



We are dedicated to your future in healthcare!

SCHOOL CATALOG 2023

Wordhouse Healthcare Career Institute

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Volume 1

Effective: January 1, 2024 – December 31, 2024

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INTRODUCTION AND HISTORY

WHCI Career Institute was established in 2023 by Doris Ejimadu and Mavis Nworie with the objective of providing a path for individuals seeking to be healthcare professionals to enter this growing field. The school is committed to providing entry-level allied health programs so graduates may have a long and rewarding career in the healthcare industry.

VISION AND MISSION

WHCI Vision

Becoming a respected and sought after post-secondary vocational education provider synonymous with quality education and quality graduates in the allied health sector.

WHCI Mission

We are a talented and dedicated team providing entry-level, trained, qualified healthcare professionals who are caring and committed.

We strive to provide a high quality educational experience to enable the career progression goals of our students.

We desire to earn trust and meaningful long-term client relationships by delivering value to our students, our partners/employers, and the Dallas community.

APPROVALS

Wordhouse Healthcare Career Institute is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas, and the Texas Department of Health and Human Services.

FACILITIES AND EQUIPMENT

The WHCI facility is located at 4561 S. Westmoreland, Dallas, Texas, and is part of the Dallas-Fort Worth Metroplex. Nearby cities include Duncanville, Hutchins, Balch Springs, Mesquite, and Sunnyvale. The proximity to hospitals, clinics, and nursing home facilities, where the students can find employment opportunities, makes this an attractive setting for the school. The facility has ample parking nearby. The facility contains a medical lab, classrooms, lounge area, reception area, instructors' offices, and administrative offices. The Institute is handicap assessable, spacious, air conditioned, and conducive to learning.

CORPORATE OFFICERS

The Corporate Officers are Doris Ejimadu and Mavis Nwokorie.

LEGAL STATUS

WHCI is a private, co-educational, career school registered as an S Corporation with the Texas Secretary of State. Members of the S Corporation and officers include Doris Ejimadu and Mavis Nwokorie. The Institute assumes full responsibility for any agreement reached between the student and WHCI.

ADMINISTRATION

Doris Ejimadu, President and School Director

Mavis Nwokorie, Administrator

INSTRUCTORS

Doris Elimadu, APRN. FNP-BC

Texas Woman's University, Master of Science, Family Nurse Practitioner

Charmberlain College of Nursing, Bachelor of Science in Nursing, RN

Mavis Nwokorie, RN

School of Nursing, Ministry of Health, Associate Degree in Nursing

Certified Nursing Assistance School, CNA

OPERATIONAL SCHEDULE - SCHOOL CALENDAR

Holidays/Vacation Periods

There is a two-week break during the December holiday (dates are announced 30 days in advance), and there are no other scheduled vacation periods except for the following federal holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

- Veterans' Day
- Thanksgiving Day and the day following

ENROLLMENT PERIODS

Medication Aide Training begins every eight weeks on the first Tuesday of the month.

Nurse Aide Training begins every four weeks on the first Monday of the month.

Weekend Nurse Aide Training begins every eight weeks on the first Friday of the month.

Phlebotomy Technician begins every four weeks on the first Monday of the month.

PROGRAM CLASS SCHEDULE

Medication Aide Training—8 weeks—140 hours

Tuesday & Thursday

8 a.m. – 4:30 (30 minutes for lunch) = 8 hours a day or 16 hours a week x 8 weeks
=128 total hours.

Clinical 12 hours taken on Saturdays prior to end of 8th week.

Nurse Aide Training—4 weeks, 110 hours

Monday – Wednesday – Friday

8 a.m. – 4:30 (30 minutes for lunch) = 8 hours a day or 24 hours a week x 4 weeks
96 total hours.

Clinical 14 hours taken on Saturdays prior to end of 4th week.

Weekend Nurse Aide Training, 110 hours, 8 weeks

Friday Evening 6 pm -10 pm 4 hrs. x 8 weeks = 32

Saturdays 8 am – 4:30 pm (30 minutes for lunch) 8 hours x 8 weeks = 64 + 32 = 96 total class hours.

Clinical—14 hours on Sundays before the end of the eight weeks.

Phlebotomy Technician—4 weeks, 99 hours

Monday – Wednesday – Friday

8 a.m. – 4:30 (30 minutes for lunch) = 8 hours a day or 24 hours a week x 3 weeks 72 hours.

Last week: 8 a.m. – 5:30 (30 minutes for lunch) = Monday, Wednesday, and Friday or 27 hours; total 99 hours.

Seminar—CPR—1 day, 7 hours

Will be offered according to demand on Saturdays from 8 a.m.—5:30 p.m.

SCHOOL HOURS

	Days – Classes	Evening – Classes
Monday through Friday	8:00 am – 5:30 pm	
Friday		6 pm – 10 pm
Clinical Hours	May vary according to the site	May vary according to the site
	Office Hours Day	Office Hours Evening
Office Hours — Monday through Friday	8:00 am – 5:30 pm	
Office Hours—Friday		6 pm – 7 pm

