) occurred;
 - The name(s) of the individual(s) involved in the problem(s), within the College and/or other students that were involved;
 - Copies of important information regarding the problem(s) – facts, not rumors, lead to solutions;
 - Evidence demonstrating that JEM College's complaint procedure was followed prior to contacting BPPE; and
 - The complainant's signature.

2. Send to: **Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market Blvd, Suite 225, Sacramento, CA 95834
Telephone: (888) 370-7589 www.bppe.ca.gov

NO WEAPONS POLICY

The College prohibits all persons who enter College property from carrying weapons of any kind, regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

STUDENT RECORD RETENTION

The College will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely.

The student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment,
- the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
- The College shall maintain records of student attendance.

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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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 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.”

GENERAL ASSISTANCE

JEM College does not have any dormitory facilities, apartment or other housing facilities nor does JEM College bear any responsibility to find or assist a student in finding housing. JEM College maintains information regarding local housing, child-care and transportation services, which is available to students upon request at the front desk.

Some sources of information for local housing can be found on the following websites. JEM College is not affiliated with nor do we endorse any of the following websites. They are provided merely as a resource:

www.forrent.com

www.apartments.com www.apartmentguide.com

Nearby Apartment Facilities:

Please note: JEM College is not affiliated with nor we do endorse any of the apartment homes listed below.

Source: www.forrent.com (Prices subject to change)

Corona Pointe Resort

3957 Pierce St
Riverside, CA 92505

Tel 844-608-3664
1 Bedrooms starting at \$1,550

The Paseos at Magnolia Luxury Apartment Homes

11520 Magnolia Ave

Riverside, CA 92505
Tel 844-605-9306
1 Bedrooms starting at \$1,450

Sunstone Place

3845 Polk St.
Riverside, CA 92505

Tel 844-605-9305
1 Bedrooms starting at \$1,535

TUITION PAYMENT

Tuition arrangements must be made prior to enrollment. Private payments are made through JEM College's business office. Payments may be made with cash, check, or money order and are payable to JEM 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.

Past Due Accounts:

Delinquent tuition payments over 30 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. JEM College reserves the right to withhold student diplomas for completed clock/credit hours that have not yet been paid.

CANCELLATION

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the agreement.

Cancellation shall occur when you give notice of cancellation at the address of the school shown on the front page of the enrollment agreement. You can do this by mail or hand delivery at 11850 Pierce # 100, Riverside, CA 92505, or you may cancel by telephone at 951-549-0693. If you cancel the agreement, the College will refund any money that you paid within 45 days after receipt of your notice of cancellation.

Additionally, the College 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). Additionally, the College 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 of JEM 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 7th calendar day following the first class you attended, JEM College will remit a pro rata refund, less any applicable registration fee, not to exceed \$150.00 (\$10.00 for VA), STRF fee, and those administrative charges listed in the School Catalog under the section titled *Other Fees* within 45 days following the date of determination of your withdrawal.

Pro Rata Refund Policy

JEM 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, JEM 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, JEM 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 tuition institutional charges for the period of enrollment.
2. Divide the tuition 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, STRF fee, books/supplies fees, and those administrative charges listed in the School Catalog under the section titled *Other Fees*, 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 make arrangements to pay the balance.

Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 1015-clock hour program, but was terminated after completing 200 clock hours. The student paid \$5,000 as of the withdrawal date (charges listed below):

Tuition:	\$ 10,000.00
Registration Fee:	75.00
STRF Fee:	0.00

- (a) Tuition charge per hour is \$9.85 (\$10,000.00 divided by 1015 clock hours)
- (b) Total institutional charges equal \$2,045 (\$9.85 x 200 hours) + \$75 reg fee + \$0.00 STRF fee
- (c) Refund amount is \$2,955.00 (\$5,000.00 – \$2,045.00)
- (d) In addition, the College will refund to the student the costs of any unused books/supplies that are returned to the school.

