

# Hawaii Medical College

## 2023 Catalog



1221 Kapi`olani Boulevard  
Suite 644  
Honolulu, HI 96814  
(808) 237-5140  
[www.hmi.edu](http://www.hmi.edu)

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Effective Date: 2/27/23-cm



# INTRODUCTION

This catalog provides information about Hawaii Medical College's policies, programs, and services. We reserve the right to make changes to the following without notice or obligation:

Change, delete, supplement, or amend at any time the information, requirements, and policies contained in this catalog or other documents.

Cancel or reschedule classes, change class times, set maximum limit for enrollment in certain classes, and revise class scheduling policies or procedures.

Discontinue or modify any course or program at any time due to circumstances beyond our control including but not limited to unavailability of qualified instructors, physical facilities, or equipment, or insufficient student enrollment.

## **NON-DISCRIMINATION POLICY**

It is the policy of Hawaii Medical College to comply with federal and state laws, which prohibit discrimination in programs and activities. Hawaii Medical College does not discriminate based on race, color, national origin, religion, sex, disability, marital status, sexual orientation, or age in the admission or treatment of its students, prospective students, employees, or prospective employees.

## **THE AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATION POLICY**

The Americans with Disabilities Act (ADA) gives individuals with disabilities civil rights protection such as those provided to all individuals based on race, sex, national origin, and religion. The act guarantees equal opportunity in employment, public accommodations, transportation, state and local government services, and telecommunications. In addition, Section 504 of the 1973 Rehabilitation Act states: "No otherwise qualified handicapped individual in the United States shall, solely based on his/her handicap, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

Hawaii Medical College understands that a disability may preclude a student from completing the required course competencies and/or fulfilling the course requirements in the same method expected of nondisabled students. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, qualified applicants and students with disabilities may request that appropriate course accommodations be considered. All applicants and students with special needs are encouraged to apply.

Applicants or students who would like to request disability service accommodations must make a request to the Academic Liaison in Education Department/Instructor or Education Department 808-237-5140 choose "Education Department."

The applicant/student will receive written notification of the determination within seven (7) calendar days from the Director of Education.

Once approved, the student(s) are encouraged to meet with the Academic Liaison/or Director of Education to create an individual Student Success Plan (SSP) to accommodate the specific learning disability needed for their academic accommodations.

# MISSION AND INSTITUTIONAL GOALS

## MISSION

To provide a supportive environment where staff and students develop the necessary talents to be successful in their chosen careers.

## INSTITUTIONAL GOALS

Having a growth mindset, passionate commitment and a supportive environment are all essential to the success of Hawaii Medical College. These values are central to the operation and foundation of the college.

**Growth mindset** is the belief that talents can be developed through hard work, good strategies, and input from others.

Therefore, we will:

- Offer high quality vocational programs.
- Provide ongoing training and support.
- Provide and receive feedback to help us improve.

**Passionate commitment** is exhibited through dedication.

Therefore, we will:

- Maintain a high standard of ethics.
- Create and sustain strong community relationships.
- Strengthen employer relationships.

**A supportive environment** means providing encouragement and actively giving help to someone who needs it.

Therefore, we will:

- Maintain a friendly, helpful, supportive, and team-like atmosphere.
- Provide resources that benefit staff and students.
- Ensure trust by maintaining confidentiality

# ADMINISTRATION

## HISTORY

Hawaii Medical College was incorporated on May 10, 2007. The first classes began on August 20, 2007.

## LOCATION

The college is located on Kapiolani Boulevard between Pensacola and Pi'ikoi Streets. It is directly across from the Design Center and is a short block from Ala Moana Shopping Center. The college is easily accessible by public transportation and ample pay parking options are available to students. The main phone number is (808) 237-5140.

## HOURS OF OPERATION

Monday through Thursday- 8:00 am to 9:30 pm. Friday- 8:00 am to 4:30 pm.

Saturday- 8:00 am to 4:30 pm. Closed Sundays and most major national holidays. Open most state holidays (see academic calendar).

## AFFILIATIONS

Hawaii Medical College maintains membership in various professional, community, and business organizations, which include the National Healthcareer Association (NHA), American Academy of Professional Coders (AAPC), American Medical Technologists (AMT), Pharmacy Technician Certification Board (PTCB), National Center for Competency Testing (NCCT), the Better Business Bureau (BBB) of Hawaii, and the African American Diversity Cultural Center of Hawaii.

## ACCREDITED

Hawaii Medical College is fully accredited by the Accrediting Council for Continuing Education and Training (ACCET), a U.S. Department of Education-recognized agency.

## AUTHORIZATION

Hawaii Medical College is authorized through Hawaii Post-Secondary Education Authorization Program under the Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813.  
(808) 586-7327.

## LEGAL CONTROL

Hawaii Medical Institute, Inc. is a privately held S corporation that operates in accordance with the laws of the State of Hawaii.

## BOARD OF DIRECTORS

Ashton Cudjoe  
William Jarvis

President/CEO  
Chairman

## STAFF

Kevin Awaya, MBBS, BS  
Renz Beltran  
Josephine Busano  
Cheryl Char  
Silvia Dimas  
Zoe Hayden

Assistant Director of Education  
Chief Financial Officer  
Human Resource Manager  
Director of Student Support Services  
Associate Director of Financial Aid  
Student Accounts Supervisor/VA School  
Certifying Official  
Academic Liaison  
Financial Aid Advisor  
Director of Compliance  
Student Accounts Manager

Heidi Ho'okano  
Chanda Manuel  
Charis Matsuwaki, CPhT, BSN, RN  
Ismael Mendoza

Joshua Mendoza  
Jennifer Olevson  
Zachary Oliver, EdD, MEd, MBA  
Clarissa Paguirigan  
Aladin Ramos  
Staysha Reyes  
Crystal Samuseua  
Jetta Tobin  
Olivia Villaflores  
Chloe Tyler  
Cassia Freitas  
Leute Summers  
Joie Rhon Cascayan

Asst. Director of Student Support Services  
Director of Financial Aid  
Director of Education  
Collections Specialist  
Admissions Advisor  
Academic Support Assistant  
Education Services Manager  
Assistant to the Directors of Education  
Financial Aid Advisor I  
Career Services Assistant  
Career Services Assistant  
Admissions Advisor  
Admissions Advisor

### **PROGRAM COORDINATORS**

Shelley Fernandez, CCMA, CET, CPT  
Susan Hagedorn, CPC, CPC-P, COC, CPPM,  
CBCS, CEHRS

Clinical Program Coordinator  
Healthcare Admin. Billing & Coding Coordinator

### **FULL-TIME FACULTY**

Chris Okumoto  
Thomas Walker, DC, RMA, CCMA  
Lori Starling

Computer/General Education Instructor  
General Instructor/Clinical Instructor  
General/ AAS Instructor

### **ADJUNCT FACULTY**

Lovie Anderson  
Christine Ochimas, RN  
Sienna Smoot  
Jonathan Padua  
Lou Cudjoe

Clinical Instructor  
General/Clinical Instructor  
General Instructor  
General Instructor  
PCT/ANA Instructor

### **Education Staff Credentials**

Kevin Y. Awaya

M.B.B.S (Bachelor of Medicine and Bachelor of Surgery, 2002, University of Sydney)  
M.S. (Physiology, 1993, University of Hawaii, at Manoa)  
B.S. (Biological Sciences, 1989, University of Southern California)

Zachary M. Oliver

EdD (Doctor of Education, 2010, Argosy University)  
MBA (2015, Argosy University)  
MEd (Instructional Technology, 2005, American InterContinental University)  
BA (English, 1996, University of California, Berkeley)  
Certified Black Belt, Lean Six Sigma

### **Program Coordinators**

Shelley Fernandez

A.A.S. (Clinical Medical Assisting, 2018, Hawaii Medical College)  
CCMA (Certified Clinical Medical Assistant (NHA)  
CPT (Certified Phlebotomy Technician (NHA)  
Certified ECG/EKG Technician (NHA)  
Certified BLS for Healthcare Providers CPR/AED (American Heart Association)

Susan Hagedorn

CPC (Certified Professional Coder, 2008)

