



EDUCATION AND CAREER ENHANCEMENT

2020

Catalog & Student Handbook

“BEGIN YOUR FUTURE WITH US”

(MAIN CAMPUS)

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ABOUT THE SCHOOL

LETTER FROM THE DIRECTOR

WELCOME TO NEW HORIZONS MEDICAL INSTITUTE, INC.!!

New Horizons Medical Institute, Inc., “Job Training and Career Enhancement Program” offers training that leads to jobs in the medical industry. Our program offers job training in order to obtain the skills necessary to be successful in today’s job environment.

The Job Training and Career Development Program develops WINNERS! Winners who display positive attitudes, excellence, and professionalism as they pursue their individual careers and personal goals. We realize that the success of our graduates is dependent upon a mixture of the right attitudes, and skills in their chosen career, therefore, our staff of dedicated instructors (role models) takes a highly structured approach to classroom training in that they are committed to providing an environment conducive to learning and one in which students can develop their potential skills.

New Horizons Medical Institute, Inc., recognizes that a winning attitude displayed through enthusiasm, optimism, and goal setting create an atmosphere for success...thus, the tone is set for a POSITIVE outcome! New Horizons Medical Institute, Inc., recognizes that the ability of its graduates to perform with competence in the job market reflects the quality of the total training program, thus the tone is set for EXCELLENCE! New Horizons Medical Institute, Inc., also recognizes that one’s personal presentation and image makes a statement just as loudly as words...thus, the tone is set for PROFESSIONALISM!

If in reading this catalog you see words or expressions that you may have never heard before - don’t be alarmed. You will quickly learn what the term (or word) is and how it relates to the medical field. So if you do not have a background in the medical field, our courses will give you the full-scale knowledge to begin a GREAT CAREER (or enhance a present career).

Quality training – positive attitudes, excellence, and professionalism are responsive to a culturally diverse and changing workforce in the demanding and exciting medical industry.

I sincerely hope that your educational experience at New Horizons Medical Institute, Inc. will be rewarding and meets all of your educational expectations. The staff and faculty join me in welcoming you and providing you the education that will assist you on your personal career path!

Rose Tabi Ndamukong
Director/CEO/CAO

SCHOOL HISTORY

New Horizons Medical Institute was established by Ms. Rose Tabi Ndamukong, RN, BSN, MSEd in June 2003 by offering a 90-hour Certified Nursing Assistant program. Ms. Tabi Ndamukong believed there was strong need for highly trained and qualified individuals in the allied health fields. The School is located at 5675 Jimmy Carter Blvd, Suite J, Norcross, Georgia 30071. New Horizons Medical Institute now offers training in a variety of allied health fields including Patient Care Technician, EKG, Phlebotomy, Ultrasound Technician, Medical Assistant, Certified Nursing Assistant, and Electronic Health Records Specialist. New Horizons Medical Institute opened a branch campus at 114 North Broad Street, Winder, Georgia 30680 in September 2006. In 2014 the Winder Campus opened Extended Classrooms at 138 Park Avenue, Winder, Georgia 30680.

MISSION AND OBJECTIVES

The Mission Statement:

The mission of New Horizon Medical Institute is to provide allied health educational programs that are responsive to diverse students and communities and that will lead to careers in the allied health field.

The objectives of New Horizon Medical Institute are to:

- Provide academic instruction to promote fulfillment and the best opportunity to acquire marketable skills that can be utilized in the healthcare industry.
- Provide work-force skills training through occupational programs.
- Provide basic skills, education and student services programs to help students become successful learners.
- Establish partnerships with businesses and governmental entities as well as other educational institutions to advance employment development.

- Improve the quality of life for students and communities through learning and academic achievement.
- Prepare students with the skills to function effectively in the workplace.
- Anticipate and prepare for challenges by continually assessing and prioritizing programs, services, and community needs and,
- Seek the resources required to function effectively.

LICENSES AND AUTHORIZATIONS

New Horizons Medical Institute is authorize by the Council on Occupational Education, Georgia Nonpublic Postsecondary Education Commission, the National Health Career Association and the Georgia Health Partnership.

STAFF

Our staff maintains standards of quality and professionalism that are in accordance with the expectations of today's business environment. Each employee takes pride in providing a personal, caring environment. All current staff members are listed at the end of the catalog.

| | |
|---|---|
| Director/CEO/CAO | Rose Tabi Ndamukong, RN, BS, BSN, MSN |
| Director of Operations | Lee Minish |
| Director of Administration & Finance | Jo Harlan, MAET – Education/Training |
| Financial Aid Officer | Tahiri Greenidge, BS |
| Foreign Student Advisor | Ravi Kumar |
| Admission Coordinator - Norcross | Open |
| Senior Admin.Assistant/Admissions Coor | Cristina Ulloa, CPT/NHA University of Ecuador |
| Admissions Externship & Placement Coor. | Adeana Evans |
| Bookkeeper | Michael Owens, BBA – Management |

FACULTY

Our faculty at the Main Campus and the Branch Campus are highly qualified and meet all standards set forth by the Georgia Non-Public Post-Secondary Education Commission, and the Council on Occupational Education and Georgia Health Partnership. The school provides in-service educational training as a means of maintaining the high quality and expertise of each instructor. The facilities are centrally located in the metro Atlanta area (Norcross, Georgia in Gwinnett County and Winder, Georgia in Barrow County). Both facilities contain training and classroom space. All current faculty members are listed at the end of the catalog.

Jin Kim – Ultrasound Technician
BSME – Norwich University, SPI – ARDMS, CCMA, CPT, & CET – NHA

Aldeen McClean - Certificate, Diagnostic Medical Sonography
Hudson Valley Community College – Troy, NY
Associate of Science, Biology, Miami Dade College – Miami, FL
(ARDMS)

Robin Choate – Patient Care Technician, Phlebotomy Technician, Medical Assistant
LPN – Camden County Vocational School, Sicklerville, NJ

Blanca Lewis - Patient Care Technician, Phlebotomy Technician, Medical Assistant
MPHE – Southern Columbia University

Lori Pacileo - Patient Care Technician, Phlebotomy Technician, Medical Assistant

Jo Harlan - Phlebotomy Technician, CPT/NHA
New Horizons Medical Institute, Norcross GA

FACILITIES DESCRIPTION

The main campus physical facility consists of approximately 4800 square feet divided into four large classrooms with labs, administrative offices, Media Center/Library, restrooms, and student lounge. The Winder School physical facility consists of approximately 3000 square feet made up of four classrooms, a clinical lab, administrative offices, Media Center/Library, restrooms, and student lounge.

CLASSROOM EQUIPMENT

New Horizons Medical Institute utilizes “state of the art” classroom and lab equipment to give the students the opportunity to practice and train in the most modern allied health environment. Students are provided use of practice mannequins to simulate patient care. Audio/video equipment is incorporated in classroom instruction by faculty.

MEDIA CENTER/LIBRARY

The Media Center/Library contains reference texts and periodicals directly related to allied health, along with NHMI Operations, Maintenance and Improvement plan, and NHMI's Health and Safety plan to be reviewed by students and staff. The reference materials supplement texts and other related instructional materials are used in all programs offered at the institution. The Media Center/Library presents information in a variety of ways, including print and non-print materials such as cassettes, videotapes, internet access to the worldwide web and other media. The media center is accessible from 8:00 a.m. -5:00 p.m. - Monday through Thursday and an as-needed basis.

SCHOOL COMPLIANCE

NON-DISCRIMINATION POLICY – AFFIRMATIVE ACTION STATEMENT

The school requires that all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include, but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified; or status as disabled and Vietnam-era veterans. This policy commits New Horizons Medical Institute to provide equal admission and hiring opportunity to all phases or aspects of student or employee recruitment, including, but not limited to selection, placement, transfers, training and development, and terminations and all conditions or privileges of admission or hire.

New Horizons Medical Institute complies with Section 504 policies (non-discrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons on the basis of the handicap.

RECORDS AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, New Horizons Medical Institute gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree received
- Most recent previous institution attended

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request with the Administrative Office. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records, in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, and cooperation with law enforcement officials in an official investigation. Students, parents of students considered “minors”, and guardians of “tax dependent” students have a right to inspect, review and request copies of and challenge the contents of their educational records, but are responsible for the cost of such requested copies.

The Administrative Office is responsible for maintenance of students' records. The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

ADMISSIONS

APPLYING FOR ADMISSION

The admissions procedure is based upon a free exchange of information between the applicant and the school. In cases where the applicant is applying to the school directly from high school, the applicant's high school counselor may be consulted. Education representatives conduct a personal interview with each applicant before any decision is made regarding enrollment. During the interview, the representative will discuss the school's programs and the applicant's career goals.

Admissions will review each applicant file for indication of high school graduation, high school or higher education diploma, GED or transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant refused for admission will be notified within seven working days. Any fees paid with the application will be fully refunded.

The following requirements and procedures are established by New Horizons Medical Institute for admission:

- Visit the school
- Complete the entrance interview with the admission's department
- Complete the admission's package
- Complete the financial arrangements prior to the class start
- Sign the enrollment agreement

All applicants enrolling in a certificate program are admitted as regular students.

STUDENT RESPONSIBILITY FOR REGISTRATION

Information regarding the conditions and criteria for student enrollment and registration is contained in this Catalog/Student Handbook. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to registration and enrollment.

ABILITY TO BENEFIT

New Horizons Medical Institute requires a High school or higher education diploma or GED for the programs listed. For certain courses that are offered no High school diploma or GED is required.

ACCEPTANCE

To qualify for acceptance, each applicant must meet the following requirements:

- Be at least 16 years of age.
- Complete the registration package including tuition agreement
- Signature of receipt for this Catalog/Student Handbook
- Provide a copy of Government Issued Photo ID & Social Security Card
- Must have graduated High School, College or GED certificate
- Pay a NON-REFUNDABLE application fee of \$75.00
- Complete a TABE (The Adult Basic Education) test with a score of 6.0 to 15.0 or higher depending on course of study.
 - PCT-6.0 or higher
 - MA-6.0 or higher
 - PHL- TABE Test is Not Required
 - UT – 12.0 or higher

NEW STUDENT ORIENTATION

New student orientation is an advisory service offered prior to the beginning of each class start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students are strongly encouraged to attend an orientation session to ease the transition into the school environment.

RECEIPT OF CLASS SCHEDULES

All students receive an official class schedule before classes are scheduled to begin. All students should be familiar with the class/course program as published in the School Catalog.

Classes are in session for 50 minutes. After each class, there is a 10-minute break to allow sufficient time for students to begin their next class. There is no scheduled lunch hour.

New Horizons Medical Institute will make every effort to schedule your classes during the hours and/or campus per your request upon enrollment. However, some classes are only offered in the evening, during the day, or vary by campuses. The following occurrences may cause scheduling conflicts and/or delay your estimated graduation date:

1. Withdrawing from a class;
2. Changing your schedule from day to night or night to day; and/or,
3. Taking a leave of absence.

2020 ACADEMIC CALENDAR

HOURS OF OPERATION

The school provides classes during the following hours:

Monday through Sunday 8:00 a.m.—10:00 p.m.

Administration offices are open from 9 a.m. until 5 p.m., Monday through Thursday. **STARTS** - Weekday class start dates occur on Monday, except in the case of an observed holiday when the school is closed.

INDIVIDUAL CLASS SCHEDULES AND PROGRESS EVALUATIONS

Class schedules for each student are subject to revision each start date.

Slight overlap of schedules may vary occasionally for individual students when special course requests or requirements exist. Progress evaluations will be made at least four—week intervals except for new or probationary students that may have progress checks after three weeks of class. Classes are fifty minutes in length with a 10-minute break every hour. There is a one hour break for lunch.

PROGRAM END DATES AND GRADUATION Program end dates are variable by course of study. Each program consists of a specific number of hours that must be earned. Each student must complete his/her program of study in accordance with the requirements of the academic catalog. The number of class hours listed for each program is intended as a guideline only.

HOLIDAYS OBSERVED

2020 Calendar

| | | | |
|------------------------|-----------------|-------------------------|-------------------------------|
| New Year's Day | January 1 -5 | Labor Day | September 5 - 7 |
| Martin Luther King Day | January 18 – 20 | Thanksgiving | November 21 – 29 |
| Spring Break | April 3 – 11 | Christmas/ New Years | |
| Easter | April 11 – 12 | | December 23 – January 4, 2021 |
| Mother's Day | May 9 – 10 | | |
| Memorial Day | May 23 – 25 | Ultrasound Program ONLY | |
| Independence Day | July 4-5 | Summer Break | July 4 – 12 |

FINANCIAL PROGRAMS & POLICIES

FINANCIAL AID PROGRAMS

Further explanation of the different forms of financial aid available to students: The U.S. Department of Education awards about \$150 billion every year to help millions of students pay for college. This federal student aid is awarded in the form of grants, low-interest loans, and work-study funds.

Grants are typically awarded on the basis of need and generally do not have to be repaid.

- **Federal Pell Grants** are usually awarded to undergraduate students who have not yet earned a bachelor's degree. (In some cases, students enrolled in post-baccalaureate teacher certification programs may receive Federal Pell Grants.) The maximum Federal Pell Grant award for the 2017-2018 award year is approx.\$5,915; however, the actual award depends on the student's financial need, the college's cost of attendance, the student's enrollment status, and the length of the academic year in which the student is enrolled. Students can receive the Federal Pell Grant for up to the equivalent of 12 semesters.
- **Student Covid CARE Grant.** Students must be enrolled in a Financial Aid Eligible Program *UT program not included*. The student must also have a remaining financial need . Remaining need will be identified on the student's Financial Aid Award Letter. Priority will be given to the Pell eligible students until funds have been depleted. The student must be current in attendance and meet the Satisfactory Academic progress (SAP) requirements. Students must also have completed 60% of the clock hours for the Pay Period.