2. **Student completed more than 60% of the program:** A student enrolled in a 1015-clock hour program, but was terminated after completing 800 clock hours. The student paid \$10,075 as of the withdrawal date (charges listed below):

Tuition:	\$ 10,000.00
Registration Fee:	75.00
STRF Fee:	0.00

- (a) Tuition charge per hour is \$9.85 (\$10,000.00 divided by 1015 clock hours)
- (b) Total institutional charges equal \$7,955.00 (\$7,880.00 + \$75 reg fee + \$0.00 STRF fee; total institutional charges are due since student completed more than 60%)
- (c) Balance owed by student is \$2,045.00 (\$10,000.00 – \$7,955.00). Because the student was terminated after 60% of the program, the College retains the entire tuition and fees. No refund will be issued to this student because they have exceeded the 60% pro rata refund policy.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and, if a student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds up to 60% of the program.

JEM College does not participate in any state or federal financial aid program.

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.

TUITION & FEES

Program/Course	Tuition ³	Reg. Fee ⁴ Non Refundable	STRF Non Refundable	Total ⁵
X-Ray Technician	\$10,000.00	\$100.00	25	\$10,125.00
X-Ray Technician/Medical Assistant	\$12,500.00	\$100.00	31.25	\$12,631.25
Medical Assistant (Proposed)	\$12,500.00	\$100.00	31.25	\$12,631.25
Veterinary Assistant (Proposed)	\$12,500.00	\$100.00	31.25	\$12,631.25

*Tuition does not include the cost for uniforms, books, and supplies. Students must purchase uniforms separately from any retailer. Uniforms are scrubs of any color and white tennis shoes, which must be worn during class at all times. Students have the option to purchase program required books and supplies either directly from the College or separately.

****Total charges for a period of attendance will be 50% of the estimated schedule of total charges for the entire educational program. Programs are charged in two periods of attendance, as shown in the Schedule of Charges by Payment Period.**

Program/Course	Books	Uniforms	Supplies/Fees
X-Ray Technician	\$505	\$85.00	\$300
X-Ray Technician/Medical Assistant	\$655	\$85.00	\$300
Medical Assistant (Proposed)	\$600	\$85.00	\$300
Veterinary Assistant (Proposed)	\$600	\$85.00	\$300

**All applicants must pay a \$75.00 non-refundable registration fee at the time of application. However, this fee will be refunded only if the student cancels his/her enrollment within the first seven (7) days of instruction.

***Total cost of tuition does not include transportation costs to/from externship or clinical sites. This cost is the student's responsibility. **Total charges for a period of attendance will be 50% of the estimated schedule of total charges for the entire educational program. Programs are charged in two periods of attendance.** Required physical exams/immunizations are not included in the tuition and are the student's responsibility. CPR training is included in the tuition, and a licensed medical professional will be designated by JEM College for such purposes. Valid proof of physical exams and immunizations must be submitted to JEM College within two months from the start of classes.

SCHEDULE OF CHARGES BY PAYMENT PERIOD

Program: X-Ray Technician	First Period	Second Period	Estimated Total Charges for the Entire Educational Program
Tuition	\$5,000.00	\$5,000.00	
Registration Fee	\$100.00		
STRF	\$25.00		
Total Charges for Period of Attendance	\$5,125.00	\$5,000.00	\$10,125.00

Program: X-Ray Technician / Medical Assistant	First Period	Second Period	Estimated Total Charges for the Entire Educational Program
Tuition	\$6,250.00	\$6,250.00	
Registration Fee	\$100.00		
STRF	\$31.25		
Total Charges for Period of Attendance	\$6,381.25	\$6,250.00	\$12,631.25

Medical Assistant	First Period	Second Period	Estimated Total Charges for the Entire Educational Program
Tuition	\$6,250.00	\$6,250.00	
Registration Fee	\$100.00		
STRF	\$31.25		
Total Charges for Period of Attendance	\$6,381.25	\$6,250.00	\$12,631.25

Veterinary Assistant	First Period	Second Period	Estimated Total Charges for the Entire Educational Program
Tuition	\$6,250.00	\$6,250.00	
Registration Fee	\$100.00		
STRF	\$31.25		
Total Charges for Period of Attendance	\$6,381.25	\$6,250.00	\$12,631.25

JEM College reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required. Any changes in tuition or fees will not affect those students in attendance at the time of such changes and will be updated in the Catalog.

Textbook Information:

The Higher Education Opportunity Act (HEOA) requires institutions of higher education, to the maximum extent practicable, and in a manner of the institution's choosing, to disclose textbook information. All textbooks and supplies required for your program of study are available for purchase from JEM College. The student also has the option to purchase required books and supplies separately, however, student is advised that they must be purchased and available for use by the first day of classes of each program/course and/or level, depending on the program. Textbooks, once distributed, are the property of the student with the exception of certain reference materials, which must be returned to the institution upon completion of the course for which they were provided.