CPC-P (Certified Professional Coder Payer Specialized, 2014)  
COC (Certified Outpatient Coder, 2015)  
CPPM (Certified Physician Practice Manager, 2018)  
CPC-I (Certified Professional Coder Instructor, 2019)  
CBCS (Certified Billing and Coding Specialist, 2017)  
CEHRS (Certified Electronic Health Records Specialist, 2019)  
CMAA (Certified Medical Administrative Assistant, 2020)

### **Full-time Faculty**

Chris Okumoto

M.A. (Divinity, Azusa Pacific University)  
B.A. (Biology, University of Hawaii, at Manoa)

Tom Walker

D.C. (1986, Life University College of Chiropractic)  
B.S. (Liberal Arts, 1999, Regents College)  
RMA (Registered Medical Assistant, Heald College)  
CCMA (Certified Clinical Medical Assistant, Heald College)

Lori Starling

M.F.A. Creative Writing/Graduate Certificate in the Online Teaching of Writing, 2020, Southern New Hampshire University  
B.A. English-Creative Writing, 2014, Southern New Hampshire University  
A.A. Management Information Systems, 2012, Northeast Iowa Community College  
A.S. General Studies, 2012, Northeast Iowa Community College  
A.A. Business Administration, 2012, Northeast Iowa Community College

### **Adjunct Faculty**

Lovie Anderson

A.A.S. (Clinical Medical Assisting, 2019, Hawaii Medical College)  
CCMA (Certified Clinical Medical Assistant, NHA)  
CPT (Certified Phlebotomy Technician, NHA)  
Certified ECG/EKG Technician (NHA)  
Certified BLS for Healthcare Providers CPR/AED (American Heart Association)

Jonathan Padua

JD (Juris Doctorate 2021, University of San Diego)  
MFA (Literature 2009, New York University)  
BA (English 2003, University of Hawaii at Manoa)

Sienna Smoot

M.A. (Teaching, 2017, Liberty University)  
B.S. (Biology, 2013, University of the District of Columbia)  
Ed.S. (Education Specialist, Curriculum & Instruction-Special Education, 2018, Liberty University)

Christine Ochimas, RN

M.A. Business Administration, 2021, Capella University  
B.S. Nursing, 2019, University of Hawaii, at Manoa  
M.A. Family and Marriage Therapy, 2018, Argosy University  
B.A. Health Administration/Management 2014, University of Phoenix  
A.A.S. Medical Assistant, 2005, Heald College



Lou Cudjoe

BS Nursing, 1993, Northern Christian College, Laoag, Philippines

NCMA (National Certified Medical Assistant, NCCT)

CBCS (Certified Billing and Coding Specialist, NHA)

CAN (Certified Nurse Aide, Hawaii DCCA)

**COMMUNITY ADVISORY COUNCIL**

Nathan Fong, Workforce Development

Chrystalyn Orupabo, Practice Manager

Angela Hose, D&O Supervisor

Joni Freitas, Pharmacy Manager

Nora Uehara, Owner

Courtney Meyer Respicio, QA Director

The Queen's Health Systems

Hawaii Pacific Neuroscience

Diagnostic Laboratory Services

Castle Adventist Health

MedBill Hawaii

Kokua Support Services



# ADMISSIONS

## GENERAL ADMISSION PROCEDURES

Prospective students are invited to visit Hawaii Medical College to discuss career planning and educational programs with an Admissions Advisor. During the admissions process, prospective students explore their educational objectives and plan for their future careers with an Admissions Advisor. A tour of the school and first-hand information regarding the curriculum and facilities are provided during the campus visit by appointment.

If interested, the prospective student will then complete an Application for Admission.

All applicants **must** provide proof of high school completion (Graduation Verification from High School, High School Diploma or Official Transcript or General Equivalency Diploma (GED), submit TB, Tdap, Varicella (chickenpox) and MMR test results, and make arrangements to pay tuition (see below).

## ADMISSION REQUIREMENTS

All applicants are required to fulfill the following requirements within 35 days after the start of training:

1. Have reached the age of 18 at the time of enrollment.
2. Complete and sign an Application for Admission form.
3. Provide proof of High School Graduation in the form of either:
  - Verification of Graduation Letter from High School
  - A copy of the High School Diploma
  - A copy of the High School Transcript indicating date of graduation
  - A copy of the General Equivalency Diploma
  - A written certification by a legitimate authority for home-schooled students.
4. If HMC, upon review of a provided proof of High School Graduation document (options detailed in #3), is unsatisfied with the authenticity of the document, or the recognized, official legitimacy of the institution which produced the proof of High School Graduation, then the Education Support Services and Financial Aid departments take further action. The student will be contacted and asked to resolve the situation at once with the submission of additional documentation that supports the proof of High School Graduation. Financial Aid will place a hold on the student's tuition until the matter is resolved. Education Support Services will also place a hold on registration until the required proof is accepted. As subject matter experts, Education Support Services will participate in the review of any updated or additional documents provided by the student and either clear the holds or process the student out of the school via a cancellation.
5. If an applicant attended a post-secondary institution and plans to transfer credit, the applicant will need to provide an official transcript and syllabi, or course description of classes taken for evaluation by the Education Department.
6. On-campus students provide verification of a negative tuberculin test done within the past twelve (12) months prior to the first day of attendance. The verification must indicate the dates of administration and reading of the Mantoux skin test (PPD), the transverse diameter of induration in millimeters, and the signature or stamp of the MD, DO, APRN, PA, or clinic.
7. On-campus students provide proof of two (2) Measles Mumps Rubella (MMR) shots (*if received before the age of 18 years old*) or a combination of one (1) Measles shot and one (1) MMR shot required. Shots should be one month apart, given on or after January 1, 1968, and/or after the 1st birthday and/or if student previously had the shots or the disease, but does not have a record of it, a positive MMR IgG blood test report signed by an M.D. is acceptable. \*Exception\* If the tentative student is 18 years of age and receives (1) MMR vaccination, the CDC states, that it is acceptable.
8. Provide proof of *Tetanus, Diphtheria, Pertussis (Tdap)* Vaccination within 10 years of the

start of class. Proof of two (2) doses of *Varicella* or positive antibody test for *Varicella* (*Chicken Pox Vaccination*).

9. Cash-paying applicants are required to make a partial tuition payment before the start. The Business Office will advise the applicant regarding payment plans.
10. If accepted for enrollment, prospective students must sign an Enrollment Agreement and provide all supporting documents to commence studies at Hawaii Medical College.



## FINANCIAL AID/BUSINESS OFFICE

Programs	Total Instruction Clock Hours (Lecture, Lab, Externship)	Academic Qtr. Credits	Hours for Title IV Financial Aid Purposes		
			Work Outside of Class (Clock Hours)	Total Clock Hours	Total Qtr. Credit Hours
Advanced Nurse Aide (ANA)	252				
Business Administration and Information Technology (BAIT)	905	70.50			
Clinical Medical Assistant (CMA)	895	69.25			
Healthcare Administration, Billing and Coding (HABC)	805	61.75			
Pharmacy Technician	795	59.75	135	930	37
AAS CMA Degree	1255	105.25			
AAS HABC Degree	1165	97.75			

### FINANCIAL AID/LOAN OPPORTUNITIES

Hawaii Medical College participates in the Federal Student Aid Program. Financial aid is money to help pay for school. Financial aid can come from federal, state, HMC, and private sources to help pay for the cost of education. Grants, loans, and scholarships help make school affordable. Additional loans for students may be available through other financial institutions. HMC complies with Chapter 36 of Title 38 U.S.C. § 3672(b)(2)(A) and 3675(b)(4) which requires accredited institutions to be eligible for and participate in the Federal Student Aid program under Title IV of the Higher Education Act of 1965 (HEA) to be eligible to receive GI Bill® funds.

**For VA Beneficiaries** – Hawaii Medical College complies with Public Law 116-315, Section 1018. VA beneficiaries are provided with a College Financing Plan displaying the variety of costs and financial aid options for their chosen educational program. For additional information, contact the financial aid office or the School Certifying Official.