Loan consist of money that the student borrows to help pay for college, and must be repaid (plus interest). There are two federal student loan programs:

- The **William D. Ford Federal Direct Loan Program** enables students and parents to borrow money at low-interest rates directly from the federal government. The Direct Loan Program includes Direct Stafford Loans, which are available to undergraduate and graduate students, and Direct PLUS Loans, which are available to parents of dependent students and to graduate and professional degree students. A Direct Stafford Loan might be subsidized or unsubsidized. Direct PLUS Loans are always unsubsidized. Subsidized loans are based on financial need and are available only to undergraduate students. The federal government pays the interest on subsidized loans while the borrower is in college and during deferment. Unsubsidized loans are based on the student's education costs and other aid received. The borrower must pay all accrued interest on unsubsidized loans.

Other forms of financial aid that might be available to students include:

- Aid for the military. For more information, visit <http://studentaid.ed.gov/types/grants-scholarships/military>.

AWARDING POLICY

The new, current, and prospective students of New Horizons Medical Institute that qualify to receive financial aid will receive an award letter that discloses the potential amount of aid that will cover tuition and fees for the students.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student. Cancellation must be in writing and otherwise in accordance with the terms of the enrollment agreement and mailed or hand-delivered to:

**New Horizons Medical Institute,
5675 Jimmy Carter Blvd., Suite J,
Norcross, GA 30071**

REFUND POLICY

The refund will be based on the refund policy guidelines on scheduled clock hours of attendance to period of obligation (total hours of the program) for the program. The determination of refunds will be calculated based on the most advantageous refund to the student. The refund computations will be based on scheduled clock hours of class attendance through the last date of attendance:

- During the first week of the financial obligation and until the end of the first 5% of the period of obligation, the institution shall refund 95% of the tuition;
- After the first 5% of the financial obligation and until of the first 10% of the period of obligation, the institution shall refund at least 90% of the tuition;
- After the first 10% of the financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 75% of the tuition;
- After the first 25% of the financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 50% of the tuition; and,
- After the first 50%, of the financial obligation, the institution may retain all of the tuition.

Students will be held responsible for any monies still owing to New Horizons Medical Institute and will be billed accordingly. The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student— whichever is earlier.

The effective date of termination will be:

- The day following eight (8) consecutive days of absence;
- The date the student fails to return from a leave of absence;
- The date the student notifies the school of withdrawal.
- The last day of attendance if the student is terminated from the school for any other purposes.

If tuition is collected in advance of entrance, and if after expiration of the 72-hours cancellation privilege, the student does not begin class, not more than \$100 shall be retained by the school.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made books will be billed accordingly to the student. Once these materials have been issued used, no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school.
- If a course is discontinued

Refunds will be totally consummated within 30 days after the effective date of termination on students who withdraw or who are terminated by the school. Refunds, when due, are made without requiring a request from the student. Upon request by a student or any state or federal department, the institution shall provide an accounting for such amounts retained within five workdays. Refund on graduates and completed students will be consummated within 45 days.

The school shall provide a full refund if educational service is discontinued by the school, preventing a student from completing the program.

RETURN TO TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the period of enrollment.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

For official withdrawals, a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Admissions Coordinator of the school. The notification must be in writing. The date the notification is received is the date of determination. The Admissions Coordinator must begin the withdrawal process.

For unofficial withdrawals, a student's withdrawal date is their last day of physical attendance.

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of nonattendance.

New Horizons Medical Institute is required to take attendance, a student's withdrawal date is always the last date of academic attendance as determined by the institution from its attendance records.

For attendance taking schools aid received post-LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the total hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance disbursed or that could have been disbursed from the amount of Title IV aid that earned as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post-withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV refund distribution is used for all FSA students due a refund:

(ACG and SMART Grants are discontinued for 2011-12)

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Graduate Student)
4. Direct PLUS Loan (Parent)
5. Federal Pell Grant

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

CREDIT BALANCE POLICY

A student has a credit balance when payments received by NHMI exceed the total amount due for their program of study. When this happens, NHMI will issue and mail a check for the credit balance amount within fourteen (14) days of the credit balance appearing on the student's ledger. These checks are mailed to the student's address of record at the time of the credit balance.

PROFESSIONAL JUDGMENT POLICY

A financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for circumstances that they feel have not been adequately considered in the original FAFSA.PROGRAMS

VETERAN AFFAIRS

EXECUTIVE ORDER 13607

The order directs the Department of Defense and Veteran Affairs to require those institutions to provide each of their prospective veteran and service member students with a personalized and standardized form describing the cost of the educational program and the amount of that cost that may be covered by available Federal education benefits and financial aid.

FINANCIAL AID SHOPPING LIST

The shopping list was developed as directed by Section 484 of the Higher Education Opportunity Act (Public Law 110-315) to serve as a model format for financial aid award letters in cooperation with Consumer Financial Protection Bureau. In addition, the Shopping List will help institutions that receive Federal funds under the military and veterans educational benefits programs to meet a disclosure responsibility that will arise as a consequence of Executive Order 13607.

VETERANS ONLY ATTENDANCE & REFUNDS POLICIES

The following statements apply only to students receiving VA Education Benefits

Attendance:

Veterans enrolled in any NHMI programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence."

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period, will be counted as 1/3 hour of absence. Three instances of tardiness will equal one full hour of absence in any class.

Students exceeding 3 unexcused absences in a 3 month period will be **terminated** from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Refunds:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance, if written notification has been provided to the institution by the student on or before the last day of attendance. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. Any unused portion of fees and other institutional charges shall be refunded.

Refunds for classes canceled by the institution: If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within thirty (30) days of the planned start date.

Refunds for a student that does not start class: If tuition and fees are collected in advance of the start date and the student does not begin class, the institution shall retain only the application fee. Appropriate refunds for a student who does not begin class will be made within thirty (30) days of the class start date.

(a) For an applicant requesting cancellation more than three (3) business days after signing the contract, or for a student completing no more than five (5) percent of the instructional time, no less than ninety-five (95) percent of the tuition is refunded.

(b) For a student completing more than five (5) percent but no more than ten (10) percent of instructional time, no less than ninety (90) percent of the tuition is refunded.

(c) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 75% of the tuition.

(d) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution will refund at least 50% of the tuition, and,

(e) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

This school will refund the unused portion of the pre-paid tuition and fees on a pro-rata basis. Any amount in excess of \$10.00 for an enrollment or application fee will also be pro-rated."

STUDENT ACCOMMODATIONS

HOUSING

New Horizons Medical Institute does not provide institutional housing.

TRANSPORTATION

The main campus is located in an area that is easily accessible to public transportation. The branch campus is located in an area that is accessible to public transportation. Ample parking is provided to those students with automobile.

DISABLED STUDENT SERVICES

New Horizons Medical Institute recognizes that handicapped persons wish to pursue a full range of occupational and educational opportunities and integrates disabled students into existing programs. Optimum accessibility to our programs is provided through combined efforts of the school, community and state service agencies.

Disabled persons who wish to enroll should contact the Admission's Office well in advance of registration so individual needs and assistance can be assessed in ample time. NHMI will make all reasonable accommodations for persons with a handicap. Handicapped students are provided with a wide range of services including academic counseling, admission assistance, and individual support.

STUDENT ACTIVITIES

New Horizons Medical Institute recognizes an obligation to help students develop and promote activities that will expand their cultural, social and community service awareness and involvement. The administration encourages participation and provides professional support and guidance in all student activities.

ATTENDANCE

ATTENDANCE POLICY

Students are expected to attend each class meeting for every class in which they are officially enrolled. The instructor of each course will provide the student with a course syllabus that identifies the attendance requirements and a statement of the course objectives, including grading criteria. New students who have not attended at least one (1) class session during the first week of class will be withdrawn.

The following guidelines will be used to assure minimum attendance standards to be maintained by all students:

- Absence shall be charged for a full day when the student does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.
- Students who miss more than three (3) consecutive classes due to illness must provide medical documentation from a licensed physician.
- Excess absences are defined as eight (8) days for all other programs. Excess absences without medical documentation will result in termination from the Program. Students completing 50 % of the required coursework will be considered fully obligated for tuition costs and considered “completers” for statistical purposes.
- Students using veteran benefits attending New Horizons Medical Institute will have their attendance monitored until the time that the student drops, graduates or completes the program.

Students who miss coursework or assignments must arrange with their Instructor to make up their work or obtain coursework from fellow students. Makeup work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, classwork can be evaluated for credit. Makeup work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, an appointment with a government agency, jury duty or other situations approved by a School Director. Reasons for absence must be documented. It is the student's responsibility to contact instructors for assignments during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. Absence does not excuse program obligation, which leads to satisfactory progress. A maximum of one week from the original date that an assignment, report, or test was due is allowed for makeup unless otherwise stipulated by the school policy or the instructor.

Students should remember that attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

TARDINESS

Students are expected to be on time for each class meeting and to remain in class for the scheduled time. All classes begin on the hour. Students up to fifteen minutes late will be marked “tardy” for that class hour. Students more than thirty minutes late will be marked “absent” for that class day. Three instances of tardiness will equal one full hour of absence in any class.

ATTENDANCE PROBATION

Students absent for four consecutive days in all classes or who have been absent from classes in excess of 48 clock hours will be placed on attendance probation and counseled by A School Director. A student placed on attendance probation will remain on probation for six weeks. If the student demonstrates acceptable attendance during that time, the probationary status will be removed. Probation will be documented in the student's academic file. Students who have further attendance problems will be notified that the continued absences may result in immediate dismissal.

LEAVE OF ABSENCE POLICY

Students who wish to take a leave of absence must first submit a written request to both the Educational Coordinator as well as the Director. Leave of absence must be less than 180 days, there will be no additional cost for enrollment, and students' enrollment will be extended. Restart students will return to the same SAP status when they return.

- For Ultrasound Students- If the leave of absence is during a quarter, the student must re-take that quarter upon returning.
- For All other programs – Students must retake the entire course if absent for more than two weeks.
- For Ultrasound Students – New classes start every six months; the student returning from a leave of absence may join the next class once they reach the quarter the student left on
- For All other programs – Students returning from leave of absence after two weeks will repeat course.

PREGNANCY POLICY (FOR ULTRASOUND STUDENTS ONLY)

- Students who are pregnant are strongly discouraged from entering into the ultrasound program.
- If a student becomes pregnant while in the program, the student will be allowed to continue the program so long as the pregnancy is not considered "high risk" and the student is able to maintain the required attendance for the program.
- If the pregnancy becomes a distraction (i.e. excessive sick days, doctor's appointments, failing grades, etc.) the student will be asked to take a leave of absence until clearance from a doctor post-delivery.
- If asked to take a leave of absence for pregnancy, the student will have to follow the leave of absence policy for returning.

WEATHER CLOSING

The Director and her designees have the authority to make closing decisions in the event of inclement weather. Decisions to cancel day classes will be made as early in the morning as possible. Similarly, decisions to cancel evening classes will be made by mid-afternoon, if at all possible, before 2 p.m.

When weather reports predict an impending weather emergency for the next day, all faculty, staff, and students should check the WSB-TV website and NHMI Facebook page.

TRANSFERS

COURSES BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at New Horizons Medical Institute may transfer to different programs within the institution. Students must complete a Request for Program Change form. A School Director and Business Manager must sign this form prior to approval.

If applicable, courses will be evaluated by the School Director and applied towards the new program. To be eligible for transfer, student must have successfully completed the class with a minimum grade of a "C".

Students will only be allowed to transfer into another program once during the course of enrollment. If a student has completed or withdrawn from New Horizons Medical Institute and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF COURSES FROM ANOTHER INSTITUTION

Students may transfer from other accredited post-secondary public or private institutions. Admission and transfer of courses will be based on an evaluation of the academic transcript by the School Director.

Credit for courses with a final grade of "C" or better from another accredited post-secondary institution will be accepted under the following conditions:

- Courses/Credit must have been awarded within (7) years.
- There is comparability in the nature, content, and level of credit earned to the appropriate and applicable course and program offered by New Horizons Medical Institute.
- Transcripts must be received prior to the start date.
- All documents required for transfer credits and monies must be submitted prior to the start date

A transcript must be furnished from the educational institution previously attended prior to request for evaluation. A course competency examination may be required.

TRANSFER OF COURSES TO OTHER INSTITUTIONS

Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other post-secondary institutions. The acceptance of transfer credits is left at the discretion of the institution to which an individual transfers. Students who transfer may be required to repeat courses in which a grade of "D" or "F" was received. Courses for which credit was received through nontraditional means, including evaluation of Military Occupation Specialties, or other examination programs, may not be accepted for transfer, except for CLEP.

Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by New Horizons Medical Institute have been developed to prepare students with skills appropriate to the employment market rather than for college transfer. Some institutions may accept such courses as credit, while other institutions may not accept the transfer credit.

WITHDRAWALS/RESTARTS

WITHDRAWAL FROM COURSES

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Educational Coordinator.