ADMISSIONS

Requirements

- Be a high school graduate and provide an official transcript or a copy of a high school diploma or possess equivalent educational credentials as established by the General Education Development Equivalency Test (GED). Home-schooled graduates will be evaluated on a case-by-case basis. Applicants for the Nurse Aide Training program without a high school diploma or GED will be evaluated individually.
- Be at least 18 years of age
- Provide a criminal background check that reveals no felony offense or concerning misdemeanor offense as required by the Texas Department of Health and Human Services for Nurse Aide Training Program and the Medication Aide Program
- Provide proof of CAN certification if enrolling in the Medication Aide Program
- Provide a copy of immunization records and a Tuberculosis Skin Test (PPD) with results
- Provide a copy of required immunizations for the Hepatitis B Series and current Tetanus recommendations
- Provide documentation of immunity to measles, mumps, and rubella
- Provide proof of current completion of a basic life support course (CPR Certification) that includes performing CPR on adults, children, and infants
- Provide proof of medical liability insurance
- Demonstrate a desire to be a healthcare worker who is dedicated to helping the patient and/or the family

ANTI-DISCRIMINATION POLICY

In compliance with all federal, all state, and all local laws, WHCI does not discriminate because of race, national origin, sex, sexual orientation, marital status, religion, age (over 18), disability handicap, or other legally protected status in its recruitment and admission of applicants to its programs.

Functional Abilities

All applicants applying for admittance to the Nurse Aide Program must be able to practice nursing aide care as defined by the Texas Department of Health and Human Services. A student must have adequate cognitive, sensory, and psychomotor functioning to effectively implement healthcare. A student must possess the emotional and physical health necessary to fulfill the objectives of the program and to meet the demands of their desired profession.

Nurse Aide Students:

Students will be screened by a criminal background check prior to enrollment. In addition, the Texas Department of Health and Human Services prior to the student receiving permission to take the Nurse Aide Training and Competency Evaluation Program (NATCEP), will update their information. If a graduate is aware of a conviction for a felony, is being treated for mental illness or substance abuse, has been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse, or may pose a threat to oneself, patients, clients, or to the public health, safety, or welfare because of any circumstances or conditions, he/she must discuss his/her eligibility status with the Texas Department of Health and Human Services. The student may contact The Texas Department of Health and Human Services at:

Texas Department of Health and Human Services/Nurse Aide Training Program
North Austin Complex
4601 West Guadalupe Street
Austin, TX 78751-314
512-424-6500

Acceptance and completion of the Nurse Aide Program does not assure eligibility to take the NATCEP. The Texas Department of Health and Human Services makes final decisions on the certification for Nurse Aides to practice in the State of Texas.

Credit for Previous Education, Training, and Experience

Students desiring to receive credit for courses based on work experience or training may do so by taking the final exam for the desired course and receiving a passing grade of 90 or above. The exam will be administered only once for each class for which the student is wishing to receive credit. The exam must be taken within the first five days from the original start date of the program for which the student is entering. There is a fee for the administration of the exam. However, for any class which the student is awarded credit, tuition charges will be pro-rated in accordance with hourly rate charges for the program in which the student is enrolled.

Transfer of Credit

Continuity of the program is essential for the development of the student's knowledge of the subject and its applications to the profession. Therefore, WHCI

does not accept credit transfers unless it is deemed appropriate by the School's Director if determined that the credit is consistent with the School's course objectives, course by course. The School Director will evaluate an official copy of the prior transcript for any possible transfer of credits into WHCI. In addition to compatibility of prior courses, accreditation and other pertinent factors are taken into consideration. The school may accept up to a maximum of 25 percent of the required contact hours for graduation.

- WHCI does not offer credit for advanced placement or experiential learning.

Transfer of Credits from WHCI to Other Schools

- Students who wish to continue their education at other schools must not assume that the receiving institution will accept WHCI's hours. It is the student's responsibility to research the requirements of the selected school.

Transfer of Credits from Programs at WHCI to Other Programs

- Students may transfer credits from one program to another at WHCI provided the courses are the same credits, the same content, were completed with a "C", and were taken within the past five years.

TUITION AND FEES

Program	Registration Fee	Total Charges Tuition, books, one set of scrubs*, and registration fee
Medication Aide Training	\$ 200	\$ 900
Nurse Aide Training	\$ 200	\$ 800
Phlebotomy	\$ 200	\$ 900

Seminar		
CPR	None	\$70

*Additional scrub sets available for purchase

SCHOLARSHIPS

WHCI Career Institution does not offer scholarships.

INDIVIDUAL COURSE FEES

WHCI Career Institution does not offer courses on an individual fee basis.

CANCELLATION POLICY

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

REFUND POLICY

Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The effective date of termination for refund purposes will be the earliest of the following:

- the date of termination, if the student is terminated by the school;
- the date of receipt of written notice from the student; or
- ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

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

- an enrollee is not accepted by the school;
- if the course of instruction is discontinued by the school and this prevents the student from completing the course; or

- if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

Refund Policy for Students Called to Active Military Service

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

- if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - satisfactorily completed at least 90 percent of the required coursework for the program; and
 - demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

PROGRAMS

Medication Aide Training Program Description and Objectives

The Medical Assistant Program is designed to prepare students for entry-level positions in the administrative and/or clinical setting of a medical facility. Graduates will demonstrate both front office and back office skills. Topics include billing and collections; scheduling appointment; preparing reports; giving injections; drawing blood; preparing lab specimens; conducting assessments; and evaluation testing. Upon successful completion of the program, students will be able to find employment in physicians' offices, medical clinics; emergency care facilities; hospitals; long-term care units; and other medical related facilities.

Length of Program

Students will attend day classes 20 hours a week, Monday through Thursday, and complete the program in 30 weeks. Evening students will attend 16 hours a week, Monday through Thursday and complete in 37.5 weeks.