HMC complies with 38 U.S.C. § 3679(e) and will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

### Career Advancement Account for Military Spouses

Career Advancement Account is available to the spouse of an active-duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, or O1-O2. If the spouse of National Guard and/or AGR member, then the sponsor must be on federal Title 10 active-duty orders as reported in DEERS. Spouses of Guard/Reserve members in an Alert,

Transition Assistance, or Post Deployment status are not eligible. MyCAA accounts will be limited to the \$4,000 maximum benefit with a \$2,000 fiscal year cap. Waivers to the fiscal year cap will be available for spouses' pursuing licensure or certification with a cost that exceeds the \$2,000 fiscal year cap up to the total maximum assistance of \$4,000. Spouses must finish their program of study within three years from the start date of the first course. Funding is limited to only Associate degrees, certifications, and licensure programs. <https://mycaa.militaryonesource.mil/mycaa>

### **GI Bill®**

The Montgomery GI Bill® (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill®-Active Duty (Chapter 30) and The Montgomery GI Bill®-Selected Reserve (Chapter 1606). Under Chapter 30, Active-Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.

The Post-9/11 GI Bill® (Chapter 33) provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>, per the Terms of Use.

### **Alu Like – Hana Lima Scholarship** (<https://www.alulike.org>)

The Hana Lima Scholarship provides financial assistance to students participating in a vocational or technical education program for occupations that can provide a "living wage." This scholarship is available to students in vocational programs that lead to a specific segment of employment. This \$1,500 scholarship gives financial assistance toward tuition and fees, books and other required tools or uniforms for a vocational program.

The Hana Lima Scholarship is a need-based award with preference given to non- traditional students: Single parents, disabled (meets ADA definition), houseless, sole-income providers, previously incarcerated and wards of the court. Students pursuing a major in Liberal Arts are not eligible for this scholarship as the Hana Lima Scholarship supports students who have declared and are committed to a specific program of study. Eligibility:

As an applicant, you must meet the following criteria:

- Be of Native Hawaiian Ancestry
- Be a resident of the State of Hawai'i
- Be enrolled at least half time in a vocational degree or certification program in one of the approved educational institutions in Hawai'i listed on the application.
- Maintain a 2.0 or higher-grade point average (GPA)

**Alu Like – Ho'omānea 'Ōiwi – Employment & Training** (<https://www.alulike.org>) Employment & Training Program, funded by the Workforce Innovation and Opportunity Act (WIOA), provides year-round services to eligible adults 18 years or older and youth ages 14-21. They provide a wide range of services which includes outreach, intake, assessment, career counseling, work experience, occupational skills training, educational & tuition assistance, tutoring and internships.

**\*New as of 2023\* Honolulu Community Action Program (HCAP)** - HCAP provides tuition assistance through their Na Lima Hana Program. Anyone who wishes to enroll at HMC and wants to be recipient of the Na Lima Hana should apply before the start of the program they wish to enroll. If the application is approved, the recipient will be awarded a \$1,500.00 tuition assistance



by HCAP. HCAP will send the check payment to HMC and will be directly applied to the student's account.

### **FSEOG - Federal Supplemental Educational Opportunity Grant**

To be eligible for FSEOG, applicants must complete the *Free Application for Federal Student Aid* (FAFSA®) so HMC can be issued an Aid Report on what the student's *financial need* is. Students who receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid. You can receive between \$100 and \$200 a year, depending on student's financial need and availability, when you apply, based on the amount of other aid you get, and the availability of funds at your school.

## **Awarding Financial Aid**

Financial Assistance at Hawaii Medical College is awarded on a first-come, first-serve basis.

The first step of the award process is to determine the student's budget using the ISIRs. The second step of the award process is to determine the student's need for financial assistance by subtracting the EFC from the student's budget. After the need has been established, we process in awarding eligible financial programs accordingly.

The Pell Grant is the foundation of a student's award package because eligibility is determined by the Federal Government. Therefore, we first determine if students have PellEligibility. We determine the amount by reviewing the Federal Pell Grant Payment & Disbursement Schedule. Also factored in determining the amount of the award is the student's enrollment status, and cost of attendance.

After eligibility for the Pell Grant is determined, we subtract the Federal Pell Grant from the need to determine the student's remaining need for financial assistance. We proceed to award the campus-based programs, state programs, and Hawaii Medical College programs according to remaining need.

### Outside Resources

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Aid Office. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self- help aid if possible.

### Award Letter and Acceptance of Awards

Students receive notice of financial aid via an award letter.

### International Students

International students are not eligible for federal or state financial aid because they do not meet the citizenship requirement.

# Verification

## Introduction

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification.

## Selection of Applications to be verified

The Financial Aid Office verifies those applicants identified by the Department of Education (DOE). Typically, the DOE selection criterion translates into verifying thirty percent of the financial aid population at Hawaii Medical College. In addition, Financial Aid may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation.

## Exclusions

Listed below are certain circumstances where students do not have to complete verification. The program manager must identify and document in the aid folder why the student is not required to complete verification.

1. An applicant who died during the award year.
2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).
3. A student who is incarcerated
4. Applicants whose parents do not live in the United States and cannot be contacted.
5. A dependent student whose parents cannot comply because of specified reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside).
6. A student who does not receive Title IV funds.

## Conflicting Information

If the Financial Aid Office has conflicting information for an applicant or have any reason to believe his or her application information is incorrect, we are required to resolve any discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

## Verification Time Frame

Upon receipt of any documentation that a student intends to apply for financial aid, typically a missing documents email listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of any additional information which is required to complete his/her financial aid file. If the Financial Aid Office has received DOE information identifying the student as being selected for verification, the tracking items letter requests the appropriate verification documents (i.e., verification form, student and parent tax returns).

Students are notified that the majority of financial aid funds are awarded on a first-come, first-

serve basis and that until the missing items are submitted to the Financial Aid Office, additional processing of their file is not possible: Verification must be complete at least 30 days prior to the end of the academic year during which the student is enrolled. This allows sufficient time for the Financial Aid office to process and disburse the student's financial aid funds. The verification process is not optional. A student will not be able to receive financial aid until the verification process is complete.

If a student submits documentation which appears fraudulent, the Financial Aid Office staff member must notify the Director of Financial Aid.

## **COLLEGE AVE STUDENT LOANS**

Hawaii Medical College recommends students with out-of-pocket expenses use College Ave to cover the remaining balance. If students and/or co-signers qualify, this will likely reduce their monthly payments.

The Financial Aid department certifies the student and/or co-signer, once approved the disbursement is processed by the Business Office and posted to the student's ledger card.

Applicant/Borrower Eligibility Requirements (From College Ave Pamphlet)

- Students must be enrolled in a Title IV eligible program.
- Applicants must meet the minimum age of majority for their state of residence, if applying alone, or be at least 16 years of age, at the time of application, if applying with a cosigner.
- Applicants (and cosigners) must be U.S. citizens or permanent residents; however, international students (including DACA students) may apply with a valid Social Security Number, U.S. address, and U.S. citizen or permanent resident cosigner.
- Students must maintain Satisfactory Academic Progress (as determined by Hawaii Medical College).
- As determined by a credit review, the student must be able to repay the loan, or bring a credit-worthy cosigner who can repay the loan. Most students will need a cosigner.
- Completion of the FAFSA is not required, but we encourage students to do so, and applicants are advised to consider a federal student loan prior to taking out a private loan.

## **TUITION FINANCING**

Student payment plans are set up and managed by Hawaii Medical College (HMC). Calls, emails, or correspondence from HMC regarding student accounts may be received over the course of the financing. If there are any questions regarding a student's account, the student can visit HMC's Business Office or call 808-237-5140 or Student Portal: <https://my.hmi.edu>

## **PAYMENT METHODS/TERMS OF PAYMENT**

Tuition and fees for the entire program are payable and due at the time of enrollment or upon setting up a specified date in the payment plan. Payments may be made online (<https://my.hmi.edu>), cash, check, or debit/credit card. Several payment plan options exist, and arrangements can be made through the Business Office.

Hawaii Medical College participates in several Title IV federal financial aid programs, most of which are based on need. Students who need financial assistance must complete the requirements with the Financial Aid Department upon acceptance.