OTHER FEES

Program/Session Change: A \$100.00 fee will be charged for any approved request to change a program or session (schedule) of a program. Written requests must be received minimum one week prior to the requested change date.

Transcript/ID Badge: A \$20.00 fee will be charged for an official transcript and a \$10.00 fee will be charged for any non-official transcript. A \$15.00 fee will also apply to replace an ID badge.

Returned Check: A \$35.00 fee will be charged if a check is returned unpaid to JEM College. This fee is added to the amount of the bounced check, and the total payment must be paid.

Late Payment: A \$35.00 fee will be charged for late payments that are 7 or more days delinquent on agreed-to tuition installments made directly with JEM College, unless the student has made prior arrangements with the administrative office.

Replacements/Additional Uniforms and Text Books: Charges will be at the current rate. Used books, if available, will be charged at one half the current price.

CPR Basic Life Support Card: A \$20.00 fee will be charged to issue a replacement card.

PROGRAM CHART

This chart reflects all program/course offerings, including total length in clock hours, quarter credit hours, and weeks. Following each program is the educational objective, prerequisites, program outline, and course description.

Programs	Clock Hours	Quarter Academic Credit Hours	Length in Weeks	Award upon Graduation
X-Ray Technician (XT)	1015	39.5	36.00	Certificate
X-Ray Tech./Medical Assistant (XT/MA)	1303	52.00	50.00	Certificate
Medical Assistant (Proposed)	760	48.00	36.00	Certificate
Veterinary Assistant (Proposed)	760	48.00	36.00	Certificate

PROGRAM ADVISORIES & LICENSURE/CERTIFICATION REQUIREMENTS

Under California law, the College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field (*see specific programs below*). Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. You may discuss any concerns with your Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that to your Admissions Representative, Campus Director and Program Director and sign a release to that effect. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

Medical Assistant

Although it is not required to work as a **certified** medical assistant in California, you may pursue the CMA credential. To do so, you must follow the guidelines through the American Association of Medical Assistants (AAMA). It is the student's responsibility to do their own research regarding AAMA Certification. Application, Testing and all other fees for AAMA Certification are the student's responsibility. For further information on AAMA Certification requirements, please visit www.aama-ntl.org or call 1-800-228-2262.

X-Ray Technician

To work as an X-Ray Technician in California, graduates must maintain a current license. The California Department of Public Health, Radiologic Health Branch administers California's licensure exams. While licensure for X-Ray Technicians is voluntary in most states, it is required by the State of California. JEM College will pay for our graduates' first licensure application and examinations; however, if a graduate fails their first state licensure examination, they will be responsible for all fees required for subsequent examinations. XT students must submit their application, fee payment check, and Certificate of Completion from an approved X-Ray School (see below X-Ray Technician License Requirement in California) directly to CDPH-RHB to be eligible to sit for the examination. Once CDPH-RHB receives your application, they will contact you with instructions for testing. Once you pass your test, CDPH-RHB will send your license by mail. JEM College's Career Services Department is available to assist graduates with state examination and licensure procedures.

X-Ray Technician License Requirements in California

- Submission of required application form with application fee
- Diploma or Certificate from an approved CDPH-RHB school
- Passing score in CDPH-RHB approved examination

Further information regarding California Radiologic Technologist licensing may be found at <http://http://www.cdph.ca.gov/rhb> or by calling (916)327-5106.

Veterinary Assistant

No license is required to work as a Veterinary Assistant in California.

X-Ray Technician Program Description

SOC 29-2034

Educational Objective: To train students to acquire satisfactory skill and demonstrate competency in radiographic examinations to be performed within the scope of the X-ray Technician categories of Chest, Extremities, and Torso- skeletal anatomical areas of the body. Upon successful completion of the program, graduate will be eligible to sit for the California Department of Public Health, Radiation Health Branch - Certification Examinations for X-ray Technician. Upon passage of the examination the graduate will be eligible for an entry-level position as an X-ray Technician in a health care facility.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess an authorization issued by the Department as required of anyone who actuates or energizes X- Ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-ray School in California and take, and pass, an examination administered by the Department.