The official withdrawal form should be completed in person, if possible. If unable to withdraw in person, a student may submit a written request to the School Educational Coordinator. Such withdrawals will be effective as of the date the written request is postmarked. Third-party, other than a designated school official, may not request a student withdrawal without the expressed, written authorization of the student.

Students who are in attendance and withdrawn from a class may restart within one year of the effective date of the withdrawal. Application to restart must be made to the School Educational Coordinator. Resumption of studies will usually be at the next available regular start date following the date of the new application. Students who are out of school must reapply through the Admission office to resume attending classes.

CONDITIONS OF READMITTANCE

Students dismissed for violation of school rules or policies, attendance, or academic reasons will only be considered for re-admittance after an interview with the School Educational Coordinator. Readmission criteria are determined on an individual basis. Students are granted one readmission per calendar year. Readmission will be granted based on the student's progress reports and prior attendance record, as well as consideration given to correct poor academic or attendance performance. Readmitted students will be counseled by the School Educational Coordinator and placed on probation for one academic term. Students may be readmitted at the start of a new grading period. Readmitted students must agree to sign a copy of the attendance policy and any counseling forms, which will become a part of the student's permanent record. Readmitted students may be subject to additional fees.

RE-STARTS

Students who wish to re-enter New Horizons Medical Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director approval. A \$75 application fee will be assessed. Tuition will be assessed proportionally based on previous credit earned. Re-entry students will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Any prior balances or financial obligations to the school must be cleared before the student will be permitted to re-enter. Subsequent withdrawal and re-entry will only be permitted upon written appeal and approval from A Director.

UPON COMPLETIONS

GRADUATION REQUIREMENTS

New Horizons Medical Institute awards certificates for successful completion of full-time day, evening and weekend programs. Students must meet the certificate of completion requirements as outlined in the Academic Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. Certificates will not be awarded if the highest grade recorded for a course is "F", "W", or "I".

Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all coursework completed at New Horizons Medical Institute. Students must be in good financial standing and all monies owed the school must be paid prior to earning the certification.

CERTIFICATION TESTS

Many of the programs offered at New Horizons Medical Institute are eligible for certification: National Health Career Association - PCT, Phlebotomy, Medical Assistant. Diagnostic Sonography (Ultrasound) testing for ARDMS registry is not offered at New Horizons Medical Institute; however, testing is offered at other locations in Georgia. To request further information, see A School Director.

CERTIFICATES OF COMPLETION

Certificates of Completion are awarded upon satisfactory completion of all courses in the student's program. A degree or diploma will not be issued nor will record of graduation of the program be posted to a student's academic record until successful completion of the all requirements for graduation is met. If a student does not complete the necessary credit or courses for graduation, a certificate of completion indicating the amount of credit hours earned will be awarded.

GUIDANCE SERVICES

The school provides assistance to students with career planning and selection of a program of study at New Horizons Medical Institute. The School Educational Coordinator assists students in broadening their interpersonal skills and recognizing their aptitude and abilities. Self-development and support in the process of adjusting to school life are also provided. Other guidance services include exploration of career occupational interest, evaluations for transferability of courses, new student orientation, and educational planning.

The school provides a referral for guidance services for more personal issues and concerns. These are available to all students through an "outreach" program that provides information about community programs and services.

Information regarding services available to the handicapped and international students is also available. New student orientation provides new students with information about procedures, programs, registration and services available throughout the community.

CO-OPERATIVE EDUCATION/EXTERNSHIPS

New Horizons Medical Institute offers programs which fit the category of Co-operative Education. All of NHMI's programs are structured to combine classroom/lab-based education and practical work experience. Our Co-operative Education/Externships experience range from 8 to 1,000 hours in length.

The Externship Coordinator is required to place students in Externship. It is the responsibility of the student to remain at the facility they are placed to complete their Externship. Exceptions to this policy will be evaluated on an individual basis. A student may be placed into up to three (3) location. Students are expected to do the following to prevent being released by their Externship Site:

- Attend the Externship Site according to the days and hours the facility has scheduled for them
- Have a positive, amiable, polite, and professional attitude with patients, staff, and physicians at all times
- Follow all the rules and regulations of the facility
- To be self-motivated by doing the task assigned to them and then seeking the next task that they need to do
- To be able to perform the skill required once the facility has trained them in that procedure/process
- Communicate in proper English (orally and written)

- Call the facility manager **first** to notify them if you are going to be late or absent.
- Call the Externship Coordinator **second** to notify them if you are going to be late or absent.
- Falsify Externship attendance records is justification for termination from the program
- Notify the Externship Coordinator immediately concerning issue arises

JOB PLACEMENT ASSISTANCE

Job placement assistance is available for both graduates and currently enrolled students. Job listings of local and other opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications, and experiences. The career development assistance provides students with information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with student services' staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Externship/Job Placement Coordinator. New Horizons Medical Institute does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

POST GRADUATION STATISTICS

Graduation Rate

NHMI has a 73% graduation rate as of the previous award year 2019

Dropout Rate

NHMI has a 27% dropout rate as of the previous award year 2019

Placement Rate

The overall placement rate for NHMI is 73% for the previous award year 2019

STUDENT RECORDS

STUDENT IDENTIFICATION NUMBER

A social security number must be supplied when an individual completes the initial application to attend New Horizons Medical Institute. A unique number is generated by the computer system that becomes the Student ID number. The purpose of this identification is to prevent the misfiling of any records and to enable the use of data processing in maintaining student records.

CHANGE OF NAME

At the time of application for admission, individuals must provide their legal name, as it is to appear on the official student record and diploma. After submission of the application for admission, any name changes must be reported, in writing, to the School Director's office.

In the case of a name change because of marriage or divorce, legal documentation to identify the name under which the record is to be maintained must be provided. In the case of a legal name change, a copy of the court order for the change should be provided to the School Director.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

The address and telephone number provided by the student at the time of registration is used for all correspondence from the school. The student is responsible for reporting changes of address and telephone number, in writing, to the School Director's office.

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the School should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation will be retained for a period of one year and then destroyed if the student has not started classes.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended,

third party access to the records or copies of the documents therein, will not be permitted without the written consent of the student. Validation of the written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) will be requested to review the record or receive copies thereof, and, upon presentation of acceptable identification to A School Director, be permitted supervised access of copies of the record.

STUDENT CONDUCT AND CAMPUS SAFETY

STUDENT CONDUCT AND DISCIPLINE

Students who attend New Horizons Medical Institute are expected to conduct themselves in a socially acceptable and responsible manner. A major contribution to the student's preparation for employment in business is an individual's ability to follow instructions. All students are required to follow instructions provided by any staff or faculty member and to maintain a high degree of personal integrity.

Violations of satisfactory conduct include but are not limited to:

- Harming or threatening to harm school officials or students with bodily harm or violence;
- Possession of alcoholic beverages, illegal substances on school property;
- Appearance on school property under the influence of alcoholic beverages or illegal substances;
- Gambling on school property;
- Abusive conduct toward school, employees or students;
- Theft of property belonging to the school, employees or students
- Willful destruction of property belonging to school, employees or students;
- Conduct that is detrimental to the best interest of the students or the school.
- Stalking or harassing school employees or students
- Smoking in non-designated areas
- Speeding in school parking lot
- Inappropriate behavior on school property
- Inappropriate dress

DRESS CODE

All Students must wear the appropriate color scrubs and name tags while in class, or whenever the student is at the school studying or practicing skills. Students in all programs will be assigned the appropriate colored scrubs for their programs to be purchased by the student by the first day of class. Closed-toe shoes must be worn at all times. Repeated violations of the dress code may lead to probation and/or dismissal.

TELEPHONE USAGE

Telephones in the office areas are for faculty and staff use only. Students are not allowed to make or receive cellular phone calls during class. To promote a productive learning environment, all cellular phones should be kept off during class.

SMOKING

Smoking is not permitted inside New Horizons Medical Institute at any time. Students wishing to smoke must do so outside away from the building. Smoking is only permitted during designated class breaks or before or after classes.

DRUG AND ALCOHOL POLICY

As a matter, of policy, NEW HORIZONS MEDICAL INSTITUTE prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program, information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

ALCOHOL AND OTHER DRUGS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on NHMI property or as any part of a NHMI-sponsored activity is strictly prohibited. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale, and dispensation of any illegal narcotic or other drugs. These laws carry penalties for violations, including monetary fines and imprisonment.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks, such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Unwanted sexual activity
- Sexually transmitted diseases, including HIV/AIDS
- Jeopardizing future career prospects (e.g., admission to law school, government employment).

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to the students and the public.

Individuals performance is impaired as a result of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus; who violate any provision of Student Conduct and Drug and Alcohol Policy are subject to severe sanctions. These can include required completion of an appropriate rehabilitation program, suspension, separation, and referral to law enforcement authorities.

STUDENT ALCOHOL POLICY

The primary concern of the alcohol policy is the health and safety of members of the NHMI community. As part of New Horizons Medical Institute's overall alcohol education efforts, the alcohol policy aims to deepen student awareness of the problems that the abuse of alcohol can create, and to involve the institute and members of the NHMI community in helping to alleviate these problems whenever possible. NHMI's primary goals in this area remain educational ones: to develop alcohol guidelines that are clear, readily understood, consistent, and equally applicable to all students; to create a non-coercive social environment for those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are openly discussed. Therefore, all members of the community need to be mindful of their responsibility to lend assistance to others in need of help because of a problem relating to alcohol. The specific policies that follow apply to all NHMI students. These policies also apply in connection with student events of NHMI;

- Possession or consumption of alcoholic beverages by individuals under the applicable legal drinking age is a violation of NHMI policy. Purchasing alcohol or attempting to purchase alcohol for an individual under the legal drinking age, or distributing alcohol to an individual under the legal drinking age either by someone over the legal drinking age or by someone under the legal drinking age through the use of false identification is prohibited.
- Public intoxication is prohibited. Intoxication is identified by generally reliable signs. These signs may include, but are not limited to,
 - the strong odor of alcohol on an individual's breath
 - slurred speech
 - impaired coordination
 - glassy eyes
 - exaggerated emotions and behaviors
- Students may be considered to have violated the NHMI policy prohibiting public intoxication if their level of impairment attracts the attention of NHMI, town, or other officials and warrants medical care or custody by police. With respect to this policy, "public" is understood to be any place to which members

of the community have general access, including hallways, common spaces, and restrooms of administrative and academic buildings.

- Good Samaritan Policy. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals.
 - Students that seek assistance from these sources, the individual assisted, and others involved will not be subject to NHMI disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of NHMI standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, etc. students should also be aware that this policy does not prevent action by local and state authorities.)
 - Safety and Security will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to enable any other necessary follow up. In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action and could also prompt the imposition of a medical withdrawal.
- Providing an alcoholic beverage to an obviously intoxicated person is prohibited. The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages, is specifically prohibited: in and around academic administrative areas. The possession of open containers of alcoholic beverages, and/or consumption of alcoholic beverages is also prohibited.
- NHMI prohibits the possession of paraphernalia designed or used to deliver a high volume of alcohol or to facilitate rapid alcohol intake.
- Common sources of alcohol (kegs, half-kegs, quarter-kegs, beer balls or punches) are not permitted on NHMI grounds. Punches are strictly prohibited.
- Commercial delivery of alcohol to individual students or student groups at NHMI is prohibited. This includes, but is not limited to, the commercial delivery of alcohol to NHMMI students who are on school grounds.
- NO NHMI funds designated for student activities may be used for the specific purchase of alcohol. Such funds may be used for training or employment of servers or for the purchase of food and non-alcoholic beverages. No alcoholic beverages may be purchased through the treasury of any NHMI recognized organization.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226

The Drug Free Schools and Communities Act Amendment of 1989 requires, as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

This program will be an ongoing prevention project that, at a minimum, will include the following:

Annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study, to include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available.

New Horizons Medical Institute will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.

DRUG AND ALCOHOL PREVENTION PROGRAM

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'. At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

Standards of Conduct

1. Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
2. Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
3. The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
4. The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
5. The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

(Note: The term "Campus" also encompasses at any school-sanctioned activity/function.)

Health Risks Associated with Alcohol

Alcohol consumption, particularly heavier drinking, is an important risk factor for many health problems and, thus, is a major contributor to the global burden of disease. In fact, alcohol is a necessary underlying cause for more than 30 conditions and a contributing factor to many more. The most common disease categories that are entirely or partly caused by alcohol consumption include infectious diseases, cancer, diabetes, neuropsychiatric diseases (including alcohol use disorders), cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury. Knowledge of these disease risks has helped in the development of low-risk drinking guidelines. In addition to these disease risks that affect the drinker, alcohol consumption also can affect the health of others and cause social harm both to the drinker and to others, adding to the overall cost associated with alcohol consumption. These findings underscore the need to develop effective prevention efforts to reduce the pain and suffering, and the associated costs, resulting from excessive alcohol use.

(www.niaaa.nih.gov)

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse.

Sanctions the Institution Will Impose

1. Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
2. Any employee or student found using; possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
3. Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The employee or student shall also be subject to disciplinary action.

4. Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly and the individual may be subject to termination or expulsion or referral for prosecution.
6. In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

(Note: The term "Campus" includes any school-sanctioned activity/function.)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions regarding crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations)

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

State of Georgia Drug Laws

Schedule I Substances

The drug or substance has a high potential for abuse; the drug or other substance has no currently accepted medical use in treatment in the United States, and there is a lack of accepted safety for use of the drug or other substance under medical supervision:

- Ecstasy (MDMA)
- Acid (LSD)
- Peyote/Mescaline
- Psychedelic Mushrooms

- GHB (date rape drug)
- Heroin
- Marijuana

(List of Schedule 1 Controlled Substances in Code Sections 16-13-25 through 16-13-29)

Schedule II Substances

These drugs are substances that have a high potential for abuse; the drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions, and abuse of the drug or other substance may lead to severe psychological or physical dependence. A few common examples are:

- Cocaine
- Opium
- Morphine
- Hydrocodone
- Oxycodone
- Methadone
- Methamphetamines

(List of Schedule 2 Substances in Code Sections 16-13-25 through 16-13-29)

Schedule III Substances

The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II; the drug or other substance has a currently accepted medical use in treatment in the United States; and abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Some common examples in drug possession cases are:

- Ketamine (anabolic steroids)
- Morphine (lower potency)
- Hydrocodone with aspirin or acetaminophen
- (Schedule 3 substances in Code Sections 16-13-25 through 16-13-29)

Schedule IV Substances

The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III; the drug or other substance has a currently accepted medical use in treatment in the United States; and abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III. Some of the most common drug possession charges in this category are:

- Valium
- Rohypnol
- Xanax
- Barbitol

(List of Schedule 4 Substances in Code Sections 16-13-25 through 16-13-29)

Schedule V Substances

The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV; the drug or other substance has a currently accepted medical use in treatment in the United States; and abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Many of these substances can be obtained over the counter, including:

- Cold medicine with ephedrine
- Cough syrups with Codeine
- Robitussin
- Lyrica

(List of Schedule 5 Substances in Code Sections 16-13-25 through 16-13-29)

Georgia Penalties – Possession of a Controlled Substance

If you are found in possession of Schedule I or II controlled substances, you could face the following penalties:

- First Offense
 - Felony, 2-15 years in prison and variable fines
- Second and subsequent offenses
 - Felony, 5 – 30 years in prison and variable fines

If you are found in possession of Schedule III, IV, or V controlled substances, you could face the following penalties:

- First Offense
 - Felony 1 - 5 years in prison and variable fines
- Second and subsequent offenses
 - Felony, 1 – 10 years in prison and variable fines

Possession of Marijuana Laws

With any marijuana possession conviction, you face a driver's license suspension.

You can be charged with possession of marijuana even if you are not "holding" the drugs.

If you are "in control" of the marijuana you can be found to be in possession of it. This means that if the drugs are within your reach and a reasonable person would believe you had knowledge of it, you possess it.

This could be in the glove compartment, on your coffee table, or under your seat.

First Offense Marijuana Possession Laws (less than 1 ounce)

For *misdemeanor* marijuana possession

- Up to \$1,000 and one year in prison

For *felony* marijuana possession

- 1- 10 years in prison and variable fines

Marijuana Possession Penalties – Second and subsequent offenses (less than 1 ounce)

If you are caught with less than 1 ounce for a second or subsequent time, it is still considered a misdemeanor. Under Georgia law, you will face up to \$1,000 in fines and up to 1 year in prison.

Felony possession of Marijuana (more than one ounce)

If you are caught in possession of marijuana and it weighs more than one ounce, you are facing **serious felony charges**.

The potential charge for felony possession of marijuana is 1-10 years in prison and more than \$1,000 in fines.

Marijuana Possession & Driver's License Suspensions

Regardless of the amount of marijuana you are convicted of possessing, your driver's license will be suspended.

If you have any previous drug possession convictions that will increase the length of your driver's license suspension.

If you are convicted of possession, your license will be suspended. If this is your first offense, there is a mandatory suspension of 6 months. If this is your second offense, you will lose your license for 1 year. If this is your third or subsequent possession charge, you will lose your driver's license for at least 2 years.

Possession of Drug Paraphernalia Laws

Along with being charged for possessing the controlled substance, you can also be charged for having the paraphernalia used with the drugs. Possession of drug paraphernalia is a misdemeanor and can be punished with up to \$1,000 in fines and up to 1 year in prison.

Other Georgia Drug Law Facts

Although Flunitrazepam (also known as Rohypnol, the "date rape drug") is a Schedule IV substance, it is a drug taken VERY seriously by the State of Georgia. For that reason, it is sentenced similarly to Schedule I and II offenses.

Georgia's location has law enforcement aware that it has a great capability to contribute to the Nation's illegal drug trade. For this reason, drug possession is not taken too lightly, particularly for re-offenders!

Additional Penalties – Park Zone

If you are caught in a public park possessing any amount of any controlled substance you can face up to 2 years in prison.

Georgia Possession Penalties – First Offense

If this is a first *misdemeanor* marijuana possession, you can fight for a **conditional discharge**, or diversion.

What this means is the judge will order you to carry out a probation term. If this term is completed successfully, the *marijuana charge will be dropped* and not reflected on your record.

However, if you violate the probation, your case will be sent to trial and you will potentially face the maximum sentence for a first-time offender.

This probation can include drug counseling, therapy, attendance at meetings, etc.

If you are **not** granted a conditional discharge or your probation is revoked, you will face up to \$1,000 in fines and up to 1 year in prison.

Drinking and Driving Laws in Georgia

The State of Georgia prohibits drivers from operating a motor vehicle with a blood alcohol concentration (BAC) of .08 percent or above. The .08 BAC limit is standard throughout the United States. In addition to this law, there are also separate, lower BAC limits for drivers under the age of 21 (.02%), and commercial drivers (.04%).

Open Container Law

The law defines "open alcoholic beverage container" as any bottle, can, or other receptacle that contains any amount of alcoholic beverage and: (1) is open or has a broken seal; or (2) the contents of which are partially removed.

The law prohibits anyone from consuming any alcoholic beverage or possessing any open alcoholic beverage container in the passenger area of any motor vehicle which is on the roadway or shoulder of any public highway. Only a person who consumes an alcoholic beverage or possesses an open alcoholic beverage container will be charged with an open container violation; however, a driver who is alone in a motor vehicle shall be deemed to be in possession of any open alcoholic beverage container. Anyone who violates this law is subject to a fine not to exceed \$200.

How many drinks does it take to reach the legal limit in Georgia?

There isn't one correct answer to this question as each individual has certain characteristics that may impact the number of drinks that it would take to become legally impaired. Variables such as weight, body fat percentage and the length of time between drinks can all be factors in the drunk driver equation. There have been studies that have shown that for each drink, your BAC could go up as much as .05 percent. The fact is it takes very little alcohol to become legally drunk, and the risks and penalties for drunk driving clearly outweigh any good that could come by driving impaired.

The best answer is not to drink and drive.

The State of Georgia has strict laws for drunk driving, and when you drink and drive in Georgia, you risk your freedom, finances and your future.

First DUI conviction in Georgia you will receive;

- Possible jail sentence of one year
- Fine of \$300 minimum, up to \$1,000
- License suspension of up to one year
- 40 hours of community service, minimum mandatory
- \$210 license reinstatement fee.
- Drivers that are under 21 must delay obtaining their graduated drivers license for 12 months.

Second DUI conviction in Georgia will be;

- Minimum Mandatory 48 hours in jail, possible 90 days to 1 year in jail.
- Fine of \$600 minimum, up to \$1,000.
- License suspension of 3 years
- Minimum 30 days of community service.
- \$210 License reinstatement fee
- A mandatory clinical evaluation and, if indicated, completion of a substance abuse treatment program at your expense.
- Court ordered ignition interlock device attached to your vehicle for second and subsequent offenses.
- Drivers that are under 21 must delay obtaining their graduated drivers license for 12 months.

Third time you are convicted of drunk driving in Georgia you will receive;

- Minimum mandatory 15 days in Jail.
- Fine of \$1,000 minimum, up to \$5,000.
- License revocation for 5 years
- Minimum mandatory 30 days community service.
- Violator's Name, Photo, and Address published in a local newspaper at the violator's expense
- Declared a "Habitual Violator", license plate will be seized and sent to the department of motor vehicle safety.
- Face a mandatory clinical evaluation and, if indicated, complete a substance abuse treatment program at offender's expense.
- Court ordered ignition interlock device attached to your vehicle for second and subsequent offenses.
- Drivers that are under 21 must delay obtaining their graduated drivers license for 12 months.

Georgia House Bill 336, enacted in May of 2008 provides that a 4th driving under the influence violation within 10 years is a felony. A fourth conviction within 10 years of a previous offense will result in a fine, not less than \$1,000 and not more than \$5,000. Unless suspended by a judge, you will be imprisoned from 1 to 5 years. If the sentence is suspended by a judge, 90 days of the sentence must still be served. The convicted driver will also need to complete a DUI Alcohol or Drug Use Risk Reduction Program and may be ordered to complete a minimum of 60 days of community service.

Can you plead to a lesser offense than DUI in Georgia?

Georgia law permits a prosecutor to reduce charges from a DUI to reckless driving ([wet reckless](#)). However, there are two things to consider: your record will continue to show a disposition for DUI, and you may receive the same penalties as if convicted of a DUI. Reduction to reckless driving more typically occurs in first offenses.

Aggressive Driving Law

A person commits the offense of aggressive driving when he/she operates any motor vehicle with the intent to annoy, harass, molest, intimidate, injure, or obstruct another person. Any person convicted of aggressive driving will be guilty of a misdemeanor of a high and aggravated nature and a six-point assessment toward the suspension of their driver's license. All DUI convictions require completion of a DUI Drug or Alcohol Risk Reduction Program and a clinical evaluation (plus treatment, if indicated).

All Offenses of Georgia Impaired Driving Laws

The court shall order a person convicted of impaired driving to have an ignition interlock device attached to his/her vehicle for second and subsequent offenses within five (5) years unless the court exempts the person due to financial hardship. This is required for any vehicle that is operated by the offender for a period of six (6) months.

License plates are also seized anytime a violator is convicted of a second or subsequent DUI within five (5) years.

Minors: In addition to court-imposed penalties, drivers between the ages of 15-21 who are convicted of impaired driving must delay obtaining their graduated license for 12 months. The BAC level for DUI for persons under 21 has been established at .02. while the level for adults is .08.

Georgia DUI Defined

Georgia's **driving under the influence** (DUI) laws make it illegal for drivers of all ages to operate motor vehicles if they have **blood alcohol content** (BAC) percentages of:

- 0.08% or higher, if they're 21 years old or older operating regular passenger vehicles.
- 0.04% or higher, if they're operating commercial vehicles.
- 0.02% or higher, if they're younger than 21 years old.

DUI convictions stay on your driving record for the rest of your life.

Understand Your DUI Penalties

Specific DUI penalties depend on your age, license type, and previous DUI convictions, but usually, consist of:

- License suspension or revocation.
- Fines and varying court costs.
- Possible jail time.
- DUI School and associated costs.
- Increased car insurance rates.

Some "penalties," such as ignition interlock devices and limited driving permits, are actually privileges granted to the driver (see below).

The Department of Driver Services has the right to revoke, cancel or suspend your license, levy fines and require a DUI Alcohol or Drug Risk Reduction Program regardless of any criminal charges for certain offenses such as driving under the influence or purchasing alcohol when underage.

DUI Penalties: Younger Than 21

Like most states, **Georgia has zero-tolerance** when it comes to drivers younger than 21 years old operating motor vehicles with alcohol in their systems.

Drivers Age 15 and Younger

First DUI Offense

- Driver's license suspension until 17 years old.
- \$210 fee.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.

Second DUI Offense

- License suspension until 18 years old.
- \$310 fee.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.

Third DUI Offense

- License suspension until 18 years old.
- \$410 fee.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.

Drivers Age 16 to 20

First DUI Offense

- License suspension for 6 months (if your BAC is under 0.08%) or 12 months (if your BAC is 0.08% or higher; this is with or without an administrative license suspension).
- \$210 fee.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.

NOTE: If you end up with an administrative license suspension, you're able to get a limited driving permit; however, that permit is canceled if you're found guilty. See below for more information on limited driving permits.

Second DUI Offense

Regardless of BAC, a second offense within 5 years brings:

- License suspension for 18 months.
- \$310 fee.

- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- Clinical evaluation and possible treatment.
- Ignition interlock device and permit with court permission (usually after 120 days).

Third DUI Offense

A third offense within 5 years brings:

- License suspension for 5 years.
- \$410 fee.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- Clinical evaluation and possible treatment.
- Ignition interlock device and habitual violator probationary license with court permission (usually after 2 years).

DUI Penalties: 21 and Older

First Offense

- Suspended license for up to 1 year.
- A \$300 - \$1,000 fine.
- \$210 fee for license reinstatement.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- Mandatory 40 hours of community service.
- Possible imprisonment of up to 1 year.
- Possible limited driving permit. This depends on your BAC, implied consent, and whether you have an administrative suspended license.

Second Offense

A second offense within 5 years brings:

- 18 months - 3 years of license suspension.
- A \$600 - \$1,000 fine.
- \$210 fee for license reinstatement.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- Clinical evaluation and possible treatment.
- At least 30 days of community service.
- Minimum 48 hours in jail; possible sentence of 90 days to 1 year.
- Possible interlock ignition device.
- Possible limited driving permit. This depends on your BAC, implied consent, and whether you have an administrative suspended license.

Third Offense

On your third DUI offense, the GA DMV gives you Habitual Violator (HV) status and revokes your license for 5 years and confiscates your license plate (see "Reinstating a Habitual Violator's License" below).