Curriculum

Course Number		Course Title	Lecture	Lab	Externship	Total Clock Hours
MA	100	Introduction and Orientation to Medication Aides	16			16
MA	105	Infection Control	10	6		16
MA	110	Drugs Affecting the Cardiovascular, Urinary, Respiratory, Digestive, Central Nervous, and Musculoskeletal Systems	32	10		42
MA	115	Antibiotics and Anti-Infective Agents	10	2		12

MA	120	Drugs affecting the eye, the ear, and the skin	12	4		16
MA	125	Cognitive Impairment	8			8
MA	130	Pediatric Patients	8	6		14
MA	140	Externship			10	10
		Total	102	28	10	140

Diploma Awarded

Upon successful completion of all courses and payment of financial obligations, a Certificate of Completion will be awarded.

Course Descriptions

MA 100 Introduction and Orientation to Medication Aides

Lecture Hours 16, Lab Hours 0, Externship 0, Total Clock Hours 16

This course focuses on

Prerequisite: None

MA 105 Infection Control

Lecture Hours 10, Lab Hours 6, Externship 0, Total Clock Hours 16

This course focuses on the

Prerequisite: MA 100

MEDI 110 Drugs Affecting the Cardiovascular, Urinary, Respiratory, Digestive, Central Nervous, and Musculoskeletal Systems

Lecture Hours 32, Lab Hours 10, Externship 0, Total Clock Hours 42

This course focuses on

Prerequisite: None

MA115 Antibiotics and Anti-Infective Agents

Lecture Hours 10, Lab Hours 2, Externship 0, Total Clock Hours 12

This course focuses on

Prerequisite: None

MA 120 Drugs Affecting the eye, the ear, and the skin

Lecture Hours 12, Lab Hours 4, Externship 0, Total Clock Hours 16

This course focuses on the basics of effective computer usage. Topics include common software systems used in medical offices and basic accounting software.

Prerequisite: None

MA 125 Cognitive Impairment

Lecture Hours 8, Lab Hours, Externship 0, Total Clock Hours 8

This course focuses on.

Prerequisite:

MA 130 Pediatric Patients

Lecture Hours 8, Lab Hours 06 Externship 0, Total Clock Hours 14

This course is a.

Prerequisite:

MA 140 Externship

Lecture Hours 00, Lab Hours 00, Externship 10, Total Clock Hours 10

This course focuses on

Prerequisite: Completion of all other courses in the program.

Nurse Aide Training Program Program Description and Objectives

The Nurse Aide Program is designed to prepare students to serve as entry-level nursing aides. The Program consists of 110 total clock hours, which include 80 lecture clock hours and 0 externship clock hours. The objective of the Program is

to prepare graduates with the knowledge and skills to help care for physically or mentally ill, injured, disabled, or infirmed individuals in hospitals, nursing care facilities, and mental health settings. Emphasis is on communication skills and cooperative interaction with patients, their families, and other members of the healthcare team.

After successful completion of the requirements of this program, graduates are eligible to apply to take the Texas Certified Nurse Aide Test. The Texas Department of Health and Human Services determines eligibility. Students passing this test are certified to work as a nursing assistant.

Length of Program

Students will attend day classes 20 hours a week, Monday through Thursday, and complete in 4 weeks. Evening student will attend 16 hours a week, Monday through Thursday and complete in 6 weeks.

Note: This program is regulated by the Texas Department of Health and Human Services, not the Texas Workforce Commission.

Required Courses

Course Number		Course Title	Lecture	Lab	Externship	Total Clock Hours
NURA	100	Introduction to Nurse Aide	20	0	0	20
NURA	105	Basic Nursing Skills	20	0	0	20
NURA	110	Clinical/Nurse Aide and Patient Care Aide I Externship	0	0	15	15
NURA	115	Personal Care Skills	10	20	0	30
NURA	120	Clinical/Nurse Aide and Patient Care Aide II Externship	0	0	15	15

NURA	125	Certified Nurse Aide Test Preparation and Review	10	0	0	10
		Program Totals	60	20	30	110

Diploma Awarded

Upon successful completion of all courses and payment of financial obligations, a Certificate of Completion will be awarded.

Additional Requirement to be Certified as a Nurse Aide

After graduation, the student must satisfactorily pass the NATCEP exam and receive final approval from the TXHHS. Only then will the graduate be certified to practice as a Nurse Aide.

Course Descriptions

NURS 100 Introduction to Nurse Aide

This course introduces the job responsibilities of the Nurse Aide and patient care.

Lecture Hours 20, Lab Hours 0, Externship 0, Total Clock Hours 20

Prerequisite: None

NURS 105 Basic Nursing Skills

Lecture Hours 20, Lab Hours 0, Externship 0, Total Clock Hours 20

This course focuses on preparing entry-level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care. Topic include Basic Nursing Skills; the Human Body; Health and Diseases; Common Disorders and Rehabilitation and Restorative Services.

Prerequisite: None

NURS 110 Clinical/Nurse Aide and Patient Care Aide I Externship

Lecture Hours 0, Lab Hours 0, Externship 15, Total Clock Hours 15

This course is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The clinical site will include supervision by a clinical professional.

Prerequisite: None

NURS 115 Personal Care Skills

Lecture Hours 10, Lab Hours 20, Externship 0, Total Clock Hours 30

This course focuses on the basic personal care skills delivered by the Nurse Aide in home and long-term care facilities. Topics include Personal Care Skills and Social Service Needs.