Prerequisite: Students enrolling only in the X-Ray Technician program must be a graduate of or currently enrolled in a Medical Assisting Certificate program at an accredited institution or have minimum 2 years prior work experience or training in health occupations, i.e., medical assisting, chiropractic assisting, licensed vocational nurse, registered nurse, orthopedic technician or physician’s assistant. Documentation of the appropriate credentials is required for registration in this program. If the person has no prior health care occupation history in one of the listed professions or does not possess a Medical Assistant certificate or is not currently enrolled in a Medical Assistant Program, he or she must enroll in The X-ray Technician/Medical Assistant Program.

PROGRAM OUTLINE

Module	Course Title	Weeks*	Clock Hours	Quarter Academic Credit Hours
XT100	Anatomy and Physiology (X-ray)	1.25	20	1
XT150	Chest Radiography	.75	15	1
XT200	Medical Terminology, Medical Ethics (X-Ray)	.9375	10	.5
XT250	Extremities Radiography	1.5	30	2
XT300	Radiation Protection and Safety	3.125	50	3.5
XT350	Torso-skeletal Radiography	1.5	30	2
XT400	Radiological Physics	1.25	20	1
XT500	Principles of Radiographic Exposure	1.5	30	2
XT600	Patient Care (X-Ray), Pediatric/Geriatric Radiography	.75	15	1
XT750	Imaging Processing and Evaluation	.75	15	1
XT850	Digital Radiography	1.25	20	1.0
XT1000	Clinical Externship	18.5	640	21.0
TOTALS		36	940	39.5

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

** Total weeks for program may be extended depending on holiday schedules **

X-Ray Technician Course Descriptions

Anatomy and Physiology (X-Ray)

This course will provide the student with a general overview of human anatomy. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation. Each of the body's systems will be presented to include organs involved, physiology of each system and systems interrelations with other systems.

Chest Radiography

This course will provide the student with the knowledge of the structure and function of the respiratory and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed.

Extremities Radiography

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and relate terminology are discussed.

Torso-Skeletal Radiography

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified.

General Radiography Laboratory

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of general radiography learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection Laboratory

During the hands on course, the student will perform controlled radiographic lab assignments to demonstrate and reinforce the concepts of radiation protection learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radiobiology and the effects of radiation are discussed. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments.

Radiological Physics

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

Principles of Radiographic Exposure

This course will provide the student with knowledge of the technical factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is presented.

Equipment Operation, Quality Assurance and Control

Presented in this course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components of x-ray technical factors and radiographic quality is presented. Equipment care and quality assurance control are discussed.

Imaging Processing and Evaluation

This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Medical Terminology, Medical Ethics (X-ray)

This course will provide the student with the elements of medical terminology. Specific medical/radiographic terminology is presented. This course will provide the student with the knowledge of ethical legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented.

Patient Care (X-Ray), Pediatric and Geriatric Radiography

This course will provide the student with methodologies of patient care. Routine and emergency nursing procedures are discussed. This course will provide the student with the knowledge for imaging the pediatric and geriatric patient. The discussion of the skeletal anatomy of the infant, children, adolescent and young adult, adult, and geriatric patient will include osteology and arthology. The methodologies of performing radiographic procedures of the pediatric patient and geriatric patient are presented. Basic principles and terminology are discussed.

Digital Radiography

This course will provide the student with the basic knowledge of Digital Radiography to include CR&DR. The information presented will be basic computer information, the differences between film radiography and digital radiography. Specific to Digital Radiography will be Detective Quantum Efficiency, Digital Receptors, Dynamic Range vs. Latitude, Image Acquisition Issues, Exposure Index, Histogram Analysis, QA and Maintenance Issues.

Clinical Externship

This course involves externship in a medical radiographic setting allowing the student practical experience working with real patient situations that involve exposures of the chest, torso skeletal, and extremities.

Radiologic Health Branch Externship Requirements (per category):

Chest:	100 Radiographic Studies
Extremities:	100 Radiographic Studies
Torso-Skeletal:	200 Radiographic Studies

Certificate verifying completion of required number of procedures is necessary to sit for state board exams.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room with processor, appropriate safelight and identification printer are utilized as well as two digital CR units. In addition there are varieties of radiographic phantoms utilized for positioning and exposure purposes.