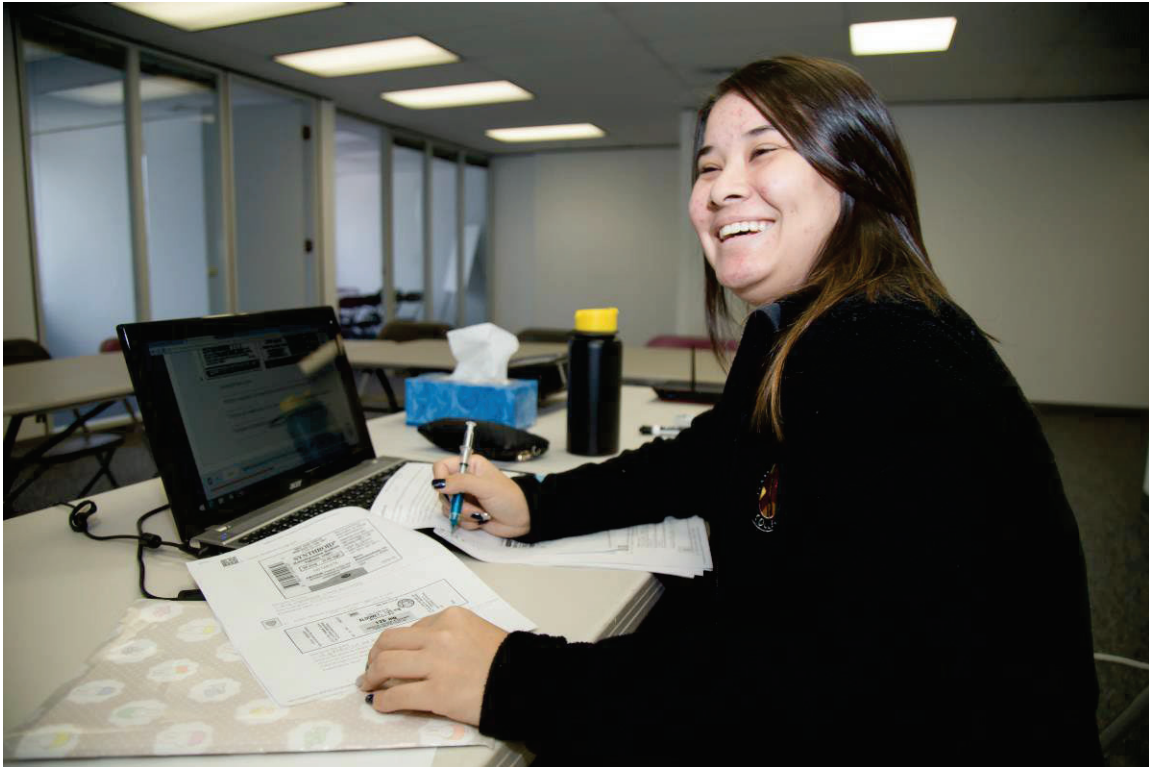
## **LOAN DELINQUENCIES**



Students are expected to remain current with their tuition payments as stated in her/his tuition payment plan. Students who fall behind are encouraged to meet with the Business Office as soon as possible to bring account current.

**METHOD FOR COLLECTING DELINQUENT TUITION**

Students are counseled before graduation (or withdrawal), and if the student has a balance due, then a payment schedule is arranged if one is not already in place. If the student becomes delinquent on payments, after 120 days, the account is subject to be turned over to a collection agency.



## **REFUND & CANCELLATION POLICIES**

### **REFUND POLICY, BEFORE THE START OF CLASS**

Applicants who do not begin academic study and never attended class (no show), or, who cancel their contract prior to the class start date.

### **CANCELLATION POLICY**

An applicant will receive a full refund of all tuition paid if he or she is not accepted by Hawaii Medical College within one week (7 days) business days. Applicant or student may cancel an enrollment agreement by providing notice of such cancellation to the College at its address within 5 weeks after the start date of the student's initial entry module.

The notice should be postmarked no later than midnight of the ending of the fifth [5<sup>th</sup>] week; including Sundays and Holidays, following the first day of class of their initial entry module, or personally or otherwise delivered to the College within the above specified time.

In the event of dispute over timely notice, the burden of proof rests with the student.

A student who never attends class after initial enrollment, or a student who, during continued academic registration periods, fails to commence academic study in subsequent registered academic terms, or fails to register for subsequent academic terms, is considered a cancellation for the academic period in question. First time/re-enroll students in their initial academic term are under the Student Trial Period. During the Student Trial Period, students shall provide official notice of cancellation up to end of the fifth [5<sup>th</sup>] week of classes (Saturday) from the first [1<sup>st</sup>] date of the Term and are considered a cancellation for enrollment purposes.

### **REFUND POLICY - AFTER THE START OF CLASSES**

For enrolled students who withdraw from the college after the fifth [5<sup>th</sup>] week of classes (depending on scheduled breaks/Holidays) from the first day of their initial entry module, regardless of the reason, including medical, will have a refund calculation completed within 30 calendar days and a return of funds within forty-five [45] calendar days following the documented date of determination of withdrawal. All refunds of tuition are calculated using the last date of attendance.

The date of determination is defined as the date the student provides written or verbal notice of their withdrawal from the college, **or** the date the college terminates the student due to lack of attendance, issue of conduct, or a failure to maintain Satisfactory Academic Progress

Documentation of students who cancel, withdraw, or are terminated include the following:

- Start Date
- Last Date of Attendance (LDA)
- Date of Determination (DOD)
- Charges in accordance with the Contract
- Total Amount paid against contract.
- Weeks earned and resulting percentage (%) of program completed.
- Calculation of Tuition Refund

Students will be granted a prorated refund of unearned tuition based on the period of financial obligation defined as a 10-week academic term up to the students' last day of attendance (LDA). Nonrefundable costs incurred from the withdrawal may be subject to an administrative fee of \$100.00

Hawaii Medical College has developed a tuition methodology that ensures fairness and remains compliant with multiple regulatory bodies. Most students are scheduled to take two courses during each 5-week module. Tuition charges for those courses are posted to the student's account as

related to the number of credits the student is enrolled in within the 1st week of the scheduled Term. Two (2) 5-week modules are represented in an academic term.

Pharmacy Technician and Business Administration and Information Technology is scheduled and charged for one payment period (30 weeks or 6 modules)

For calculation purposes, the week begins on Mondays and ends on Sundays except for the last week of the term where it ends on Saturdays.

Tuition for the courses enrolled in each 10-week term (30 weeks or 6 modules for Pharmacy Technician) are earned within the timeframe described below:

During the 1<sup>st</sup> week of scheduled classes within a 10-week term the Tuition Charges withheld must not exceed ten percent (10%) of the stated Tuition of the term up to a maximum of \$1,000.

After the 1<sup>st</sup> week of classes and through the fifty percent (50%) point of the term [defined as the period of financial obligation], Tuition charges retained must not exceed a “PRO-RATA” portion of Tuition stated for the term completed. A \$100 drop fee may be assessed at this point.

After fifty percent (50%) of the term is completed by the student, the institution may retain the full amount of tuition charged for the term.

In the calculation of any tuition refund, the percentage (%) of the tuition retained by the college is based on the “portion” of the program the student was attending up to and through the last date of attendance when the student was determined to no longer be enrolled.

\*Effective October 2021 Start, Hawaii Medical College changed the policy in calculating earned revenue using weeks as basis instead of days. Students who enrolled prior to October 2021 are still being calculated using days attended as the basis.