Prerequisite: None

NURS 120 Clinical/Nurse Aide and Patient Care Aide II Externship

Lecture Hours 0, Lab Hours 0, Externship 15, Total Clock Hours 15

This course is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: None

NURS 125 Certified Nurse Aide Test Preparation and Review

Lecture Hours 10, Lab Hours 0, Externship 0, Total Clock Hours 10

This course focuses on the major concepts, theories, and their applications to prepare students for the Texas Certified Nurse Aide Test.

Prerequisite: Must successfully pass all other courses.

Phlebotomy Technician

Program Description and Objectives

The Phlebotomy Technician Program is designed to prepare students in obtaining blood specimens by venipuncture and micro collection techniques. Phlebotomy technician classes also teach student how to collect and process other clinical specimens. Upon successful completion of the program, students will be qualified

for entry-level positions in hospitals, diagnostic laboratories, blood donor centers, and other locations that need phlebotomists to perform diagnostic tests.

Length of Program

Students will attend day classes 20 hours a week, Monday through Thursday, and complete in 15 weeks. Evening student will attend 16 hours a week, Monday through Thursday and complete in 19 weeks.

Required Courses

Course Number		Course Title	Lecture	Lab	Externship	Total Clock Hours
PHLE	100	Introduction to Phlebotomy	20	0	0	20
PHLE	105	Anatomy & Physiology	20	0	0	20
PHLE	110	Equipment and Supplies for Laboratory Skills	10	0	0	10
PHLE	115	Phlebotomy Theory	10	0	0	10
PHLE	120	Phlebotomy Competency Skills	10	30	0	40
		Program Totals	70	30	0	100

Certificate of Completion Awarded

Upon successful completion of all courses and payment of financial obligations, a Certificate of Completion will be issued.

will be awarded.

Course Descriptions

PHLE 100 Introduction to Phlebotomy

Lecture Hours 20, Lab Hours 0, Externship 0, Total Clock Hours 20

This course focuses on the duties and responsibilities of the Phlebotomist. Topics include the legal and ethical issues surrounding health care and diagnostic testing.

Prerequisite: None

PHLE 105 Anatomy & Physiology

Lecture Hours 20, Lab Hours 0, Externship 0, Total Clock Hours 20

This course is an entry-level study of anatomy and physiology. Students will use the terms and definitions related to various body structures and their functions.

Prerequisite: None

PHLE 110 Equipment and Supplies for Laboratory Skills

Lecture Hours 15, Lab Hours 0, Externship 0, Total Clock Hours 15

This course focuses on the equipment and supplies required for blood collection, specimen handling, and basic urinalysis. Topics include quality assurance and asepsis.

Prerequisite: None

PHLE 115 Phlebotomy Theory

Lecture Hours 10, Lab Hours 0, Externship 0, Total Clock Hours 10

This course focuses on the concepts of Phlebotomy, the order of Draw Theory for venipuncture and dermal puncture, common lab test information, urinalysis and therapeutic drug monitoring, and personal protective equipment required for phlebotomy technicians.

Prerequisite: PHLE 104

PHLE 120 Phlebotomy Competency Skills

Lecture Hours 10, Lab Hours 30, Externship 0, Total Clock Hours 40

This course focuses on venipuncture, blood test panels, blood culture, blood collection, venipuncture complications, and infection control standards for

phlebotomy technicians. Students will practice “sticks” until they have mastered the art of drawing blood and taking specimens from all types of individuals.

Prerequisite: PHLE 115

SEMINAR

CPR Course

The Standard CPR course is a general workplace course for those who need CPR certification for their job or to meet OSHA requirements. This commonly includes parents, middle and high school students, and healthcare workers. In this course, you'll learn how to perform CPR, skills for treating choking and shock victims, and a few first aid skills. Your certificate is valid for 2 years. At the conclusion of the course, you will be awarded a Certificate of Completion. The course is 7 hours, taught on Saturdays from 8 am – 5:30 pm. Call the school for the dates of the next class.

GRADING

Qualitative Requirement:

Students must maintain a cumulative academic average (GPA) of 70% (2.0) or better at the end of each course. Student must repeat any course in which the GPA is less than 2.0. The school uses the following grading scale:

Grade	Numeric	Points
A	100 - 90	4.0
B	89 - 80	3.0
C	79 - 70	2.0
F	Below 70	0.0
I	Incomplete	--
P	Pass/Satisfactory	--

U	Unsatisfactory	--
W	Withdrawal	--
WF	Withdrawal Failing	0.0

Grading Periods

Students in all programs except Nurse Aide will be graded for at the end of each week. At the mid-point in each program, the students will be evaluated for achieving Satisfactory Academic Progress (SAP).

Nurse Aide students will be graded on the program and will be considered pass/fail as mandated by the Department of Health and Human Services (TDHHS).

Quantitative Requirement:

Attendance must be adequate for the student to satisfy classroom and clinical learning objectives required by TDHHS in the Nurse Aide Program. Therefore, a student will be terminated if he/she misses more than 3 direct patient care experiences without prior approval from the School Director.

Maximum Length

Students must complete all programs in no longer than 150% of the published length of the program as measured in clock hours.

Make-Up Policy

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- a) be supervised by an instructor approved for the class being made up;
- b) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- c) be completed within two weeks of the end of the grading period during which the absence occurred;
- d) 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
- e) be signed and dated by the student to acknowledge the make-up session.