You'll also face:

- A \$1,000 - \$5,000 fine.

- \$410 fee for license reinstatement.
- At least 15 days in jail.
- At least 30 days of mandatory community service.
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- Clinical evaluation and treatment.
- Possible interlock ignition device and limited driving permit after 2 years.
- Your name, address, and photo published in your local newspaper (you must pay for this).

Controlled Substance and Marijuana Possession

If you're convicted of possessing, distributing, or using an illegal controlled substance or marijuana, it also affects your driving privileges—even if it took place outside of your car.

You face:

- License suspension for 180 days (1st offense), 1 year (2nd offense), or 5 years (3rd offense; eligible for a limited driving permit after 2 years).
- DUI Alcohol or Drug Risk Reduction Program and all associated costs.
- \$210 fee for license reinstatement.
- Possible limited driving permit.

NOTE: These are in addition to any other court-imposed penalties, such as jail time.

Commercial Drivers and DUI

Generally, **commercial drivers face stiffer penalties than drivers with regular passenger vehicle licenses.**

The Federal Motor Carrier Safety Administration (FMCSA) handles regulations and penalties associated with commercial vehicle drivers throughout the country, including the 0.04% BAC limit. Visit the FMCSA's Disqualification of Drivers for specific information.

Other GA DUI Penalties

Alcohol or Drug Risk Reduction Program

Regardless of your age or offense number, you'll have to complete a DUI Alcohol or Drug Risk Reduction Program (RRP).

Georgia's RRP's consist of two components:

- The Assessment Component, which consists of 130 questions that determine the impact the driver's alcohol and drug use, has on his or her driving.
- The Intervention Component, which is a course that lasts 20 hours, takes place in a group setting and consists of several sessions.

Your RRP costs \$355. This covers the Assessment Component (\$100), the Intervention Component (\$235), and the workbook (\$20).

The state doesn't accept online courses.

Your judge most likely will provide you with a list of RRP's you can enroll in, but the state also provides an online list of certified DUI schools.

You must complete the RRP before you can apply for a limited driving permit or license reinstatement. Visit the state's DUI FAQ section for more information about GA DUI schools, including attendance policies.

Ignition Interlock Device

Some drivers have to install an ignition interlock device (IID), which requires a breath sample both before you start your vehicle and periodically throughout your drive. Your vehicle will not start if the IID detects alcohol on your breath.

Generally, **you're eligible for an IID if you've had 2 offenses or more within 5 years**. If you're not eligible under state requirements, your judge might make an exception for financial hardship purposes.

Ultimately, your judge will determine whether you can have an IID installed (if so, you must choose from a list of state-approved IID providers).

SR 22: Car Insurance and Proof of Financial Responsibility

Georgia doesn't require DUI offenders to file an SR 22 (a type of proof of financial responsibility) in order to reinstate their driving privileges. However, a DUI conviction can severely affect a driver's auto insurance rates.

Check with your coverage provider about the possibility of increased rates, and then shop around and compare car insurance rates with other companies to increase your chances of getting the most affordable liability coverage possible.

Applying for a Limited Driving Permit

Every DUI conviction brings a suspended license. However, some drivers are eligible for limited driving through a limited driving permit. This allows you to travel to and from:

- Your place of employment, or to perform employment-related tasks.
- Scheduled doctor appointments and to fill prescriptions.
- College or other school courses.
- RRP meetings or other drug and alcohol support groups, assessment courses, and treatment programs.

You won't formally apply for a limited driving permit; your judge will determine whether you're eligible based on factors like your age, offense number, and how long your license must be suspended (see your penalties above).

If your judge grants you a limited driving permit, expect to pay:

- **Limited permit:** \$25
- **Limited permit renewal:** \$5
- **Limited permit replacement:** \$20
- **Controlled substance permit:** \$25
- **Habitual Violator probationary license (HVPL):** \$210
- **HVPL replacement:** \$20

Understand that if you violate any of the conditions of your limited permit, the judge will revoke it and tack 6 months onto your original suspension period.

Reinstating Your GA Driver's License

Reinstating a regular driver's license after a DUI conviction is fairly straightforward, especially if it's a first offense.

Generally, you need to:

- Wait out the mandatory suspension period for your conviction.
- Present a completion certificate from the DUI Alcohol or Drug Use Risk Reduction Program.
- Pay your license reinstatement fee, which ranges from \$210 to \$410

You may also need to:

- Pay court-imposed fines.

- Complete a jail sentence.
- Undergo a clinical evaluation and treatment program (separate from the Risk Reduction Program).

Reinstating a Habitual Violator's License

If you've reached three DUI convictions, you're considered a Habitual Violator (HV), which carries mandatory license revocation.

You might be eligible for a probationary license after 2 years of the revocation, depending on past situations (you generally can't get a probationary license if you have a history of underage alcohol violations, moving violations, or drug offenses, including marijuana).

You may become eligible for license reinstatement after:

- 5 years have passed since the DMV began calculating your reinstatement eligibility.
- You've submitted a completion certificate from a DMV- or court-ordered driver improvement clinic.
- You've met the requirements for the DUI Alcohol or Drug Use Risk Reduction Program, you've undergone the clinical evaluation and treatment program (if required), and you've met any ignition interlock device requirements.
- You've completed all tests required for reapplication and reinstatement of your license type.
- You've paid the applicable reinstatement fee. If your revocation happened before July 1, 2009, you have a \$210 fee (\$200 fee if paid by mail); if on or after July 1, 2009, you have a \$410 fee (\$400 fee if paid by mail).
- You've surrendered any permits or probationary licenses.

Georgia Ga. Code Ann. § 40-6-393

Homicide by Vehicle:

Homicide by Vehicle in the First Degree:

If a person operates a vehicle while under the influence of alcohol, drugs, or both, who causes the death of another person and acts without malice aforethought shall be punished by a term of imprisonment not to exceed 15 years. If that person is declared a habitual offender and the person's driver's license has been revoked, and causes the death of another by operating a vehicle while under the influence of alcohol, drugs, or both without malice aforethought shall be punished by a term of imprisonment not less than 5 years and no more than 20 years.

Homicide by Vehicle in the Second Degree:

If a person operates a vehicle while under the influence of alcohol, drugs, or both, and causes the death of another person without the intention do so shall be punished by a fine not to exceed \$1,000 or a prison term not to exceed 12 months.

Reckless Driving

Reckless driving is defined by Georgia law as driving in reckless disregard of property or other people. That is a fairly vague standard, which means you can be accused of reckless driving based on a loose opinion of the police officer who pulls you over.

The Georgia statutes do not specify how fast or what circumstances demonstrate "reckless regard". This would be up to the discretion of the officer at the time of your arrest or citation, and up to the judge at trial.

While the subjective standard means you can easily be accused of driving recklessly that also leaves room to argue in court that the officer was mistaken or slightly overzealous with the charge.

Georgia Reckless Driving Penalties

If convicted of reckless driving, a misdemeanor, you are facing a fine of up to \$1,000 and jail time of up to one year.

Aggressive Driving

Aggressive driving is defined as driving with the intent to annoy, harass, intimidate, molest, injure, or obstruct another person. These are similar to *road rage* laws.

Georgia Aggressive Driving Penalties

Aggressive driving is considered a misdemeanor of “high and aggravated nature”, and if convicted, you would be facing fines up to \$5,000 and jail time of up to one year.

Fleeing or Attempting to Elude an Officer

It is against the law to not stop for a police officer after they have given you a visual or audible signal to pull over. They could turn on their lights, sirens, or simply wave you to the side of the road.

If you fail to stop or in any other way, attempt to flee or elude an officer while driving, you could be found guilty of a high and aggravated misdemeanor.

Potential Sentences for Fleeing/Attempting to Elude

If this is your first charge of fleeing or attempting to elude, you are facing fines of \$500 to \$5,000 and jail time no less than 10 days and no more than 12 months.

If this is a second charge, you will face potential fines of \$1,000 to \$5,000 and jail time of at least 30 days and no more than 12 months.

For your third and any subsequent charges of fleeing or attempting to elude an officer, you may end up paying fines from \$2,500 to \$5,000 and jail time of at least 90 days and no more than 1 year.

Serious Injury by Vehicle

Serious Injury by Vehicle is a criminal statute under Georgia driving laws for a case where a person is injured as a result of negligence.

If you, without malice, and while operating a vehicle, injure someone to the extent that they lose use of a portion of their body, lose a member of their body, are seriously disfigured, or have brain damage that causes the loss of use of one of their member, you may be charged with and found guilty of serious injury by vehicle.

Potential Sentences – Serious Injury by Vehicle

Serious injury by vehicle is a felony and if convicted you are facing imprisonment of at least one year and no more than 15 years.

What is Vehicular Manslaughter?

Drivers who unintentionally cause accidents that result in the deaths of passengers, occupants of other cars, or pedestrians may find themselves charged with the crime of vehicular manslaughter (also known as vehicular homicide). Vehicular manslaughter charges are appropriate when the driver was under the influence of drugs or alcohol, or driving recklessly (or merely carelessly), or otherwise driving in an illegal manner—each state specifies the circumstances that will support charging this crime.

The crime of vehicular manslaughter is a relative newcomer to the list of homicide offenses. Before its appearance, these drivers were charged with manslaughter (unintentionally killing someone as a result of criminal negligence or recklessness). But juries were often reluctant to attach the onus of “manslaughter” to a traffic accident. “Vehicular manslaughter” addressed this reluctance by typically providing for lesser penalties than manslaughter itself.

Driving that Results in Vehicular Manslaughter Charges

In order to know whether a vehicular manslaughter charge is appropriate when a highway death results from an accident, you’ll need to know exactly what kind of driving will trigger such a charge in your state. Here are the typical types of driving that state laws provide for.

Negligent driving

In many states, ordinary negligence, or carelessness, on the part of the driver will support a vehicular manslaughter charge. Ordinary negligence is inattention or driving that lacks the care and prudence that an ordinarily careful person would exercise under the circumstances. For example, a driver who only briefly takes his eyes off of the road while reaching into his car’s console can still be charged with vehicular manslaughter if his inattention results in a fatal accident.

“Criminal negligence,” “culpable or gross negligence,” “reckless disregard of others’ safety”

In other states, the type of driving necessary to support a charge of vehicular manslaughter must be more egregious than simple negligence, explained above. Criminal, culpable, or gross negligence; and reckless disregard of others’ safety are common benchmarks. For example, someone who drove at high speed with a

high blood alcohol level failed to heed flashing red lights, traveled on the other side of the road, and failed to apply the brakes is someone whose driving was beyond careless or negligent.

Driving while intoxicated

Showing that a driver was intoxicated or under the influence of alcohol or drugs is a common way that prosecutors prove negligent or (depending on the state) reckless behavior. Intoxication can be proved by eyewitness testimony, self-incriminating statements, and chemical evidence, including blood, breath, or urine tests. In most states, prosecutors must show that the driving itself was careless—in other words, mere proof of legal intoxication is insufficient. Florida, however, is a notable exception—in that state, the prosecutor need only show that the defendant's driving caused a death and that the driver was intoxicated. (Fl. Stat. Section 860.01.)

Defendants who have a blood alcohol level of 0.08 or higher are presumed to be driving under the influence (some states set lower thresholds for certain classes of drivers, such as underage drivers and drivers of commercial vehicles). But even if the reading is lower, prosecutors can meet the applicable negligence standard by providing evidence of the driving itself, in conjunction with the ingestion of drugs or alcohol.

Drivers who are under the influence of prescribed drugs may also be charged with vehicular manslaughter when their driving causes a highway death. Consider the driver who takes medicine after being warned by the doctor of its side effects, when the medicine container itself contained clear and obvious warnings not to drive, and when the driver had prior experience with the drug's effects—this driver has acted negligently at least, and possibly even recklessly.

Violating a safety or other statute

Vehicular manslaughter can also be charged when accidents happen after drivers violate a safety statute. For instance, many states require windshields to be clear. When a death results from the driver's inability to see through an obscured windshield, a manslaughter charge may follow. Passing vehicles in violation of "no passing" signs, driving beyond the posted speed limit, and performing illegal U-turns are similar examples.

States also single out specific violations of law that are not necessarily safety violations but involve important interests. When a death results, vehicular manslaughter charges might result. Under Iowa law, for example, a sober driver who causes a death while passing a stopped school bus commits a felony, while deaths caused by other types of reckless driving not involving DUI are punished as misdemeanors. Other states punish as felonies deaths caused by drivers attempting to elude police.

Driving while sleepy or falling asleep

Many traffic accidents happen when drivers have fallen asleep at the wheel, or are extremely drowsy. But when someone dies, as a result, the driver won't necessarily face vehicular manslaughter charges. The question is whether the driver acted negligently (or recklessly, depending on the state's standard) when getting behind the wheel in such a condition. For instance, a manslaughter charge might be appropriate when someone chooses to stay up all night, works all day, and attempts to drive home after being awake for more than 36 hours. Voluntarily putting oneself in a position so that one cannot stay awake, and then driving is negligent behavior and possibly even recklessness.

What About the Other Driver?

It's very common for each driver involved in a car accident to share some of the responsibility—perhaps one car was going too fast, but the other car was, too. When blame and damages are sorted out in a civil context—who pays for what—courts often apportion the blame using the theory of "contributory negligence." In other words, when you're partially responsible, you collect less.