#### **Refund Calculation Example: (Term Programs – CMA, HABC)**

- The student is enrolled in CMA diploma program and registered for 4 courses in a 10-week academic term starting 5/31/2021 and ends on 8/14/2021 with an academic year that ends on 1/8/2022 There is 1 academic break during the academic year of 7 days.
- The tuition charged for the 10-week term is: \$3,840.00
- The last day of attendance for the student is June 22, 2021
- The date of determination is July 6, 2021 (Student failed to attend 2<sup>nd</sup> 5-week mod)

Pro-rata portion based on # of weeks attended	= 4 weeks
Academic 10-week term defined as	= *10 weeks
# Attended weeks / # schedule weeks	= 40% of \$3,840 = \$1,536.00

*\*5/31/2021 to 8/14/2021 is 11 weeks. A single 1-week break is in between the class sessions. Therefore, for calculation purposes, it is counted as 10 weeks for the term.*

#### **Refund Calculation Example: (Nonterm Programs – Pharmacy Technician/BAIT)**

- The student is enrolled in Pharmacy Technician Diploma program and registered for 12 courses in a 30-week payment period starting 8/16/2021 and ends on 3/19/2022 with an academic year that ends on 3/19/22. There is 1 academic break during the 30-week payment period of 7 days.
- The tuition charged for the 30-week term is: \$11,520.00.
- The last day of attendance for the student is January 27, 2022.
- The date of determination is February 10, 2022.

- The classes for the last module have been reversed amounting to \$1,920.00.  
 Pro-rata portion based on # of weeks attended= 23 weeks  
 Academic 30-week term defined as= 30 weeks  
 # attended weeks / # scheduled weeks= 100% (76.7% is to be considered 100% earned) of \$9,600.00 (\$11,520 - \$1,920.00) = \$9,600.00.

\*8/16/21 to 1/27/21 is 24 weeks. A single 1-week break is in between the class sessions. Therefore, for calculation purposes, it is counted as 23 weeks from start date to Last Date of Attendance.

\*\*8/16/2021 to 3/19/2022 is 31 weeks. 1-week break is in between. Therefore, for calculation purposes, it is counted as 30 weeks for the term.

**Refund Calculation Example: ADVANCED NURSE AIDE**

- The student is enrolled in Advanced Nurse Aide program and registered for 2 courses in a 15-week term starting 1/10/2022 and ends on 4/23/2022.
- The tuition charged for the 15-week term is: \$3,000.00.
- The last day of attendance for the student is March 11, 2022
- The date of determination is March 18, 2022.

Pro-rata portion based on # of weeks attended	= 9 weeks
Academic 15-week term defined as	= 15 weeks
# Attended weeks / # schedule weeks	= 60%

Tuition Income recognized is 100% of \$3,000 = \$3,000.00 since earned period is more than 50%.

***All refunds will be paid no later than forty-five (45) calendar days from the documented date of determination (Drop Date).  
 Any remaining balance due after the calculated tuition pro-ration is the student's responsibility to pay in full.***

***If the institution cancels a program subsequent to a student's enrollment but before the start of classes, the institution must refund all monies paid by the student.***

## **RETURN OF TITLE IV FINANCIAL AID POLICY**

When a student withdraws or his/her enrollment is terminated, HMC will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal financial aid (“**Title IV**”) that must be **returned** to the Federal Student Aid Programs (if required). Title IV funds (Federal Student Aid) are awarded under the assumption that students will attend school for the entire academic period for which the funds are awarded. HMC is required to apply the Return of Title IV calculation to any Federal Student Aid recipient who does not complete their academic period.

When a student who is eligible to receive Title IV funds is no longer enrolled, the federal government mandates that all schools provide students with details of all refund policies applicable as well as information on the Title IV program requirements for the treatment of Title IV funds. HMC determines the amount of Title IV funds the student earned as of the date enrollment ceased (withdrawal date). Unearned Title IV funds must be returned to the federal government.

Ceasing enrollment may result in the student owing aid funds to the school, the government, or both.

- If a student withdraws or is terminated from academic study, HMC is required to determine if any of the federal financial aid received should be returned. Federal financial aid is based on the length of time students are in class. Thus, if a student does not attend the entire period, then funds received may be returned in full or a portion of the aid received based on the formula.
- If a student receives all W or F grades and is not registered or does not continue with academic enrollment in the next term, HMC must perform a Return to Title IV calculation. The repayment percentage aid is determined by the formula used for the payment period as of the last date of attendance.
- If a student owes federal financial aid repayments or Return of Title IV Funds, they are denied federal aid eligibility at any institution and may not be able to enroll at Hawaii Medical College until payment arrangements are made.
- Satisfactory Academic Progress (SAP) requirements apply to all students including financial aid recipients regardless of the funding status or the calculation of a Return to Title IV Funds. Repayment of any part of federal financial aid at the time of withdrawal does not release students from the satisfactory academic progress requirements or actions taken as a result.

### **Determination Return to Title IV**

- If a student withdraws after completing 60% of the academic term, then the student would have earned 100% of the Title IV funds awarded/received for that term.
- If a student withdraws from all classes on or before the 60% point of the academic term, then the student may be required to repay the portion of federal student aid that is determined as unearned. A Return to Title IV calculations determines the amount that the College and the student are responsible for returning.
  - Any portion of federal student aid disbursed that HMC is required to return to the US Department of Education will be returned within 45 days of the date the student was determined to be withdrawn or terminated.
  - Any portion of federal student aid that is required to be repaid by the student [for any portion of a federal student aid credit balance or excess aid disbursed to the student] is due within 45 days of the date the student is notified of the requirement to return/repay federal student aid to the US Department of Education. A student who owes a return or repayment of funds is ineligible for any additional Title IV funding until the repayment is resolved.

### **Withdrawal Date Policy**

Any student who plans to withdraw from academic study should contact Education Support Services to discuss the options or impact of a withdrawal. Official and unofficial withdrawal dates

will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

1. Date the student begins the withdrawal process.
2. Date the student provides official notification of intent to withdraw.
3. Date of an academic term where the student fails to register for or enroll in classes.

Students who fail to officially withdraw from a course or from their academic term and/or abandon their program will be withdrawn from HMC effective the last date of attendance and/or academic activity upon 14 calendar days from last recorded academic attendance activity at HMC. Students who fail to begin a scheduled term will be considered withdrawn as of the last date of the prior completed academic module.

### **Return of Title IV Funds**

The school will use the federal policy to determine the amount to return to all Title IV programs no later than 45 days after the date of determination. Return procedure is:

1. Determine appropriate withdrawal date.
2. Determine the last date of attendance or academic activity.
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be Disbursed.
6. Determine Title IV Aid Disbursed
7. Determine Title IV Aid to be Returned.
8. Calculate the School's Responsibility
9. Determine Amount School Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

Students are notified with a letter explaining how the return was calculated and the process used to come to that conclusion.

### **Funds Returned by Program**

Funds are returned to Title IV Programs according to federal regulations. The order is:

1. Unsubsidized Direct Loans Subsidized Direct Loans Direct PLUS Loans
2. Federal Pell Grant
3. Federal Supplemental Education Opportunity Grant (FSEOG)

**Note:** Student responsible portions are calculated by the school and any funds required to be returned to the loan programs are done in accordance with the terms of the promissory note.

A RETURN OF FUNDS must be made directly to the school. Students who do not make satisfactory arrangements for payments in a timely manner will have their debts submitted to the U.S. Department of Education for collection.

### **Date of Determination of Withdrawal**

Date of Determination is determined in two ways, either through student-initiated withdrawal (official) or through HMC administrative withdrawal (unofficial). Student-initiated withdrawal occurs when the student notifies HMC of the intent to withdraw. Administrative withdrawal occurs when HMC determines that the student is no longer enrolled based on attendance.

**Official Withdrawal Date:** The withdrawal date is the date the student notified HMC of the intent to withdraw.

**Unofficial Withdrawal Date:** Occurs after (2 weeks) 14 calendar days without attendance or academic activity.



### **Calculation for the Return of Title IV Aid**

A student earns Title IV aid in a prorated manner based on the period of enrollment up through the 60% point in the academic period. After the student has completed more than 60%, the student is considered to have earned all aid.

**Earned Aid:** The percentage of earned aid is calculated by determining the last date attended within the academic period through the withdrawal date and then dividing that number by the total clock hours in the payment period.

**Unearned Aid:** The amount of unearned Title IV funds that must be returned is calculated, first, by subtracting the earned Title IV percentage from 100% to determine the percentage of aid that is unearned and, second, by multiplying the total amount of financial aid that could be disbursed to the student by the unearned Title IV funds percentage.