Termination

A student who is terminated for failure to maintain satisfactory academic progress cannot re-enroll for at least thirty (30) days. Any returning student will be placed on probation for the next grading period after re-enrollment. If at the end of this probationary grading period the student fails to show satisfactory academic progress, his/her enrollment will once again be terminated.

A student who is terminated for conduct must make an appointment with the School Director for an interview. Acceptance for re-entry is solely at the discretion of the Director. A student dismissed for conduct has only one opportunity for readmission.

Satisfactory Academic Progress (SAP)

The School Director or the Director's representative makes the satisfactory progress determination for quality of work completed. If a student does not achieve a 2.0 GPA at his/her midpoint, the student's training will be terminated. Students must also maintain 80% attendance throughout the program or be subject to termination.

Reenrollment of a Terminated Student

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student whose enrollment was terminated for conduct must meet with the School Director to obtain permission to return to school. A student who returns after termination of enrollment for any reason will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress and/or conduct at the end of this probationary period, the student's enrollment will be terminated.

Reenrollment of a Terminated Student

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate

satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

Academic Probation

A student not making SAP at the reporting period will be placed on probation. Students placed on probation must have one of the following: An Academic Improvement Plan, an Accepted Probation Status Appeal, or regained SAP. Students who are making SAP at the next reporting period are considered as meeting SAP.

Appeal Process

A student, who wishes to appeal his/her probation status, must submit a written request to the School Director within ten (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. Acceptable reasons include the death of a relative, an injury or an illness of the student, or other special circumstances. The School will evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. Any student who prevails upon the appeal process will be determined as making satisfactory progress.

Incompletes

I (Incomplete)—Under Texas Education Code, Section 132.061 (f): A student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The student will be eligible to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.171-175) F 0" will be averaged into the student's final GPA. Students have two weeks after a new term starts to complete the work required and to remove the "I." Failure to complete the work as scheduled will result in the "I" becoming an "F.". The School Director may allow additional time under mitigating circumstances such as serious illness or death of a close relative to extend the two-week period. Documentation must be provided for the mitigating circumstances acceptable to the School Director.

Withdrawn and Withdrawn Failing

If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives zero points for the course. A "WF" is included in the GPA. Transfer of credit courses does not affect the GPA.

Grade Questions

Students who question a grade must complete a Grade Challenge Form available at the receptionist desk and submit the form to the instructor of the course within two weeks of the issuance of the grade. If further assistance is necessary, inquiry should be made to the School Director.

Remediation

There are no remedial courses.

Progress Reports

Grades are distributed to students weekly. Grade point averages are computed on a four-point grading system. Grading is based on classroom performance, assignments, and periodic written and practical examinations. All grades are available for review on a regular basis. Failure to maintain a satisfactory academic standing will result in academic probation and eventually dismissal or termination. To successfully complete each course, a student must achieve a minimum grade of 70 percent or better.

Repeating Courses

Students must repeat courses in which they have received less than a 2.0 or from which they withdraw. The new grade will be averaged with the original grade for purposes of achieving the grade-point average. Classes in which students have received a grade of "C" may be repeated; however, in this case the highest grade that can be achieved is a "B" when the two grades are averaged. There will be a charge of an additional \$100 for each course repeated.

Attendance Policy

Students are expected to attend all classes. There are no excused absences in these programs. Students who have extenuating circumstances must make arrangements with the instructor to make-up the time missed.

Tardies

Arriving late to lectures is disruptive for the instructor and your fellow classmates. Therefore, tardies are calculated from the beginning of a course and are cumulative on the record for the entire program. Leaving early is treated in the same manner as arriving late. Habitual tardiness will result in academic probation based on the following scale:

1 tardy = verbal warning

3 tardies = probationary contract

7 tardies = suspension from program

Attendance will be taken after breaks; if a student fails to return within the designated time per atomic clocks, the late arrival will be recorded as a tardy.

Leaves of Absence

The School Director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the School Director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

Substance Abuse Prevention Policies

Purpose:

WHCI has adopted substance abuse prevention policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on the Institute's premises or as part of any of its activities. This information is provided in accordance with Public Law 101-226, Public Law 100-690, and subsequent federal regulations.

Applicability and Dissemination

The Institute will set up a bulletin in a prominent location where up-to-date related information concerning substance abuse can be posted. General orientations and staff meetings will include updated information as it is received and may

include the use of related videotapes. During September of each year this information will be updated as needed and reissued to all students. This is an ongoing program.

Standards of Conduct

No student of WHCI shall unlawfully possess, use, distribute, or attempt to unlawfully possess, use, or distribute, or be under the influence of illicit drugs and/or alcohol on the Institute's property or as part of any of its activities. The use of addictive substances will not only inhibit the ability to concentrate and learn; it may also impair judgment and pose a threat to students, faculty, clinical staff, and most of all, patients under a student's care. These substances include but are not limited to behaviors on campus or on a clinical site, such as:

1. Narcotics, depressants, stimulants, hallucinogens, cannabis, or organic solvents
2. Alcohol or alcoholic beverages
3. Any other intoxicating, mood-changing, mind-altering, or behavior changing substances
4. Abusive language
5. Threatening behavior
6. Bullying
7. Harassing
8. Unprofessional behavior
9. Sexual advances
10. Cheating
11. Violating copyright laws
12. Misusing the school computers and/or equipment
13. Violating the dress code

Students will be subject to dismissal for failure to follow the standards of conduct in the classroom, lab, or externship site.

Legal Sanction

Students of WHCI who violate the above standards of conduct and who are also in violation of federal, state, or local laws will be reported to the appropriate law enforcement authority.