In a criminal context, however, contributory negligence is rarely applied in vehicular manslaughter cases. For example, suppose the victim driver had a blood-alcohol level above the legal limit, but the defendant instigated a drag racing maneuver that resulted in the victim's death. Most judges would not allow the jury to hear evidence about the deceased's blood alcohol level.

CAN A NON-DRIVER BE CHARGED WITH VEHICULAR MANSLAUGHTER?

In most cases involving a vehicular homicide charge, the defendant is alleged to have been driving. In some instances, however, a prosecutor may charge a defendant with vehicular homicide even though it is undisputed that the defendant was not driving the vehicle involved in the victim's death. A recent vehicular homicide case received national press coverage because the defendant was not the driver of the vehicle but was a pedestrian. Raquel Nelson was charged with second-degree vehicular homicide after her four-year-old son A.J. was struck and killed by a vehicle as Nelson, A.J., and Nelson's other children prepared to cross a Georgia highway in 2010.

A law enforcement investigation determined that A.J.'s death was caused by Nelson's act of attempting to cross the highway with A.J. under unsafe conditions. Nelson was charged with second-degree vehicular homicide and a pedestrian crossing violation. The driver of the vehicle that struck A.J. was charged with first-degree vehicular homicide after law enforcement determined that he was driving drunk at the time of the accident.

Georgia classifies second-degree vehicular homicide as a misdemeanor and defines the crime as unintentionally causing the death of another person by violating any one of the state's traffic laws, except for traffic laws pertaining to DUI/DWI, reckless driving, duties of drivers involved in an accident causing death or serious injury, duties of drivers approaching a stopped school bus, and fleeing or attempting to elude a police officer. The violation of the traffic law must be the legal cause of the death.

In Nelson's case, the second-degree vehicular homicide charge was based on her violation of the traffic law that requires a pedestrian outside of a crosswalk to yield to oncoming vehicles unless, under safe conditions, the pedestrian has already entered the roadway. Based on the police investigation, Nelson had violated this traffic provision by entering the roadway with her children under unsafe conditions, and that violation resulted in A.J.'s death. (Ga. Code §§ 40-6-92, 40-6-393)

Nelson plead not guilty to the charges and proceeded to trial. A jury convicted her of both charges. At sentencing, the trial judge sentenced Nelson to 12 months of probation and 40 hours of community service. The judge then exercised her authority to grant a new trial by offering Nelson the choice of serving the sentence or having a new trial. Nelson chose the latter and then filed a motion to block her retrial, arguing that the evidence was legally insufficient to support her conviction at the first trial and that a retrial would, therefore, constitute double jeopardy. The trial judge denied Nelson's motion, and Nelson appealed the judge's ruling to Georgia's Court of Appeals.

In denying Nelson's double jeopardy motion, the Court of Appeals noted that the case was the first in the state where a pedestrian or parent of a child pedestrian was charged and convicted of second-degree vehicular homicide based on the victim being struck and killed while crossing a road in an unlawful manner. The Court also noted, however, that Georgia courts had previously ruled that a non-driver may be charged as a party to a traffic violation, pointing to a 2003 Georgia Court of Appeals case where the Court upheld the defendant's conviction for first-degree vehicular homicide based on the defendant having provided a teenage driver with alcohol (the intoxicated driver subsequently crashed the defendant's car into a tree, killing two passengers). After reviewing the evidence from the first trial, the Court of Appeals ruled that the evidence was legally sufficient to support the vehicular homicide conviction even though Nelson was not driving a vehicle, and therefore retrying Nelson did not constitute double jeopardy. (*Nelson v. State*, 731 S.E.2d 770 (Ga. App. 2012))

Facing retrial on the same charges, Nelson agreed to plead no contest to the offense of jaywalking and pay a \$200 fine in return for dismissal of the vehicular homicide and pedestrian crossing charges, thus ending the unusual and controversial prosecution.

As you might imagine, this case was controversial and generated considerable publicity.

Penalties and Sentencing

Many states recognize different degrees of vehicular manslaughter. Statutes typically authorize more severe punishment for vehicular manslaughter convictions involving drunk or drugged drivers, as opposed to convictions based on non-DUI traffic offenses. For example, in Georgia, a driver who causes a death while intoxicated can be charged with first-degree vehicular homicide, a felony carrying up to fifteen years in prison. But a driver who causes a death while committing a moving traffic offense (such as failure to maintain lane position), is guilty of second-degree vehicular homicide, a misdemeanor carrying a maximum of a year in jail.

Penalties for vehicular manslaughter (both misdemeanors and felonies) differ greatly from state to state. In Alabama, for example, a person convicted of vehicular manslaughter based on DUI faces a maximum of five years in prison, while a person in Minnesota convicted of the same offense faces up to thirty years' incarceration.

Possible Defenses to Vehicular Manslaughter

Common defense strategies in vehicular manslaughter cases include attempts to exclude incriminating evidence, such as test results showing that the defendant was driving with a blood-alcohol level above 0.08. A defense attorney may argue that such evidence should be excluded because it was obtained in violation of the defendant's constitutional rights, or because law enforcement did not comply with procedures established for collecting the evidence.

A defendant may also argue that his intoxication was not the legal cause of the accident resulting in death (not an available defense in Florida, however; see above). Instead, a defendant may argue that an independent intervening event outside of the defendant's control is the cause of the death, instead of the defendant's intoxication. For example, in Washington state, a defendant may be acquitted of vehicular homicide where a jury or judge finds that an intervening act caused the death, but the intervening event must be one that is not reasonably foreseeable.

A defendant may also present evidence that his reckless driving or apparent intoxication is due not to alcohol or drugs, but because of a pre-existing medical condition or medical emergency. While evidence of a medical condition can undermine a prosecutor's claim that a defendant was under the influence of intoxicants, a person who chooses to drive despite a *known* medical condition may still be charged with vehicular homicide if that decision to drive is considered negligent or reckless.

Learn about the steps you need to take when Facing Criminal Charges.

Intervention:

New Horizons Medical Institute has several options available for students and staff members who need to address alcohol and other drug abuse issues. Local community health organizations are available to provide counseling for students and staff members. In addition, NHMI has an Employee Assistance Program for all employees with a 24/7 helpline that can be utilized as the employee desires.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for New Horizons Medical Institute and published in the Employee Handbook and NHMI Catalog each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by NHMI on any property owned, leased, or controlled by NHMI or during any activity conducted, sponsored, authorized by, or on behalf of New Horizons Medical Institute. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
2. New Horizons Medical Institute has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug-free workplace
 - c. Drug counseling and rehabilitation programs and resources
 - d. Possible penalties of drug-abuse and rehabilitation violations.

If you DO choose to drink:

Misuse of alcohol or drugs inhibits your ability to act responsibly or react quickly. Below are a few safety tips you should keep in mind:

Limit your alcohol intake.

- ❖ Avoid combining alcohol with prescription medicines and club drugs; the combination can be dangerous.
- ❖ Never leave your drink unattended or accept a pre-poured drink from a stranger.
- ❖ Buzzed or drunk driving is deadly and illegal; leave your vehicle parked and find other transportation. Your life and others' lives depend upon your decision.

Alcohol and Drug Prevention Programs

- ❖ Alcoholics Anonymous – <http://www.aa.org>
- ❖ Al-Anon – <http://www.miafg.org/index.html>
- ❖ Narcotics Anonymous – <http://www.na.org>
- ❖ Michigan Department of Community Health – 1-517-373-3740
- ❖ National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- ❖ National Alliance for the Mentally Ill – 1-800-950-6264
- ❖ Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387

Significant Highlight/Changes during this time period:

During the past year this institution began planning for a revised, more informative method of disseminating pertinent information related to the federally mandated Drug-Free Schools and Communities Act. This policy was revised in 2013 to include an updated list of penalties. The policy was further enhanced in 2014 to elaborate on Michigan substance abuse and driving laws and various drug and alcohol prevention programs.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance, it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources in the community for assistance. Questions should be directed to the Student Services Coordinators, Campus Presidents or the Human Resources department

STUDENT GRIEVANCE PROCEDURE

New Horizons Medical Institute provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges as a student. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with faculty or administrative personnel. If the issue is not resolved to the student's satisfaction, the student may meet with School Director (Jo Harlan) who shall review the grievance with all parties concerned. Ms. Harlan's contact information is: 770.447.0722 or jo.harlan@newhorizonsmedical.com.

Student grievances that cannot be resolved at the institutional level should be submitted to the Nonpublic Postsecondary Education Commission (NPEC) and/or the Council on Occupational Education (COE).

NPEC 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305. www.gnpec.ga.gov, 770-414-3300

COE 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, www.council.org, 770-396-3898.

CAMPUS SAFETY

New Horizons Medical Institute maintains open, well-lit buildings with appropriate, lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be promptly reported to the administration. Both campuses (Norcross and Winder) are under 24/7 surveillance.

CAMPUS SECURITY REPORT

New Horizons Medical Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes, and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1 and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

In addition to the Annual Security Report, **New Horizons Medical Institute** maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. **New Horizons Medical Institute** will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. For ground students, **New Horizons Medical Institute** reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times.

ACADEMICS

CLASSIFICATION OF STUDENTS

FULL-TIME - Students enrolled in a full course program and attending at least 20+ hours per week.

PART-TIME - Students enrolled in a part-time course program and attending at least 12+ hours per week.

NONCREDIT – Students enrolled in continuing education, contact hour courses and seminars, or single-subject courses.

STUDENT COURSE LOAD

The recommended load for a full-time certificate-seeking student is 20 clock hours per week.

Students placed on academic probation will be counseled prior to returning to class. The date, actions taken, and terms of the probation shall be clearly indicated in the academic record. Students whose enrollment is terminated as an academic dismissal may restart after a minimum of one grading period. The terms of the approved refund policy shall be applied.

Students who return after enrollment is terminated due to academic dismissal shall continue on probation for the next grading period. Students shall be advised of this action and the academic record documented accordingly. If students do not return to good standing at the end of this probationary period, permanent academic dismissal shall occur. Such students may not restart for a minimum of one calendar year.

GRADING SYSTEM

Grades will be distributed to students at the end of each instructional period by the instructor or placed in the student's academic file. Grades may be mailed to the address contained in the student's academic file if requested in writing to the School Director.

The student must maintain a grade point average of 2.0 or better, plus must achieve a passing grade on Mid-Terms and Finals.

To assist students in assessing progress in their coursework, the following grading system will be used:

| Grade | Explanation | Numeric grades | Grade Point | Grade | Explanation | Numeric grades | Grade Point |
|-------|---------------|----------------|-------------|-------|-----------------|----------------|--------------|
| A | Excellent | 90-100 | 4 | I | Incomplete | Not computed | Not Computed |
| B | Above Average | 80-89 | 3 | W | Withdrawn | Not computed | Not Computed |
| C | Average | 70-79 | 2 | CR | Credit | Not computed | Not Computed |
| D | Below Average | 60-69 | 1 | NC | Non-Credit | Not computed | Not Computed |
| F | Failing | Below 60 | 0 | T | Transfer Credit | Not computed | Not Computed |

DEFINITION OF GRADES

The "F" means the student has not satisfactorily met course requirements and must repeat the course.

The "I" grade is assigned when a student has arranged an extension with an instructor to complete course requirements. For purposes of grade point and satisfactory progress, the "I" grade will not be computed. The student will have three weeks from the end of the grading period in which the "I" is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met within three weeks, the "I" will be converted to a final grade and the grade point average recalculated. In the event the "I" is not converted to a final grade, a course grade of "F" will be recorded as a final grade.

The "W" grade is assigned when a student withdraws from a class after the official census date (the sixth day of each grading period) and up to the midpoint of the class. Students receiving a "W" have not met the minimum objectives of the course and must **repeat** the course in order to receive credit.

ACADEMIC STATUS DEFINITIONS

A. GOOD STANDING

Students who maintain a passing score on their tests within their program as well as have a average attendance will remain in good standing.

B. ACADEMIC PROBATION.

Students whose grades are falling below passing are not considered making satisfactory progress. Students determined to be making unsatisfactory progress at the end of the grading period shall be placed on academic probation for the next grading period(s) as determined by the School Director. Students who increase their grades to passing during the academic probation period will be returned to good standings.

Students who fail to achieve overall satisfactory progress for the program at the end of one grading period will be subject to academic dismissal.

Students placed on academic probation will be counseled prior to returning to class. The date, actions taken, and terms of the probation shall be clearly indicated in the academic record. Students whose enrollment is terminated as an academic dismissal may restart after a minimum of one grading period. The terms of the approved refund policy shall be applied.

Students who return after enrollment is terminated due to academic dismissal shall continue on probation for the next grading period. Students shall be advised of this action and the academic record documented accordingly. If students do not return to good standing at the end of this probationary period, permanent academic dismissal shall occur. Such students may not restart for a minimum of one calendar year.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Title IV funds students must make satisfactory academic progress as outlined by New Horizons Medical Institute. Students must adhere to this policy in order to continue to receive financial aid funds for the programs they are enrolled in.

Qualitative and Quantitative

Satisfactory Progress requires a minimum GPA at all times during the program. If a student in the Ultrasound Technician program student a fall below 2.0GPA and has less than 67% of the scheduled attendance for a payment period, the student will be placed on warning for the next payment period. A student is considered in satisfactory progress while on warning. If he or she does not bring the average up by the end of the warning period all financial aid will be terminated.