**Over-Award Policy:** An “over-award” is when the need-based awards exceed financial need, or the total of financial aid awards exceeds the cost of attendance. If a student has been over-awarded, federal regulations require Hawaii Medical College to adjust the award. Need-based aid includes grants, scholarships, Federal Perkins Loans, Federal Direct Subsidized Loans, and outside resources (i.e., faculty/staff tuition benefits, scholarships, etc.). Non-need-based aid includes Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans.

Possible reasons an over-award can occur are:

1. Additional awards are received after the final award letter was sent. (Other Source: Scholarship, Military, Vocational Rehab, etc.)
2. The verification process may result in changes made to FAFSA data.

If a need-based over-award occurs, the financial aid department will reduce or cancel federal aid in the following order. A Federal Pell Grant is never reduced.

1. Direct Subsidized Loan
2. Federal Supplemental Educational Opportunity Grant

If a non-need-based over-award occurs (student’s cost of attendance was exceeded), the Financial Aid Department will reduce or cancel federal aid in the following order.

1. PLUS Loan
2. Direct Unsubsidized Loan
3. Direct Subsidized Loan
4. Federal Supplemental Educational Opportunity Grant

If a student’s tuition is paid by other sources, financial aid loans will be cancelled or reduced by HMC – Financial Aid Department and will be refunded to the Department of Education to avoid accumulation of non-need-based FA on the student account.

### **Post-Withdrawal Disbursement**

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. Permission is required to use the post-withdrawal grant disbursement for all other school charges. If a post-withdrawal disbursement from a loan result in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

### **Credit Balances When a Student Withdraws**



The school must determine the correct Title IV credit balance, taking into account the results from both the Return to Title IV calculation and the institutional refund calculation. If after the Return to Title IV funds and the institutional refund calculations are applied to the student's account and a credit balance results, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the Return to Title IV calculation is performed.

### **Amount to Be Returned by the Student**

The amount to be returned by the student depends on the actual amount that has been disbursed to the student at the point the student ceases enrollment. At the point a student receiving Title IV funds officially withdraws or is unofficially withdrawn, the Financial Aid Office completes the return of Title IV aid calculation and determines the student's portion of the funds to be returned.

The Financial Aid Office notifies the student of the amount to be refunded to the federal government. The student may select one of the following repayment options:

- The student may pay HMC the full amount of funds owing and HMC will return the funds to the appropriate programs.
- The student may contact the U.S. Department of Education to establish a payment plan.

For the student to remain eligible for Title IV funds, repayment must be made within 45 days of the student's notification of funds owing.

Students whose circumstances require that they withdraw are encouraged to contact the Financial Aid Office before doing so. Financial aid staff can explain the consequences of withdrawing. They can provide refund examples and further explain the policy.

### **VETERANS AFFAIRS (VA) REFUND POLICY**

Hawaii Medical College's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded.

The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of weeks of instruction completed by the student, to the total number of instructional weeks in the course.

Refunds are made within 40 days of the Date of Determination.

### **ACTIVE-DUTY SERVICE MEMBERS TUITION ASSISTANCE (TA) REFUND POLICY**

Hawaii Medical College recognizes that Military Service Members Tuition Assistance (TA) is awarded to qualified service members under the premise that the service member will attend the academic program for the period that the tuition assistance was approved for and authorized.

The policy adheres to the requirement that if a service member receiving Tuition Assistance withdraws on or before the 60% point of the period the service member will no longer be eligible for the full amount of the TA awarded to them.

The Department of Defense requires that any unearned Tuition Assistance funds be returned on a proportional basis through the documented 60% point of each 5-week course. Recalculation of the servicemembers' eligibility upon withdrawal or termination from a 5-week course is determined on a # of weeks completed.

# Of calendar weeks completed in course  
# Of calendar weeks scheduled in the course

**EX:**

Student begins course 7/11/2022 that are scheduled to end on 8/13/2012.

Student attends up to the 29<sup>th</sup> of July and withdraws from course.

July 11<sup>th</sup> – July 29<sup>th</sup> is 3 calendar weeks

\$960.00 Tuition for course.

July 11<sup>th</sup> – August 13<sup>th</sup> is 5 calendar weeks

$3 / 5 = 60.0\%$

$\$960 \times 100\% = \$960.00$

If a service member withdraws after the 60 percent point of any 5-week course, all tuition assistance awarded for the course will be considered earned. The business office will notify the service member of the determination of withdrawal as to the portion of funds being returned and if the return of unearned funds will result in a balance on your financial account.

Any unearned Tuition Assistance (TA) funds will be returned directly to the government, not to the service members. The service member will then owe Hawaii Medical College for any remaining tuition owed to the school. If the service member withdraws due to military service obligation, Hawaii Medical College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

5-week Course Withdraw		
	Earned	Return
Week 1	20.0%	80.0%
Week 2	40.0%	60.0%
Week 3	100.0%	0.0%
Week 4	100.0%	0.0%
Week 5	100.00%	0.0%

### STUDENT TECHNOLOGY FEE

A Hawaii Medical College Technology Fee of \$60.00 per module was implemented to ensure HMC stays consistent with the changing demands of today's digital learning environment. The fee ensures HMC can sufficiently and proactively provide for the ongoing maintenance or required upgrades that affect student interaction with technology that impacts the on-campus and distance learning experience. This includes any software and hardware maintenance, upgrades, campus-wide wireless networks, IT support services, software licensing, and network security issues. ***This fee is NOT for the computer supplied to students who opt-in to receive one.***

### CLASS CANCELLATION

Hawaii Medical College reserves the right to cancel a starting class if the number of students is deemed insufficient.

### TRANSFER OF CREDIT

Hawaii Medical College may accept credits transferred from accredited institutions recognized by the Federal Department of Education. *Only courses passed with 3.0 / B or better and taken within the last five (5) years will be considered for other outside educational institutions. Students requesting credit transfers from outside educational institutions are required to submit a completed Transfer of Credit Request Form along with a copy of the syllabus/course description for the applicable courses to the Director of Education.* The transcripts and outline will be reviewed to determine whether at least 75% of the course content is comparable. If determined to be comparable, the class is transferred, and the student will not have to take that course at HMC, and the credits will apply to those required to complete the program.

*For prior HMC students, the HMC classes will be accepted if taken within the last 10 years with a C or better grade. The classes will automatically be transferred into their new enrollment.*

There is a 50% program residency requirement for all courses transferred. That is, a maximum of 50% courses can be transferred (50% of courses completed towards diploma must be Hawaii Medical College courses). \*No charges will apply to transfer of credit courses. (Please look at SAP policy on the effects of transferring credits)

Students wishing to request the transfer of credit must complete and submit the Transfer of Credit Form to the appropriate Director of Education (Campus Live or IDL) at least one (1) week prior to the module in which the course is offered.

### TRANSFER OF CREDIT FOR VETERAN'S AFFAIRS (VA) BENEFICIARIES (STUDENTS)

Students who are receiving VA benefits must provide transcripts of all prior education before enrollment is certified to the VA. HMC must evaluate all prior education, training, and experience, including military training (records) and experience when determining transfer of credits within the guidelines stated in HMC Transfer of Credit Policy. The evaluation results must be provided to the student and if credit(s) are accepted HMC will decrease the program cost and/or length accordingly based on the number and type of transfer credits accepted. HMC will retain a record

of the results, transcripts and will provide them to the VA or the State Approving Agency upon request.

Students who wish to appeal the decision may do so by submitting a completed appeal form to the Director of Education. The Director of Education will review each case and respond with an answer to the student within five (5) business days.

### **TRANSFER OF CREDITS TO OTHER INSTITUTIONS**

Students should be aware that the transfer of courses is determined by the receiving institution, and therefore cannot be guaranteed by Hawaii Medical College. Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept Hawaii Medical College courses. Hawaii Medical College encourages students to make this determination as early as possible.

Hawaii Medical College does not imply, promise, or guarantee transferability of its courses to any institution.

# SCHOOL POLICIES & GENERAL INFORMATION

## STUDENT CODE OF CONDUCT

Hawaii Medical College students will respect morality, order, and the individual rights of others. Students will do their best to represent the college and its traditions with honor.