Students who notice suspicious behavior or see violations should report this to their program director. The program director will investigate the situation and report any violation, if necessary.

Violating drug laws can result in fines, imprisonment, and confiscation of money and property. Note that these are federal laws and that state and local laws may be the same or even stricter in some cases.

Persons may also be denied access to student financial assistance, other grants, contracts, and professional and commercial licenses.

Possession, use, or distribution of drugs may be a violation of the laws and may also cause the violator to disrespect other laws and violate them as well.

Where alcohol is concerned, the actual use of the substance may not violate the law in all cases but can cause a person to become disrespectful of the law and disobey various laws such as drunk driving, drunkenness in public, drunk and disorderly conduct, assault and battery, child abuse, and others.

Effects and Health Risks

Along with substance abuse comes the side effects and health risks. Another risk of using drugs particularly with a needle (IV) is the possibility of contracting AIDS.

Counseling, Treatment, or Rehabilitation

There are various information and/or treatment centers to assist the abuser. The information below is to provide guidance for seeking assistance:

1. U. S. Drug Enforcement Agency (DEA) is a federal agency responsible for enforcing drug laws.

U. S. Justice Department
Dallas Field Office
10160 Technology Blvd.
Dallas, TX 75220
214-366-6900

2. Texas Commission on Alcohol and Drug Abuse (TCADA) is a Texas State agency that coordinates drug abuse prevention and treatment within Texas.

Director/TCADA
909 W. 45th St.
Austin, Texas 78758
866-378-8440
contact@tcada.state.tx.us.gov

3. Drug Abuse and Addiction Information and Treatment Agency is a 24-hour hotline service. This agency will listen to individuals and direct them to the appropriate person or agency for assistance. 214-871-2484

4. The National Institute on Drug Abuse Hotline is an information and referral line that directs calls to Treatment centers in the local community. 1-800- 832-9623

5. There are several private for-profit organizations that specialize in counseling, treatment, and rehabilitation. In some cases, these services may be available on a sliding scale fee and/or covered by medical insurance policies. A complete listing of agencies in the Dallas Metroplex is available through the Community Council of Greater Dallas Information and Referral Program by calling: 214-522-8600

Notifications and Penalties by the Institute

Students who violate the Standards of Conduct for drug abuse will be reported to the appropriate authorities should these violations also violate federal, state, or local laws.

Criminal convictions resulting from workplace/Institute violations will be acted upon by the School Director on a case-by-case basis within 30 days of the Institute's knowledge of the conviction.

Other violations not referred to outside authorities will be acted upon by the School Director within 30 days of the violation.

Depending on the seriousness of the offense, discipline may include:

- A written warning that explains consequences of subsequent violations.
- Referral to counseling, treatment, or rehabilitation (Those who agree to accept this discipline will do so at their own expense).
- Termination or discharge.
- Other penalties deemed appropriate and within the law.

Effects and Penalties

As part of the WHCI's Substance Abuse Prevention Program, the following information on punishment and effects is provided to ensure that students are aware of the consequences for abusing alcohol and/or narcotics. The gravity of the potential outcome for even a first-time offense should be carefully weighed

any time a student considers abusing drugs or alcohol. Careers in the nursing field can be permanently destroyed by some of the convictions described below:

1. Federal Penalties and Sanction for Illegal Possession of a Controlled Substance
21 U.S.C. 844(a)

a. First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one 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 two or more prior drug convictions: At least 90 days in prison not to exceed three years and fined at least \$5,000 but not more than \$250,000 or both.

b. Special sentencing provisions for possession of crack cocaine: At least 5 years in prison not to exceed 20 years; fines up to \$250,000; or both if:

(a) Upon first crack conviction, the amount of crack possessed exceeds 5 grams.

(b) Upon second crack conviction, the amount of crack possessed exceeds 3 grams.

(c) Upon third or subsequent crack convictions, the amount of crack possessed exceeds 1 gram.

c. 21 U.S.C. 853(a) (2) and 89 1 (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 one-year imprisonment. (See special sentencing provisions re: crack)

d. 21 U.S.C. 881(v)(4): Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance

e. 21 U.S.C. 844a: Civil fine of up to \$10,000 (pending adoption of final regulations)

f. 21 U.S.C. 853(a): Denial of federal benefits such as student loans, grants, contracts, and professional and commercial licenses up to 1 year for first offense and up to 5 years for second and subsequent offenses

g. 18 U.S.C. 922(g): Ineligible to receive or purchase a firearm

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.

2. Alcohol Effects

Alcohol consumption causes many marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Convictions for alcohol-related offenses could jeopardize the issuance of a license in the allied health professions depending upon the circumstances and the severity of the penalty.

Drug Abuse and AIDS Awareness Information

An estimated 25 percent of all cases of Acquired Immuno-Deficiency Syndrome (AIDS) are intravenous (IV) drug abusers. This group is the second largest at risk for AIDS exceeded only by homosexual and bisexual men, and the numbers may be growing. Data for the first half of 1988 show that IV drug abusers made up about 31 percent of the total reported cases.

According to the National Institute on Drug Abuse (NIDA), "The number of IV drug users with AIDS is doubling every 14-16 months." There are 1.1 to 1.3 million IV drug users in the United States and so far about 17,500 have developed AIDS.

Thousands more are infected with the virus that causes this fatal illness, which kills by destroying the body's ability to fight disease.