Students who are in programs of only one academic year who do not have a 2.0 GPA and have not completed at least 67% of the scheduled clock hours by the end of the first payment period are considered not meeting SAP and the student will be placed on warning for the next payment period. A student is considered in satisfactory progress while on warning. If he or she does not bring the average up by the end of the warning period all financial aid will be terminated.

Appeals

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is illness, death in the family, etc.) The student must include in the appeal, why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation. After a successful appeal, the student will be placed on probation for the following payment period and we'll reinstate financial aid during that payment period. The student must be in SAP at the end of the probationary period or all financial aid will be terminated.

Maximum Timeframe

A student must satisfactory complete a minimum number of hours, 67% of the scheduled attendance, toward his/her educational goal based on time increments and complete his/her course of study in 1 ½ times the normal time frame for completion. The programs at New Horizons vary in length but each student has 1 ½ times the normal length to complete the programs. The full-time Ultrasound Technician program is normally completed in 78 weeks a student will have 117 within maximum timeframe to finish. Patient Care Technician/Nurse Assist full time is 21 weeks and students will have 32 weeks to complete within maximum timeframe. Medical Assistant is 16 weeks in length and students will have 24 weeks to complete the program within maximum timeframe.

Payment periods for Ultrasound Technician will be:

0-466
467-933
934-1400
1401-1867
1868-2334
2335-2796

Payment periods for Patient Care Technician/Medical Assistant will be:

0-343
344-685

Course incompletes, Repetition, and Non-credit Remedial courses

Course incompletes, repetitions, and non-remedial courses do not normally apply but are considered in the maximum time frame for completion. Transfer of credit Transfer hours will be considered when determining the maximum time frame for completion of the program.

Withdrawals

If the student withdraws from the program, the student's maximum time frame is normally not affected but the student's status at the time of withdrawal could affect the student's financial aid eligibility.

Makeup WORK

Students may make up work missed with an acceptable absence if the absence is less than two weeks. An acceptable absence is defined as a death in the family, hospitalizations of the student or an immediate family member, jury duty, an unavoidable court appearance, or an automobile accident. In order to receive an acceptable absence, a student must provide a Director with verification of the previously listed conditions. Under no circumstances will an absence be removed for attendance purposes.

All make-up work will be:

1. supervised by an instructor approved for the class;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within one week of the absence;
4. be documented by the school as being completed, recording the date, time duration of the make-up session, and the name of the supervising instructor, and
5. be signed and dated by the student to acknowledge the make-up session.
6. Must attend another class to make up absent hours with approval of director and instructor

REPEATING COURSES/EXTENSION OF HOURS

New Horizons Medical Institute offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. During the course of study, a student may pursue extra laboratory time at no additional charge. Once a student exhausts all scheduled hours in their program, additional laboratory time must be scheduled with A School Director. Students repeating courses/classes are subject to additional fees.

In the case of extenuating circumstances, a student may be granted an extension in order to complete graduation requirements by making a request to A School Director. Any approved extension may not exceed one and a half times the original graduation date. Expected graduation dates may be altered because of additional time required to complete graduation requirements.

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student's transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours. If additional repeats are necessary, students will be charged accordingly.

RIGHT OF APPEAL

Students may petition an instructor for a change of grade within three weeks after the original grade is awarded. Students receiving an "I" grade will have the right to appeal the grade to which the "I" is converted, provided the appeal is initiated within (15) days from the conversion date.

Students placed on academic probation or dismissed will have the right to appeal. Such appeal must be initiated with A School Director within (15) days from the end of the grading period when the student is placed on probation or dismissal status. The basis of such appeals will be limited to challenges of the grades received or in the calculation of grade point averages or both.

TUITION & FEES

APPLICATION FEES

A nonrefundable application fee of \$75 is charged to all students who apply for admission to enroll in diploma and/or degree-granting programs. Payment of this fee is valid for a period of one year from the date of initial

application. Should an individual fail to enroll within this period, reapplication for admission and payment of the application fee is required.

TUITION AND FEES

New Horizons Medical Institute reserves the right to modify tuition and other charges upon sufficient notice to students. Tuition and fees can be found at the end of this catalog. Tuition is based on scheduled hours of attendance.

Announced tuition increases will not apply to students who maintain continuous attendance in a program of study.

- Application fee - The application fee is assessed upon enrollment and is non-refundable unless the student is not accepted for enrollment or meets the conditions of cancellation as outlined in the refund policy.
- Tuition - Tuition charges are assessed and payable as arranged when the student enrolls. The charges for each program are detailed in the tuition section that follows.
- Transcript/Certificate- Students are provided one transcript and one certificate of completion at no charge. Additional certificates/transcripts are available for additional fee of \$20.

RE-START FEE

Students who wish to re-enter New Horizons Medical Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director Approval. A \$75 application fee will be assessed.

TRANSCRIPT FEES

One transcript will be provided to each student free of charge. Additional copies will be provided at \$20 each.

Tuition and Fees breakdown

PATIENT CARE TECHNICIAN/NURSING ASSISTANT

| | |
|----------------------------|----------------|
| Tuition | \$6,834 |
| Application fee | \$ 75 |
| Books, Kits, Tests, & Fees | <u>\$2,059</u> |
| Total | \$8,968 |

ULTRASOUND TECHNICIAN

| | |
|----------------------------|-----------------|
| Tuition | \$26,714 |
| Application fee | \$ 75 |
| Books, Kits, Tests, & Fees | <u>\$ 1,480</u> |
| Total | \$28,269 |

MEDICAL ASSISTANT

| | |
|----------------------------|---------------|
| Tuition | \$3,247 |
| Application fee | \$ 75 |
| Books, Kits, Tests, & Fees | <u>\$ 477</u> |
| Total | \$3,799 |

PHLEBOTOMY TECHNICIAN

| | |
|----------------------------|---------------|
| Tuition | \$750 |
| Application fee | \$ 75 |
| Books, Kits, Tests, & Fees | <u>\$ 250</u> |
| Total | \$1075 |

New Horizons Medical Institute reserves the right to adjust program costs and fees for services as determined necessary; however, no student will be charged additional tuition costs if the students is enrolled and has been participating on a continuous basis in a qualified program.

Programs

MEDICAL ASSISTANT

Offered at both the Main and Branch Extension Campuses

The Medical Assisting (MA) student will be trained to perform at a minimum entry-level in positions normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics. The program provides the MA with entry-level theory and limited "hands-on" training in basic and routine clinical and office tasks. This will equip the MA with the competencies required to perform in either a clinical or administrative capacity. The graduate will be able to assist in EKG, X-ray procedures, first aid, and phlebotomy. He/she will be able to perform clinical procedures, preparing the patient for physical exams, and assisting the physician with other exams. The MA may help the physician with minor surgical procedures and can sterilize and care for instruments. The MA possesses a thorough understanding of health-related ethics and other business principles that bear on the practitioner's relationship with the patient.

Program Objectives:

Upon completion of the course, the student will be able to perform, the duties of a medical assistant to include:

- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs
- Apply proper body mechanics for patient care
- Hand washing and cleanliness skills
- An introduction to all body systems
- EKG
- Phlebotomy
- Injections

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the CCMA National Exam and qualify to find entry-level positions in doctor offices, hospitals, and urgent medical facilities.

| Subject # | Subject Title | Clock Hours Lec/Lab/Ext | Total Clock Hours |
|--------------------|--------------------------------|------------------------------------|------------------------------|
| MTY 101 | Medical Terminology | 36/00/00 | 36 |
| MAP 201 | Medical Anatomy and Physiology | 32/00/00 | 32 |
| MA 101 | Medical Health Care Roles | 30/10/00 | 40 |
| PHL 108 | Phlebotomy/Safety Training | 30/30/00 | 60 |
| EKG 101 | EKG | 60/16/00 | 76 |
| CPR 101 | CPR/AED/First Aid | 06/10/00 | 16 |
| MA 104 | Behaviors & Health | 20/20/00 | 40 |
| EXT 106 | Externship | 00/00/80 | 80 |
| Total Hours | | 214/86/80 | 380 |

TOTAL CLOCK HOURS: 380

ESTIMATED COMPLETION TIME: 12 weeks

***Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.**

PATIENT CARE TECHNICIAN/NURSING ASSISTANT

Offered at both the Main and Branch Extension Campuses

The Patient Care Technician/Medical Assistant program is a comprehensive program designed to prepare the graduate to become a Patient Care Technician and Medical Assistant. Graduates will receive training inpatient health care to include EKG, cardiac circulation and blood pressure monitoring, phlebotomy and venipuncture skills, administrative and clinical medical assisting. Students will learn skills in medical assisting and patient care. All areas of program concentration will prepare and make eligible each student for the National certification exams including; Certification for Patient Care Technician, Phlebotomy Technician, and EKG Technician.

Program Objectives:

Upon completion of the course, the student will be able to perform the duties of a patient care technician/nurse assistant to include:

- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs and patient triage
- Apply proper body mechanics in bed making, lifting, and turning patients.
- Hand washing and cleanliness skills
- An introduction to all body systems
- EKG
- Phlebotomy and venipuncture

To qualify for graduation from this program the student must demonstrate competency in each of the patient care skills and successfully complete the externships. Graduates in this program will be qualified to find entry-level positions in doctor's offices, hospitals, nursing and convalescent health care facilities

| Subject # | Subject Title | Clock Hours Lec/Lab/Ext | Total Clock Hours |
|--------------------|--------------------------------|------------------------------------|------------------------------|
| PCT 101 | Patient Care | 23/22/00 | 45 |
| CAR 101 | Career Development | 32/00/00 | 32 |
| MTY 101 | Medical Terminology | 36/00/00 | 36 |
| MAP 201 | Medical Anatomy and Physiology | 32/00/00 | 32 |
| MAA 300 | Medical Clinical Procedures I | 40/40/00 | 80 |
| PHL 108 | Phlebotomy/Safety Training | 30/30/00 | 60 |
| EKG 101 | EKG | 60/16/00 | 76 |
| CPR 101 | CPR/AED/First Aid | 06/10/00 | 16 |
| PHL 101 | Venipuncture | 20/36/00 | 56 |
| EXT 104 | Externship | 00/00/252 | 252 |
| Total Hours | | 279/154/252 | 685 |

TOTAL CLOCK HOURS: 685

ESTIMATED COMPLETION TIME: 15 Weeks

PHLEBOTOMY TECHNICIAN

Offered at both the Main and Branch Extension Campuses

The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning. The testing performed will include manual hematocrits, Urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate and pregnancy testing. Upon successful completion of the following two courses, the student will be awarded a certificate of completion and will be eligible to sit for the national certification exam.

Program Objectives:

The Phlebotomy Technician Program is designed to provide students with:

The technical skills needed to competently and safely collect and handle blood specimens from a variety of patients.

- The interpersonal skills needed to interact with others.
- An introduction to health care professions with emphasis on clinical laboratory science.
- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of body systems. Associate the major areas/departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition/illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge and use of collection equipment, various types of additives used, special precautions necessary substances and pre-analytical variables that can adversely affect the blood sample and/or interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the CPT National Exam and qualify to find entry-level positions in laboratories, hospitals, and clinics.

| Subject # | Subject Title | Clock Hours Lec/Lab/Ext | Total Clock Hours |
|--------------------|--------------------------------|------------------------------------|------------------------------|
| PHL 108 | Phlebotomy/Safety Training | 30/30/00 | 60 |
| MTY 101 | Medical Terminology | 36/00/00 | 36 |
| PHL 101 | Venipuncture | 20/36/00 | 56 |
| EXO 101 | Phlebotomy Extern Observations | 00/00/08 | 8 |
| Total Hours | | 86/66/08 | 160 |

TOTAL CLOCK HOURS: 160

ESTIMATED COMPLETION TIME: 5 weeks

ULTRASOUND TECHNICIAN (includes Medical Assistant)

Offered at both the Main and Branch Extension Campuses

The Ultrasound Technician program is a comprehensive program designed to prepare the graduate to become a certified ultrasound technician. This course includes the Medical Assistant program. Students will learn skills inpatient care as it applies to ultrasound techniques and medical assistant while observing patient rights, as well as those needed to pass the requirements to become a certified ultrasound technician and medical assistant.