List of prohibited conduct:

- Violation of safety regulations/law regulations
- Use of illegal drugs or alcohol
- Flagrant interference of other students or Hawaii Medical College employees on campus infringing on their safety
- Obscenity, vulgarity, bullying of other students or employees in person, in writing or over the internet (online).
- Verbal, physical, or sexual harassment or threatening of students or employees in person, in writing or over the internet (online).

Process alleged violations are reported and investigated:

- A student/staff may inform via phone/email, (later written documentation) to the Director of Education/Program Coordinators/Director of Career Services with the information of incident, time, location, persons involved, witnesses, documentation, and why the student/staff feels his/her/they/them to training/working has been violated.
- Any student accused of such behavior had the right to due process. Due process includes the offending student being presented with the infraction, being notified what her/his/they/them options are in the circumstance, being given the opportunity to defend themselves with assigned instructor/coordinator.
  - A student may appeal within 7 days of decision, by submitting a written appeal describing how the student did not violate other student(s) rights as stated above. Interviews via phone/video conferencing or mail will be utilized for the appeal process with the presence of instructors/coordinators and Director of Education.
  - If the judgement of appeal is that the student is in violation of the Student Code of Conduct the student will be subject to receive a Disciplinary Dismissal after the 7-day window of appeal has elapsed and automatic reentry will be denied for at least 15 weeks.
- Final decision rests with the Director of Education/Director of Career Services

## HEALTHCARE/BUSINESS CODE OF CONDUCT

On a regular and sustained basis, all students should cooperate with classmates, faculty, and staff to accomplish their responsibilities, as well as assisting others to accomplish theirs. They should strive to be a “team player” and be a role model for others by exhibiting courtesy, caring, helpfulness, and respect. They should conduct themselves in a service-oriented manner that is attentive, pleasant, cooperative, sensitive, respectful, and kind when dealing with classmates, faculty, staff, and the patients and members of the public they will eventually serve.

## SCHOOL FACILITIES

The campus includes over 4,000 square feet of office space. There are workstations for staff of all departments in Ste. 644 to work on campus.

There are four classrooms: Ste. 6E, 644P and Ste. 644C are clinical medical laboratories; Ste. 6A2, is an open classroom and is approximately 5,878 square feet. The maximum capacity varies from classroom from 18-30 students for the clinical laboratory classes of 6E, 644P, 644C the maximum students are 25 students. Classroom will be chosen to accommodate the students.

The campus includes office and laboratory spaces. Suite 644 houses workstations for various departments as they come on campus to work. Most staff work remotely and can be contacted

electronically. Access to Suite 644 is by appointment only.

Classes have an average student to instructor ratio of 25:1 for introductory courses and 18:1 for Clinical Lab classes with the addition of a Clinical Teacher's Assistant. The maximum is 30:1 for introductory courses and 18:1 for Lab classes.

### **RESTROOM USE**

Women's and Men's restrooms are located on the 6<sup>th</sup> floor Roof Deck, and 6<sup>th</sup> floor hallways. Keys to access the bathrooms are available in classrooms 644C, 6A2, 6E, and Office 644. All restroom keys are to be returned to their original locations for others to use.

### **PUBLIC ROOFTOP AREA**

Open-air tables and benches are available on the 6<sup>th</sup> floor roof deck. Students may bring food and beverages. Food is not to be consumed in any of HMC's classrooms. Only beverages with a closable top may be brought into class. Rooftop hours are from Monday – Friday 7:30 a.m. to 9:30 p.m. and Saturday 7:30-4:30 p.m., please check with building management for updated hours.

The building has tables and benches in a shared open-air environment on the roof deck of the parking structure. Students may consume food and beverages on the rooftop, but not in the classrooms. Only beverages with a closeable top may be brought into classrooms. Rooftop hours are from Monday – Friday from 7:30 a.m. to 9:30 p.m. and Saturday from 7:30 a.m. to 4:30 p.m. Please check with building management for updated hours.

### **PARKING**

Parking is available in the attached parking structure at the posted parking rates. Students may park in non-reserved stalls and no overnight parking is allowed. All parking-related issues or concerns should be addressed to *Elite Parking* on level B of the parking structure.

### **VISITOR POLICY**

Visitors are required to sign in at the reception area, obtain a valid visitor pass and identify the purpose of their visit. Visitors are always required to wear a Visitors ID Badge, while on campus. The College reserves the right to refuse entry to its premises to any individual who is suspected of loitering, trespassing, and/or is acting in an unruly or unacceptable manner. Access to Suite 644 is by appointment only.

### **CAMPUS CRIME**

Crime on campus and a crime report for the Honolulu Police Department can be obtained on Hawaii Medical College's website <https://www.hmi.edu/campus-safety/> and from the campus Facilities Manager.

### **CHILDREN ON CAMPUS**

In consideration of others, students may not bring children with them to the Hawaii Medical College campus. Resource information regarding childcare services is available from Education Support Services.

### **SOLICITATION/CANVASSING & FUNDRAISING ON CAMPUS**

In general, solicitation or canvassing on campus is prohibited apart from Hawaii Medical College-sponsored events and activities.

### **DRUG-FREE POLICY / DRUG AND ALCOHOL ABUSE PREVENTION**

The influence of drugs and/or alcohol impairs the students' ability to become employable and thus, is counter to the training and educational objectives of Hawaii Medical College. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs or alcohol on Hawaii Medical College premises or during activities is strictly prohibited. All students' enrollment shall be conditional on their adherence to this policy. Any student who violates this

policy will be subject to immediate disciplinary action including dismissal, and referral to the appropriate authorities for legal action.

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution, and sale of alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics.

For unlawful possession of a controlled substance, a person is subject to one-year imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term. Students who are under twenty-one (21) years of age and who use, sell, or who are in possession of alcoholic beverages are subject to penalties of the State of Hawaii.

Serious health risks are associated with the illegal use of drugs and alcohol. These risks include but are not limited to addiction, impaired ability and judgment, risk of hepatitis and AIDS, hallucinations, paranoia, psychosis, damage to major organs, and overdose which can result in death. Students are encouraged to seek counseling and/or treatment should they need assistance with drug and/or alcohol problems. Contact the following for help: 800-NCA-CALL National Council on Alcoholism Information or 800-662-HELP National Institute on Drug Abuse.

Hawaii Medical College schedules a yearly in-service for faculty, staff and students facilitated by a local state approved Substance Abuse Prevention Program

#### **NO SMOKING/CHEWING TOBACCO POLICY**

In keeping with Hawaii Medical College's intent to provide a safe and healthy educational environment, smoking/chewing tobacco is prohibited throughout the campus. In accordance with the City of Honolulu No Smoking Act Number 85-60, the building management has elected to prohibit smoking. This includes all areas of the building (rooms, offices, restrooms, stairwells, hallways, elevators, lobby, etc.).

Smoking is allowed on the 6<sup>th</sup> floor rooftop in the designated area, Monday – Friday from 7:30 a.m. to 9:30 p.m. and Saturday 7:30-4:30 p.m.

#### **DISCRIMINATION**

Hawaii Medical College is committed to providing a working and educational environment that is free from all forms of discrimination. There will be no discrimination in any respect by the College against its students, prospective students, or staff based on sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, or any other legally protected characteristic. Conduct that is deemed inappropriate, offensive, disrespectful toward others, or in violation of Hawaii Medical College policies will be subject to disciplinary action, up to and including dismissal.

#### **COPYRIGHT POLICY**

Hawaii Medical College prohibits the illegal copying of copyrighted texts, publication, documents, and computer software or peer to peer file sharing. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright



infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **GRIEVANCE PROCEDURE**

Any individual that has a concern or problem regarding any aspect of the operation of Hawaii Medical College may file a grievance with the administration. The grievance filing form is available from the Education Support Services. A formal review of the submitted form will be conducted, and the administration will act on the grievance within 15 business days.