Training is conducted Monday through Sunday. The student may serve externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training can vary by facility.

Certificate(s) received: Certificate is issued upon graduation.

Certificate Requirements: Satisfactorily complete academic portion with no less than 75% G.P.A. and fulfill clinical requirements.

Total Program Hours: 940 Instructional Clock Hours
75 Outside Work Clock Hours
1015 Total Clock Hours

Total Quarter Credits: 39.5 Quarter Credits Hours

Length of Program: 9 Months (36 Weeks)

Maximum Time for Completion: 1 ½ x 9 months = 13 ½ Months (54 Weeks)

X-Ray Technician/Medical Assistant Program Description

SOC 29-2034/SOC 31-9092

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in Radiographic examinations to be performed under the scope of the permits of Chest, Torso-skeletal, Extremities categories and to train students to acquire satisfactory medical assisting skills, and demonstrate competence of clinical skills in injections, venipuncture and electrocardiography. Upon successful completion, the student will be qualified to assume an entry-level position of an X-Ray Technician/Medical Assistant in a health care facility. The student will be eligible: (1) to sit for the examination administered by California Department of Public Health, Radiation Health Branch, Certification Examinations for X-Ray Technician.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess an authorization issued by the Department as required of anyone who actuates or energizes X-Ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-Ray School in California and take, and pass, an examination administered by the Department.

Prerequisites: Successful completion of entrance examination.

Note: The X-Ray Course Description can be found in the preceding X-Ray Technician Course Description.

PROGRAM OUTLINE

Module	Course Title	Weeks*	Clock Hours	Quarter Academic Credit Hours
MA100	Clinical Medical Assisting	6	128	8
MA1000	Clinical Medical Assisting Externship	6.5	160	4.5
XT100	Anatomy and Physiology (X-ray)	1.25	20	1
XT150	Chest Radiography	.75	15	1
XT200	Medical Terminology, Medical Ethics (X-Ray)	.9375	10	.5
XT250	Extremities Radiography	1.5	30	2
XT300	Radiation Protection and Safety	3.125	50	3.5
XT350	Torso-skeletal Radiography	1.5	30	2
XT400	Radiological Physics	1.25	20	1
XT500	Principles of Radiographic Exposure	1.5	30	2
XT600	Patient Care (X-Ray), Pediatric/Geriatric Radiography	.75	15	1
XT750	Imaging Processing and Evaluation	.75	15	1
XT850	Digital Radiography	1.25	20	1
XT1000	Clinical Externship	18.5	640	21
TOTALS		52	1165	52.00

X-Ray Technician/Medical Assistant Course Description

Clinical Medical Assisting

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection control and Physical Examinations. Upon completion the students will be prepared for externship and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, other topics covered are taking vital signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross- contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

Medical Terminology

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

Anatomy and Physiology

This course consists of identification of anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion, the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

Office Emergencies, Medical Law and Ethics

This course consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

Pharmacology and Injections

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intra-dermal and intra-muscular injections. Drug schedules and classifications are also included in the module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

Medical Laboratory Procedures, Venipuncture, Urinalysis, EKG

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentary rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

Medical Assistant Program Description

SOC 31-9092

Program Description:

Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. The duties of medical assistants vary from office to office, depending on size and location of the practice, as well as the physician's specialty. Medical Assistants have become an important part of the healthcare team and their responsibilities continue to expand as the industry focuses on out-patient treatment. College-issued Phlebotomy certification will also be received.

Program Objective:

This program is designed to provide graduates with the basic front office (basic administrative) and back office (basic clinical assisting) skills necessary to qualify for entry-level positions in a variety of out-patient medical facilities. Students will learn Computer Basics, Medical Terminology, Anatomy and Physiology, Phlebotomy, Medical Office Procedures, assisting with diagnostic procedures and administration of medications. Worksite learning in a medical facility is a component of this program.

Medical Assistants work in various types of positions such as:

Medical Assistant, Claims Clerk I, Chiropractic Assistant, Insurance Clerk, Medical Clerk, Out-patient Admitting Clerk, Podiatric Assistant, Ward/Unit Clerk, EKG Technician, Medical Record Clerk, Blood Donor Unit Assistant.

Medical Assistants can be found working for the following various types of organizations:

Physicians' Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organization, Government Agencies.