Program Objectives:

Upon completion of the course, the student will be able to perform the duties of a certified ultrasound technician to include:

- Preparation of the patient for ultrasound procedures
- Performing ultrasound on the patient
- Explanation of the ultrasound procedure to the patient
- Along with all the objectives of the Medical Assistant program

To qualify for graduation from this program the students must demonstrate competency in ultrasound procedures and successfully complete 1000 hours of clinical externship. Graduates will receive the necessary training to work in diagnostic laboratories, doctor's offices hospitals, mobiles imaging units, and veterinary clinics.

| Subject # | Subject Title | Clock Hours Lec/Lab/Ext | Total Clock Hours |
|--------------------|--|------------------------------------|------------------------------|
| DMS 101 | Sonographic physics and instrumentation | 140/48/00 | 188 |
| DMS 102 | Medical terminology | 96/00/00 | 96 |
| DMS 103 | Patient care | 96/00/00 | 96 |
| DMS 201 | Fundamentals of General Sonography I | 140/48/00 | 188 |
| DMS 202 | Principles of Hemodynamics and Doppler | 140/48/00 | 188 |
| DMS 301 | Fundamentals of Obstetrics and Gynecological Ultrasound I | 140/48/00 | 188 |
| DMS 302 | Fundamentals of General Sonography II | 140/48/00 | 188 |
| DMS 401 | Professional Development | 106/00/00 | 106 |
| DMS 402 | Fundamentals of Obstetrics and Gynecological Ultrasound II | 140/48/00 | 188 |
| DMS 403 | Introduction to Clinical Practicum | 106/00/00 | 106 |
| MA 101 | Medical Health Care Roles | 30/10/00 | 40 |
| PHL 108 | Phlebotomy/Safety Training | 30/30/00 | 60 |
| EKG 101 | EKG | 60/16/00 | 76 |
| MA 104 | Behaviors & Health | 20/20/00 | 40 |
| CPR 101 | CPR/AED/First Aid | 06/10/00 | 16 |
| CAR 101 | Career Development | 32/00/00 | 32 |
| DMS 501 | Clinical Externship I | 00/00/500 | 500 |
| DMS 502 | Clinical Externship II | 00/00/500 | 500 |
| Total Hours | | 1418/378/1000 | 2796 |

TOTAL CLOCK HOURS: 2796

ESTIMATED COMPLETION TIME: 21 months

COURSE DESCRIPTIONS

Medical Assistant

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four-word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology, and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function, and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures, and treatment modalities will also be included. Prerequisites: None

MA 101: Medical Health Care Roles Lec: 30/Lab: 10/Ext: 00 Allied healthcare professions are in the healthcare industry. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic and direct and indirect patient care and support services. This is very critical to the other health professionals they work with and the patients they serve. Prerequisites: None

PHL 108: Phlebotomy Lec: 30/Lab: 30/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. **OSHA Requirements for Phlebotomists with safety training.**

EKG 101: EKG Lec: 30/Lab: 50/Ext: 00 This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, obtaining a blood pressure, Holter monitor, and medical terminology. CPR / AED and First Aid Certification.

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two-rescuer scenarios, and use of bag valve mask, foreign-body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

MA 104: Behaviors and Health Lec: 20/Lab: 00/Ext: 20 This course presentation encompasses exploring and understanding cultural diversity, types of cultural communication, and general psychology principles. This course prepares students to learn how to critically think and relate with a wide variety of people coming from various cultures in and out of the medical community. This course will also use a variety of teaching tools to include current events, role-playing, and an active research project focusing on presentation of various cultures and their belief system. Prerequisites: None

EXT 106: Externship Lec: 00/Lab: 00/Ext: 80 Medical Assistant externships are provided at acute care and long-term living sites after completing on-campus lab sessions. Such tasks include vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting the patient with all activities of daily living.

Patient Care Technician - multiple certification combination program

PCT 101: Patient Care Lec: 23/Lab: 22/Ext: 00 At the end of this program the student will be able to perform the following duties of a nursing assistant: Mastering vital signs, bathing, feeding, dressing, toileting, and ambulation, bed making and assisting the patient with all activities of daily living. OSHA Requirements for Certified Nursing Assistant for safety training.

CAR 101: Career Development Lec: 32/Lab: 00/Ext: 00 The career preparation ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the workforce. Students are prepared in the following areas: resume writing, interviewing skills, how to dress for an interview, and how to respond to interview questions.

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four-word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology, and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function, and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures, and treatment modalities will also be included. Prerequisites: None

MAA 300: Medical Clinical Procedures Lec: 40/Lab: 40/Ext: 00 This course combines lecture and lab experience designed to introduce the multi-competent health care provider to the clinical laboratory and point-of-care testing. Emphasis will be placed on quality control, the collection and processing of specimens, and performing selected tests that assist with the diagnosis and treatment in various healthcare settings. Prerequisites: None

PHL 108: Phlebotomy Lec: 30/Lab: 34/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. **OSHA Requirements for Phlebotomists with safety training.**

EKG 101: EKG Lec: 60/Lab: 16/Ext: 00 This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, obtaining a blood pressure, Holter monitor, and medical terminology. CPR / AED and First Aid Certification.

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two-rescuer scenarios, and use of bag valve mask, foreign-body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

PHL 101: Venipuncture Lec: 20/Lab: 36/Ext: 00 This course focuses on the routine venipuncture procedure including the tools that are available, steps in the procedure, recommendations for venipuncture site choices as well as sites to avoid, pre-analytic errors, and safety issues. A blood test is only as good as the specimen that is collected.

EXT 104: Externship Lec: 00/Lab: 00/Ext: 228 Clinical externships are provided at acute care and long-term living sites after completing on-campus lab sessions. Clinical externships provide students with hands-on training with actual patients in the above-stated settings. Such tasks include vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting the patient with all activities of daily living.

Phlebotomy Technician

PHL 108: Phlebotomy Lec: 30/Lab: 34/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. **OSHA Requirements for Phlebotomists with safety training.**

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

PHL 101: Venipuncture Lec: 20/Lab: 36/Ext: 00 This course focuses on the routine venipuncture procedure including the tools that are available, steps in the procedure, recommendations for venipuncture site choices as well as sites to avoid, pre-analytic errors, and safety issues. A blood test is only as good as the specimen that is collected.

EXO 101: Phlebotomy Extern Observation Lec: 00/Lab: 00/Ext: 08 This course includes observation of on the job training, laboratory training, and practical training. Students will observe the practice under the observation and guidance of the training instructor / on-site administrator. After theory and laboratory training, each student is required to do a clinical observation. Each student is sent to a clinical laboratory for on the job clinical observation.

Diagnostic Sonographer (Ultrasound Technician)

DMS 101: Sonographic Physics and Instrumentation Lec: 140/Lab: 00/Ext: 00 The General Ultrasound Program Provides a Firm Foundation in the Basic Principles and Practices of Ultrasound Theory and Scanning Techniques. This course will cover Sound Production and Propagation, Interaction of sound in Matter, Instrument Options and Transducer Selection. Prerequisites: None

DMS 101L: Sonographic Physics and Instrumentation Lab Lec: 00/Lab: 48/Ext: 00 Students will be provided with Hands-on Laboratory Instruction in Equipment Operation including Evaluating Anatomic Structures in the Regions of Interest, Recognizing the Sonographic Appearance of Normal Tissue Structures, and Recognizing the Importance of, and Employ Ergonomically Correct Scanning Techniques. Prerequisites: None

DMS 102: Medical Terminology Lec: 96/Lab: 00/Ext: 00 During this Course, the Student will learn how to Comprehend and Employ Appropriate Medical Terminology, Abbreviations, Symbols, Terms, and Phrases that Will be Used in the Sonographic Setting. Prerequisites: None

DMS 103: Patient Care Lec: 96/Lab: 00/Ext: 00 This Course Prepares the Student to Provide Basic Patient Care and Comfort. Specific Concentrations will be: Infection Control and Standard Precautions, Respond to Patient's Needs, Identifying Life-Threatening Situations, Proper Patient Positioning, Spiritual/Cultural Needs HIPPA Policies, Medical Law and Ethics as well as Ergonomics. Prerequisites: None

DMS 201: Fundamentals of General Sonography I Lec: 140/Lab: 00/Ext: 00 During this Course, the Student will learn the Fundamentals of Abdominal Sonography along with the Anatomy and Pathophysiology of the Abdomen to Include: Anterior Abdominal Wall, Peritoneal Cavity, GI Tract, Abdominal Vasculature, Pancreas, Liver, Biliary System, Spleen, Kidneys, Adrenals, and Urinary Tract. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101

DMS 201L: Fundamentals of General Sonography I Lab Lec: 00/Lab: 48/Ext: 00 During this Lab Duration, the Student Will Learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifacts, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient

Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocols of the Right Upper Quadrant and the Abdomen Complete. Prerequisites: DMS 101L

DMS 202: Principles of Hemodynamics and Doppler Lec: 140/Lab: 00/Ext: 00 This Course Will Give the Student a Full Understanding of Hemodynamics, Physics of Doppler, Principles of Doppler Techniques, Methods of Doppler Flow Analysis, Recording Techniques, Acoustic Artifacts, Biological Effects, Pertinent In-Vitro and In-Vivo Studies, Exposure Display Indices, Generally Accepted Maximum Safe Exposure Levels, ALARA Principle, and Emerging Technologies. Prerequisites: None

DMS 202L: Principles of Hemodynamics and Doppler Lab Lec: 00/Lab: 48/Ext: 00 Students will be provided with Hands-on Laboratory Instruction in Hemodynamics and Doppler techniques including Evaluating Anatomic Structures in the Regions of Interest, Recognizing the Sonographic Appearance of normal blood flow Doppler, and Recognizing the Importance of, and Employ, Ergonomically Correct Scanning Techniques. Prerequisites: DMS 101L

DMS 301: Fundamentals of Obstetrics and Gynecological Ultrasound I Lec: 140/Lab: 00/Ext: 00 During this Course, the Student will Learn the Fundamentals of Gynecological Ultrasound as well as Anatomy and Pathophysiology of Gynecology. Specific Concentrations will be Reproductive System, Pelvic Muscles, Suspensory Ligaments, Peritoneal Spaces, and Pelvic Vasculature as well as 1st Trimester OB Evaluation. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101, DMS 201 & DMS 202

DMS 301L: Fundamentals of Obstetrics and Gynecological Ultrasound I Lab Lec: 00/Lab: 48/Ext: 00 The Student Will Learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifact, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocol of the non-gravid female pelvis. Prerequisites: DMS 101, DMS 201, and DMS 202

DMS 302: Fundamentals of General Sonography II Lec: 140/Lab: 00/Ext: 00 During this Course, the Student will Learn the Fundamentals of Small Parts (Superficial Structures) as well as Vasculature, and Muscular-Skeletal Ultrasound along with the Anatomy and Pathophysiology Associated With Each Concentration to Include: Thyroid Gland, Scrotum, Prostate, Breast, Per-Vertebral Arteries, Extremities, Brain and Spinal Cord, Muscular-Skeletal Structures and non-cardiac chest. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101, DMS 201& DMS 202

DMS 302L: Fundamentals of General Sonography II Lab Lec: 00/Lab: 48/Ext: 00 During this Lab Duration, the Student Will Learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifacts, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocols of the Thyroid, Scrotum, Breast, Carotid Artery, DVT, and Muscular Skeletal Ultrasound. Prerequisites: DMS 101, DMS 201 and DMS 202

DMS 401: Professional Development Lec: 102/Lab: 00/Ext: 00 This Course Utilizes Student Case Presentations and Peer Review to Assess the Student's the Ability to Interpret Sonographic Criteria and Findings, Correlate with Other Diagnostic Studies and Clinical Signs and Symptoms to Derive at Clinical Impressions. Additionally, the Student is Prepared for the Real World of Work via Assistance with Resume Writing, Interviewing Techniques, and Job Placement. Prerequisites: None

DMS 402: Fundamentals of Obstetrics and Gynecological Ultrasound II Lec: 140/Lab: 00/Ext: 00 During this Course, the Student will learn the Fundamentals of Obstetrical Ultrasound as well as Anatomy and Pathophysiology of Obstetrics. Specific Concentrations will be Sectional Anatomy, Pertinent Measurement Techniques, Doppler Applications, Placenta, Congenital/Genetic Anomalies, Growth Anomalies, Amniotic Fluid, Viability, Multiples, Fetal Monitoring, Maternal Factors, Postpartum, and Fetal Therapy. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and

Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101, DMS 202 and DMS 301

DMS 403: Introduction to Clinical Practicum Lec: 106/Lab: 00/Ext: 00 Introduction to the critiquing of ultrasound images on a basic level to improve the student's ability to use sonographic terminology in describing ultrasound images. Students will submit basic normal case studies and the analysis of two ultrasound journal articles.

MA 101: Medical Health Care Roles Lec: 30/Lab: 10/Ext: 00 Allied healthcare professions are in the healthcare industry. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic and direct and indirect patient care and support services. This is very critical to the other health professionals they work with and the patients they serve. Prerequisites: None

PHL 108: Phlebotomy Lec: 30/Lab: 30/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. **OSHA Requirements for Phlebotomists with safety training.**

EKG 101: EKG Lec: 30/Lab: 50/Ext: 00 This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, obtaining a blood pressure, Holter monitor, and medical terminology. CPR / AED and First Aid Certification.

MA 104: Behaviors and Health Lec: 20/Lab: 00/Ext: 20 This course presentation encompasses exploring and understanding cultural diversity, types of cultural communication, and general psychology principles. This course prepares students to learn how to critically think and relate with a wide variety of people coming from various cultures in and out of the medical community. This course will also use a variety of teaching tools to include current events, role-playing, and an active research project focusing on presentation of various cultures and their belief system. Prerequisites: None

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two-rescuer scenarios, and use of bag valve mask, foreign-body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

CAR 101: Career Development Lec: 32/Lab: 00/Ext: 00 The career preparation class ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the workforce. Students are prepared in the following areas: resume writing, interviewing skills, how to dress for an interview, and how to respond to interview questions.

DMS 501 & 502: Clinical Externship I & II Lec: 00/Lab: 00/Ext: 1000 Prerequisite: SPI These courses are externship on the job training for a total of 500 hours each section. Students will practice in a clinical setting, what they have learned in the classroom for a clinical setting. This course will include the classroom instruction, lab work and that is needed for clinical externship. This will prepare students to work with ultrasound equipments and conduct examinations, learn how to work with team, communicate in medical terminology, and understand how to apply concept in a real-life settings. Externship is classified as on the job training.