Currently, the number of IV drug users with AIDS is doubling every 14-16 months. Although the numbers of IV drug users who carry the AIDS virus varies from region to region, in some places the majority may already be infected. In New York City, for example, 60 percent of IV drug users entering treatment programs have the AIDS virus.

Among IV drug users, the AIDS virus is spread primarily by needle sharing. If IV drug abusers are drug dependent, they are likely to engage in needle sharing. Thus, the key to eliminating needle sharing and the associated spread of AIDS is drug abuse treatment to curb drug dependence. NIDA is working to find ways to get more IV users into treatment and to develop new methods to fight drug addiction.

Most non-drug users characteristically associate heroin with IV drug use. However, thousands of others inject cocaine or amphetamines. Recent evidence suggests that IV cocaine use is increasing and that the AIDS virus is spreading in those users. One reason for this may be because cocaine's effect lasts only a short time. When the drug, which is a stimulant, wears off, users may inject again and again sharing a needle many times in a few hours. In contrast, heroin users usually inject once and fall asleep.

The apparent increase in IV cocaine is especially worrisome according to drug abuse experts because there are no standard therapies for treating cocaine addiction. Until scientists find effective treatments for this problem, the ability to control the spread of AIDS will be hampered.

Needle Transmission

Needle sharing: "Among IV drug users, transmission of the AIDS virus most often occurs by sharing needles, syringes, or other works." Small amounts of contaminated blood left in the equipment can carry the virus from user to user. IV drug abusers who frequent "shooting galleries" (where paraphernalia is passed among several people) are at especially high risk for AIDS. Needle sharing of any sort (at parties, for example), can transmit the virus; and NIDA experts note that almost all IV drug users share needles at one time or another.

Because not every IV drug abuser will enter treatment and because some must wait to be treated, IV drug users in many cities are being taught to flush their "work"

with bleach before they inject. Used correctly, bleach can destroy the virus left in the equipment.

Sexual Transmission

IV drug abusers also get AIDS through unprotected sex with someone who is infected. In addition, the AIDS virus can be sexually transmitted from infected IV drug abusers to individuals who do not use drugs. Data from the Centers for Disease Control show that IV drug use is associated with the increased spread of AIDS in the heterosexual population. For example, of all women reported to have AIDS, 49 percent were IV drug users while another 30 percent non-IV drug users themselves were sexual partners of IV drug users. Infected women who become pregnant can pass the AIDS virus to their babies. About 70 percent of all children born with AIDS have had a mother or father who used drugs intravenously. Many go broke supporting their habit and turn to trading sex for drugs. Another link between substance abuse and AIDS is when individuals using alcohol and drugs relax their restraints and caution regarding sexual behavior. People who normally practice safe sex may neglect to do so while under the influence.

Clinical Experience

WHCI's allied health programs require clinical experiences in which a student may be assigned to administer care to individuals who are HIV positive (Human Immuno-Deficiency Virus Sero-positive); who have ARC (AIDS - related complex); AIDS; or other infectious diseases. Students will be expected to treat all patients with concern and dignity using professional standards of care. Students will be expected to follow all recommended guidelines for the prevention of HIV or other disease transmission.

Nursing clinical experiences could be a potential health hazard to students who have compromised immune systems. Students who have AIDS, ARC, or are positive for HIV will not be restricted from patient care activities but should be aware of the potential health hazards to which they may be exposed.

Students will learn and demonstrate universal precautions during basic nursing skills instruction. Instruction will follow the recommended guidelines in Prevention of HIV Transmission in Health Care Settings published by the Centers for Disease Control in Atlanta, Georgia.

Instruction will be updated as new information about Human Immuno-Deficiency Virus (HIV) becomes available.

Student Responsibilities

All students must:

- Read the Substance Abuse Prevention Program material and certify in writing that it was read.
- Agree to abide by the rules outlined herein and understand that failure to do so can result in termination or discharge.
- Understand that they have the right to know what help is available to aid in overcoming an involvement with drugs or alcohol.
- Report to the Institute within five calendar days after a conviction of a criminal drug violation that occurred at Institute (Failure to do so may result in dismissal).
- Agree to make every effort to continue to maintain a drug-free workplace/Institute.

If convicted, WHCI may offer to allow a student to seek help rather than be disciplined. If the student agrees to accept help, he or she must satisfactorily complete the steps agreed upon or risk termination or discharge. If not actually convicted by outside authorities of a crime, the WHCI may still invoke disciplinary action for violation of the Institute's Standards of Conduct on campus or at clinical sites.

Program Review

This program will be reviewed each September to monitor its effectiveness. Recommendations and corrective action will be taken as necessary to improve the effectiveness of the program. The use of addictive substances will not be tolerated by WHCI. Any use of addictive substances will inhibit the ability of a student to concentrate and learn. The use of addictive substances also impairs judgment and may pose a threat to students; faculty; clinical staff; and most of all, patients under the student's care. ALCOHOL IS A DRUG. Any student found to be using such substances during any WHCI-sponsored function will be subject to disciplinary action. Additionally, going to classes or clinical training facilities or other Institute-sponsored functions while "under the influence" will be grounds for disciplinary action. WHCI will assist the student in seeking professional help for substance abuse.

A student may be required to be tested for drug abuse at his/her own expense if required by a clinical training facility and/or if a substantiated claim is reported

by faculty or clinical staff. Test results must be negative before the student can continue in the program.