MEDICAL ASSISTANT PROGRAM CHART						
Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
MA 101	Communications, Professional Development, and Computer Basics	6	0	80	0	4
MA 102	Medical Terminology	6	0	80	0	4
MA 103	Medical Office Procedures	6	0	80	0	4
MA 104	Introduction to Medical Billing and Coding	6	0	80	0	4
MA 105	Medical Assistant Back Office Procedures, and Anatomy and Physiology I	6	0	80	0	4
MA 106	Clinical Laboratory Procedures, and Anatomy and Physiology II	6	0	80	0	4
MA 107	Protective Practices and Clinical Skills, and Anatomy and Physiology III	6	0	80	0	4
MA 108	Externship	6	200	0	0	8
TOTALS		48	200	560	0	36
				760		

Course Descriptions

MA 101: COMMUNICATIONS / PROFESSIONAL DEVELOPMENT-COMPUTER BASICS (No Pre-Requisites) 6.0 Credit Hours

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

MA 102: MEDICAL TERMINOLOGY (No Pre-Requisites) 6.0 Credit Hours

Provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

MA 103: MEDICAL OFFICE PROCEDURES (No Pre-Requisites) 6.0 Credit Hours

These courses are designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

MA 104: INTRODUCTION TO MEDICAL BILLING AND CODING (No Pre-Requisites) 6.0 Credit Hours

These courses are designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-9/10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

MA 105: MEDICAL ASSISTANTBACK OFFICE PROCEDURES/A&PI (No Pre-Requisites) 6.0 Credit Hours

Students should be able to learn processing procedures. Students should learn to give pregnancy tests, patient information, prepare patients for exam, setting up trays for doctors, and perform vital signs, bandaging, and how to perform visual acuity and ear lavages in correlation to learning the Anatomy and physiology of Respiratory system and Special Senses. Students should learn the role and functions of a medical assistant, interpersonal communication skills, patient care and handling of office emergencies and first aid in addition to learning how to perform Basic Life Support (CPR) when needed. The students should learn Anatomy and physiology of the Cardiovascular and Reproductive systems in addition to the intro skills of the medical assisting field. The courses are designed to prepare a student for an EKG patient. The students should be able to perform EKG's on their peers. They should be shown how to read EKG's only on a basic level. Students should learn how to prepare a patient for an EKG. The students should be able to instruct a patient and to communicate with doctors about the EKG. The student, upon completion, will receive a certificate in EKG.

MA 106: CLINICAL LABORATORY PROCEDURES/A&PII (No Pre-Requisites) 6.0 Credit Hours

This course is designed to prepare a student to perform medical math and pharmacy calculations, handling medications, learn how to perform injections, routes of medication administration and how they are important. Students should learn about medication side effects and how to communicate with patients should learn patient rights and how to practice confidentiality. The students should use their workbooks to perform basic skills in pharmacology. The student should be able to draw up and administer medications, discuss oral dosages with the medical staff, read prescriptions and call them into a pharmacy. This course prepares students for laboratory procedures, how to prepare patients for collection process. The student should learn the common tests and procedures performed in a medical office. Students should be provided with the knowledge and skills necessary to send samples out to labs. Students should learn how to collect blood in proper collection tubes and send it to outside labs, collect urine samples and prepare them for labs. Students should learn how to use microscopes and look at different slides and be able to identify them and prepare blood for viewing. Students learn how to inform patients on glucose machines and how to collect blood for the machines.

MA 107: PROTECTIVE PRACTICES & CLINICAL SKILLS/A&PIII (No Pre-Requisites) 6.0 Credit Hours

These courses should teach the students the basic Anatomy and physiology of the Integumentary and Skeletal systems; introduce the students to asepsis, infection control, CDC and OSHA regulations. The Students should also learn how to prepare sterile fields, assisting with office minor surgeries, in addition to learning the basic skill needed for work with pediatric patient like giving immunization, taking pediatric vitals & measurements and preparing growth charts. They also teach the student the basic Anatomy and Physiology of muscular system, prepare them to perform medical math and pharmacy calculation, handling medication, and learn how to perform injection, routes of medication administration. Students should learn about the commonly prescribed medication side effect and how to communicate with patient, as well as be able to describe and explain laws pertaining to controlled substances and

prescription medication, classify drugs according to their effects on the body, identify the parts of prescription as well as be able to list and describes the sections of the PDR. Additionally, the students should be able to understand expected character and personality traits sought in a medical assistant, as well as professionalism for medical assistant.

MA 108: EXTERNSHIP (Pre-Requisites: Completion of all courses) 6.0 Credit Hours

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

**Veterinary Assistant
Program Description
SOC 31-9096**

Program Description:

Veterinary Assistants play an important role as a member of the veterinary healthcare team that aids the veterinarian and veterinary technician perform daily tasks. Some duties the veterinary assistants perform are: assisting with handling of animals, feeding and exercising animals, kennel work cleaning and setting up equipment, administrative office skills and billing, collect laboratory specimens and aid in the analysis process, assist in performing surgical preparations, assist with radiology and dental prophylaxes.

Program Objective:

This program is designed to provide graduates with the basic skills necessary to assist a veterinarian and veterinary technician. Students will learn computer basics, veterinary anatomy & physiology with terminology, office and hospital procedures, billing, pharmacology and vaccinations. Students are introduced to basic animal nursing and animal care. Students will learn how to perform animal CPR, surgical preparations using aseptic techniques and how to aid the veterinarian or veterinary technician with physical monitoring of recovering surgical patients. Students learn how to assist in laboratory procedures such as collecting urine samples, blood samples and fecal samples and how to handle samples safely and recordkeeping/stocking of laboratory supplies.

Veterinary Assistants can be found working for the following environments: Veterinary Hospitals and clinics, emergency and specialty hospitals, animal shelters, zoo and wildlife centers, animal control departments, diagnostic laboratories, pharmaceutical and supply distribution facilities and animal research agencies.

VETERINARY ASSISTANT PROGRAM CHART						
Course Code	Course Name	Total Credit Hours	Ext/Int Hours	Total Contact Hours	Outside Class Hours	Weeks
VA 101	Office and Hospital Procedures, and Client Relations	6	0	80	0	4
VA 102	Medical Terminology, and Anatomy and Physiology	6	0	80	0	4
VA 103	Pharmacology, Pharmacy, and Nutrition	6	0	80	0	4
VA 104	Animal Behavior, Exam Room Procedures and Restraint	6	0	80	0	4
VA 105	Animal Care and Nursing	6	0	80	0	4
VA 106	Surgical Preparations and Assisting	6	0	80	0	4
VA 107	Laboratory Procedures and Diagnostic Imaging	6	0	80	0	4
VA 108	Externship	6	200	0	0	8
TOTALS		48	200	560	0	36
				760		

Course Descriptions

VA-101: OFFICE & HOSPITAL PROCEDURES & CLIENT RELATIONS (No Pre-Requisites) 6.0 Credit Hours

This course provides an overview of Veterinarian Practices including the history of veterinary medicine, types of practices, practices design, members of the veterinary care team, ethics and laws and occupational health and safety in veterinary practice. Students are

introduced to veterinary office & hospital procedures and the importance of good customer service skills. The students will learn the necessity of correct documentation and electronic health records. This course will provide an opportunity for the student to develop the following skills: basic front office skills and the knowledge of administrative procedures necessary to office operation. They will learn how to prepare day sheets, the elements necessary in creating a patient record, how to check patients in and out of the office, and how to effectively work well with other departments or facilities. Students will have a basic understanding of office policies, scheduling, cancelling and rescheduling appointments as well as the documentation steps necessary in recording them. Students learn basic skills in record format and inventory management as well as computer and software management. Students perform basic skills along with actual exercises and procedures and will be able to handle a variety of administrative duties.

VA102: MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY (No Pre-Requisites) 6.0 Credit Hours

This course provides an introduction to word parts including prefix, root word, combining form, and compound words. Students learn how to use word parts to form words, define medical terms using word analysis and combining forms for body parts and anatomy. Students learn to use suffixes for surgical procedures and for diseases or conditions. Students will learn terms for direction, position and movement. Students are also introduced to dental terminology.

This course introduces the student to veterinary anatomy and physiology. Students learn the structure and function/dysfunctions of the body systems of various domesticated animals and some exotic animals. Pathology is studied with correlation to procedures performed.