STUDENT CONDUCT

Professional Dress

In preparation for a professional career, students are asked to adhere to a standard of dress. All students are expected to dress for classrooms, skills labs, and clinical settings in a manner that reflects the professional nature of a career in healthcare. To promote the professional image of student nurses, WHCI students are expected to wear their clean, designated uniforms when attending class and clinical training. Clinical dress guidelines will be provided at the beginning of each course.

Professional Conduct

WHCI is dedicated not only to training and the advancement of workplace skills but also to the development of ethically sensitive and responsible citizens.

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the ACI community. Students must act as responsible members of the academic community and their respective future professional communities; respect the rights and privileges and dignity of others; and refrain from actions that interfere with normal WHCI functions.

Student Conduct, Grounds for Termination

Students who engage in acts such as stealing, gambling, use of alcohol or illegal drugs, or profane language make themselves liable to disciplinary action and/or termination.

Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property entrusted to them will be charged for the full extent of the damage and are subject to disciplinary action and/or termination.

Students who are disrespectful of other students, faculty, or staff are subject to disciplinary action and/or termination.

Students who do not follow the dress code as described during the admissions and orientation process are subject to disciplinary action and/or termination.

Students who do not pay all fees on time are subject to termination.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational rights and Privacy Act of 1974 is a federal law that states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students is made available. The law provides that the institution will maintain the confidentiality of each student's records.

WHCI accords all the rights of privacy under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian will have the right to information in the student's file. No individual organization outside the institution shall have access to, nor will the institution disclose any information from, the student's educational records without the written consent of the student except to personnel within the institution or officials of other institutions in which the student seeks to enroll. Persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons who in an emergency seek to protect the health or safety of a student or other persons may also have access. Within the Institute only those members of the faculty or staff individually or collectively acting in the student's educational interest are allowed access to student records.

At its discretion, the Institution may provide directory information in accordance with the provisions of the Act to include: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institutions attended, and participation in officially-recognized activities. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Institutes, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from education records. However, Institutes may disclose appropriately designated "directory information" without written consent, unless the student or a minor's parent/guardian has advised the Institute to the contrary in accordance with Institute's procedures. The primary purpose of

directory information is to allow the Institute to include this type of information found in education records in certain Institute publications. Examples include:

Honor roll or other recognition lists and graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless the student or a minor student's parents/guardians have advised the local education agencies that they do not want their student's information disclosed without their prior written consent

A student may withhold directory information by notifying the School Director in writing no later than the fifteenth day after the first day of registration of each class in which the student is enrolled. Authorization from students to withhold directory information must be filed for each class.

Student Rights

Students accused of violating institutional regulations, laws or conduct upheld by WHCI retain the following rights:

Students will not be subject to any form of harassment.

Every student shall be granted a fair hearing before an impartial judiciary body of peers, the student's instructors, and/or the management staff in case of a dispute with an instructor, another student in the class, and/or management staff.

In case of academic dishonesty by the student and subsequent dismissal from the School of that student, he or she has the right to arbitration.

Students expelled due to academic inadequacies are eligible to apply for readmission to the School.

If due to reasonable circumstances, a student is absent from classes for more than 10 days and as a result, he or she is expelled from the School, that student has the right to retake that same class provided that the student submits documentation of a reasonable cause of absence from classes. Students can then retake the same class (depending upon the availability) without any

additional financial obligations toward WHCI.

Students have the right to privacy. Any document or personal information submitted by the student at the time of enrollment or afterwards will be kept confidential by WHCI and will not be forwarded to any third party for solicitation except to the credit bureau and collection agencies in case of default of an account with WHCI.

Academic Advisement

Students who are finding it difficult to understand a subject are advised to seek help from their instructor. If the instructor is unable to help the student during class time, administrators will arrange for special one-on-one instruction.

GRADUATION/COMPLETION

To graduate the student must:

- Complete with passing grades all requirements for the program within the maximum time frames permitted, attain a minimum cumulative GPA of 2.0 and complete all courses with a passing grade.
- Return all property belonging to the School.
- Fulfill all financial obligations to WHCI.
- Complete an exit interview.

Upon graduation, a Certificate of Completion will be awarded.

PLACEMENT/EMPLOYMENT POLICY

WHCI is in contact with healthcare settings that may provide potential employment for graduates. The School will notify qualified students of any job opportunities that become available. WHCI will assist students in job interviewing techniques, resume writing, and job search skills. WHCI cannot guarantee that any student will be hired after graduation.

GRIEVANCE POLICY

WHCI is dedicated to fair dealing and professional conduct. If a student feels that s/he has a grievance concerning any actions taken by the institution or any of its employees, the student is asked to: (1) discuss the problem with the appropriate instructor or staff member; (2) if unsatisfied, the student may appeal to the School

Director; (3) if unsatisfied after Steps 1 and 2, the student may appeal to a committee composed of an instructor, a student, and another staff member.

All appeals must be in writing. If all appeals have been exhausted, the student may contact:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-6959
<http://csc.twc.state.tx.us/>

Student Responsibility for the Catalog

Students are held individually responsible for the information in WHCI's Catalog. Failure to read and then not comply with the requirements of the Institute will not exempt students from penalties that may result. Students beginning programs should retain these documents for use as a reference throughout their training.

WHCI Career Institute reserves the right to supplement, to withdraw, or to change this catalog. Interpretations of matters contained in these publications are the responsibility of the President who has the final authority in the interpretation.

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Doris Nwamaka Ejimadu, President and School Director

Approved and Regulated by the Texas Workforce Commission, Career Schools
and Colleges, Austin, Texas.