VA 103: PHARMACOLOGY, PHARMACY AND NUTRITION (No Pre-Requisites) 6.0 Credit Hours

This course is designed to introduce the student to various categories of drugs and their clinical use. Students are taught legal issues, filling medications and inventory control, and vaccinations. Students learn to identify dosage forms and calculate drug dosages. Students learn how drugs exert their effects. Students will be able to list and compare routes by which various types of drugs are administered, how to label and package dispensed drugs correctly, how to store and safely handle and dispose of biological and therapeutic agents, pesticides, and hazardous waste. Students learn various vaccinations and proper protocols.

VA 104: ANIMAL BEHAVIOR, EXAMINATION ROOM PROCEDURES AND RESTRAINT (No Pre-Requisites) 6.0 Credit Hours

Students are introduced to basic behavior of dogs and cats and preventing behavior problems including house training, preventing destructive behavior, preventing aggressive behavior, puppy tests, castration and socialization. Students are introduced to how to retrain small animals. Students are taught how to place and remove animals from cages and place on exam table or floor. Students are introduced to various restraint devices and how to apply including, muzzle, Elizabethan collar, restraint pole and feline restraint bags. Students will be taught how to recognize when to alter normal restraint or compromised patients in the exam room. Students learn the danger potential and special handling of small animals. Students are taught examination room procedures including: taking and recording temperature, trimming nails, express anal sacs, identify external parasites, recognize AKC dog breeds and CFA cat breeds identify gender of small animals, and perform exam room grooming.

VA 105: ANIMAL CARE AND NURSING (No Pre-Requisites) 6.0 Credit Hours

This course provides instruction on safety concerns including basic normal and abnormal animal behavior. Students learn how to utilize patient and personnel safety measures, hazardous waste disposal, basic sanitation, and OSHA standards. Students learn how to get patient history, vaccination status and presenting complaint as to why the client has sought veterinary care for the animal. Students will be able to demonstrate a basic understanding of common diseases and medical conditions. Students learn to assist in examinations by monitoring vital signs, gastrointestinal monitoring and nutritional support. Students learn how to monitor and restrain patients for fluid therapy and record observations. Grooming and skin care are covered in this course. Students learn therapeutic bathing, basic grooming and dipping of small animals. Students learn how to administer topical and oral medications as well as intravenous administration and fluid therapy. Students will learn to clean external ear canals. Students will be able to apply and remove bandages and have an understanding of wound and contamination and infection. Students learn wound closure and covering wounds. Students will learn nursing care for recumbent patients including turning, padding and euthanasia and post mortem care.

VA 106: SURGICAL PREPARATION AND ASSISTING (No Pre-Requisites) 6.0 Credit Hours

This course is designed to introduce the student to the role and responsibilities in small animal surgery. Students learn about surgical preparation areas; preparation area, scrub area and surgery room. Students learn principles of asepsis; assist the veterinarian or

veterinary technician with preparation of patients using aseptic technique. Students are introduced to surgical instruments including; scalpels and blades, scissors, needle holders, forceps retractors and various other instruments. Students will learn care and maintenance of surgical instruments and supplies. Students learn sterilization and disinfection technique, operate and maintain autoclaves, suture material types and sizes, suturing techniques, wound management, surgical assistance and pre and post-operative care of animals. Students learn proper disposal of hazardous medical wastes. Students are introduced to recovery of patients, pain management and postoperative complications.

VA 107: LABORATORY PROCEDURES & DIAGNOSTIC IMAGING (No Pre-Requisites) 6.0 Credit Hours

Students will learn the role of a veterinary assistant in laboratory procedures. Students learn skills in handling animals, physical examinations, collect voided urine samples, assist in collecting blood samples, collect voided fecal samples for parasitological exam, how to handle rabies suspects and samples safely, and bandaging and splinting and other common laboratory procedures. Students will learn to use microscopes and standard hospital protocols. Students will be introduced to laboratory record keeping ensuring all lab results are accurately recorded, stock laboratory supplies and file laboratory reports. Students learn proper techniques of radiology and ultrasound as a means of diagnoses. Basic safety practices and techniques are followed including safety techniques for handling processing chemicals. Students will be able to position patients including restraints, and assist the veterinarian or veterinarian technician in the completion of diagnostic radiographs and ultrasound. Students will learn how to process film in a darkroom. Proper care of equipment and clean screens is taught. Students will learn quality control labeling, filing and storing of film.

VA 108: – EXTERNSHIP (Completion of all courses) 6.0 Credit Hours

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

JEM COLLEGE