In addition, individuals may contact Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813. 808-586-7327 or

### **ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution’s internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution’s written complaint procedure which is published in the institution’s catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
  - a) Name and location of the ACCET institution.
  - b) A detailed description of the alleged problem(s).
  - c) The approximate date(s) that the problem(s) occurred.
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g., current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student’s enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

1. **SEND TO:** ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

### **DISCLOSURE AND RETENTION OF RECORDS/ACCESS TO FILES**

All student files are the property of Hawaii Medical College. Students have the right to inspect, review, and challenge information contained in their academic record. Education records are defined as files, materials, and documents that contain information directly related to the student. Written consent from the student is required before education records may be disclosed to third parties, except for regulatory agencies.

A school official must be present during the examination of the student files. The school retains student files for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student records including transcripts, ledger, FA award information, etc. are now accessible via an encrypted password protected Student Portal (<https://my.hmi.edu>).

### **COMPLAINT RESOLUTION POLICY**

Any student with a formal complaint regarding faculty or any aspect of instructional or course presentation are first encouraged to discuss their concerns/complaints with their respective instructor, as students will be expected to develop positive conflict resolution skills to ensure success when gainfully employed. Should the concern remain unresolved, the student can inform the Education Support Services staff, who will seek assistance from the Program Coordinator or, if necessary, the Director of Education to resolve the complaint.

### **STUDENT CONFIDENTIALITY POLICY**

All student files are held in the strictest confidence in accordance with federal student right to privacy laws. The Family Education Rights and Privacy Act (FERPA) governs their use. Access to files is limited to authorized staff that have a "working interest" in each file. Any information in student files will only be made available to outside parties with student written authorization. Other students will never have access to files. Students may revoke existing authorization at any time by submitting a revocation request to the Education department, who will then file the request and update the student information system. Requests may also be made to the Student Portal (<https://my.hmi.edu>).

### **Student Professional Appearance Policy and Standards while on campus**

- Medical Assistants: are to be in full HMC issued uniform scrub set (full length pants and top).
- No Flip Flops/slippers!! Closed toe and closed heels, rubber soled shoes are to be worn (no pumps, dress shoes, canvas, Vans, or crocs).
- No hoodies, including any jacket with hoods. As MA's you may purchase hip-length lab jackets in white or black separately.
- HMC Logo and Identification badges must always be visible. ID badges must be on a lanyard around the neck or clipped to a pocket on the uniform top.
- Hair is to be always pulled up. Hair must be shoulder length or clipped back or pinned up due to infection control and safety concerns. Long hair may contaminate or become contaminated from contact with others during patient care or while using equipment. Extreme or unnatural colors and /or style are prohibited (e.g., Purple, orange, blue, green, multi-colored).
- No excessive make up. Jewelry should be kept in one (1) ring per hand. No bangles, or nose piercing necklaces are to be worn under scrub top and not dangling when the trainee bends

over, and (gauge) piercings must be filled with clear plastic retainers.

- Sunglasses are to be removed upon entering building structures, including classrooms. No wearing sunglasses on top of the head.
- Hats/caps must be removed when entering building structures, including classrooms. Wearing hats/caps in the classroom will result in the loss of professionalism points.
- No visible tattoos, fingernails must be kept to a functional length ( $\frac{1}{4}$  inch) with clear fingernail polish only, a long sleeves or long sleeve shirt may be worn under your scrubs; nothing should be covering your uniform.

**Healthcare Administration, Billing and Coders (HABC) while on campus** are to be in HMC issued Polo shirt with full length business slacks (acceptable colors are brown, khaki, black, navy). HMC logo and ID Badge must always be visible.

**Pharmacy Technician while on campus** are to be in (Black) uniform scrub, HMC logo, and ID Badge must always be visible and closed toe/closed heel shoes must be worn.

**Advanced Nurse Aide while on campus** are to be in (Charcoal Grey) uniform scrub, HMC logo, and ID Badge must always be visible and closed toe/closed heel shoes must be worn.

**Associate of Applied Science Degree Students (Continuing AAS students only) while on campus** are to be in scrubs, or HMC issued Polo shirt (Coders) with full length business slacks (acceptable colors are brown, khaki, black, navy) or appropriate casual business working attire. HMC logo and ID Badge must always be visible, a long sleeves shirt may be worn under your scrub tops and closed toe/closed heel shoes must be worn.

Individuals not adhering to the uniform policy may be subjected to the loss of professionalism points for each day he or she is not within policy.

#### **Computer / E-Mail Policy**

Any student wishing to use a device other than the school issued computer must have the most recent version of Microsoft Office (Word, Excel, and OneNote). In addition, a current school hmi.edu email address is mandatory.



## ACADEMICS

### TERMS/MODULES

Hawaii Medical College is on a ten-week term-based system divided into two (2) five-week modules defined as Module A and Module B. Terms are designated as follows: Fall, Winter, Spring, Summer 1, and Summer 2. Three 10-week terms comprise an academic year of study.

### CONTACT HOURS

Most classes meet for three to four hours at a time, two or three times a week, during each five-week module. The total student instruction or contact hours are usually 30 or 40 hours per course, per module. There may, from time to time, be exceptions to this. Check the class schedule for specifics.

### CONTACT HOUR/CREDIT HOUR CONVERSION

Hawaii Medical College uses the Carnegie clock-to-credit hour conversion for lecture, laboratory, and externship/internship. These credit hours are measured in quarter credits.

#### **Lecture Quarter Credit Hours:**

Lecture hours are instructional hours consisting of theory or new principles. A minimum of 10 lecture hours are awarded for one (1) quarter credit. In addition to lecture hours, students are expected to complete at least two (2) hours of out of class work per week. The average three (3) credit course requires between 10 to 20 hours of out-of-class work at minimum.

#### **Laboratory Quarter Credit Hours:**

Laboratory hours are instructional hours consisting of supervised student practice of previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. A minimum of 20 laboratory hours are needed to award one (1) quarter credit.

#### **Externship/Internship Quarter Credit Hours:**

Externship/Internship hours are instructional hours consisting of supervised work experience activities related to skills/knowledge required during the training program. A minimum of 30 externship/internship hours are needed to award one (1) quarter credit.

#### **Clock Hour to Credit Hour Conversion for Financial Aid Purposes:**

*ACCET institutions must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by ACCET for academic purposes.*

The US Department of Education (USDOE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity. For financial aid purposes, except in certain cases specified by USDOE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is as follows:

One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week.



## CLASS SCHEDULE

Monday-Thursday	Mon/Wed/Friday	Tuesday/Saturday	Thursday/Saturday
8:00 am-11:00 am	5:30 pm-9:30 pm 5:30 pm -7:30 pm	5:30 pm-9:30 pm	5:30 pm-9:30 pm
8:00 am-12:00 pm	7:30 pm -9:30 pm 5:30 pm-9:30 pm	6:00 pm–9:00 pm	6:00 pm–9:00 pm
11:30 pm-2:30 pm	Friday 10:30 am-1:30 pm 2:00 pm-5:00 pm	6:30 pm-9:30 pm	6:30 pm-9:30 pm
12:30 pm-3:30 pm		8:00 am-4:30 pm	8:00 am-4:30 pm
12:30 pm-4:30 pm			

Some class offerings may vary slightly from this schedule. Check the term class schedule for specifics.

## FULL TIME/HALF TIME STATUS

A full-time student is required to have a minimum of 12 registered credits defined as two (2) courses in each module, for a total of four (4) courses per 10-week term. A half-time student is required to have a minimum of 6 registered credits defined as 1 course in each module, for a total of two (2) courses per term. The average course meets in-class for 6 – 8 hours per week and requires between 2 to 3 hours of out-of-class work. Therefore, full-time students are usually required to complete an average of 18 hours of total course work per week. Students who register for less credits and are receiving financial aid should check with the Financial Aid Department for more information.

## ATTENDANCE POLICY

Full attendance on each course, whether held remotely on campus, or in the Interactive Distance Learning (IDL) format is expected. The standards of academic engagement are defined in the course syllabus. Attendance and academic standards are designed to prepare students to become graduates who meet the demands of employers. If the goal of placement in a healthcare setting is to be achieved, students are required to exhibit the most-desired characteristic of employers: **reliability**. They define reliability as punctuality, regular attendance, and working an entire shift.

Hawaii Medical College defines attendance as actively being engaged in the course content to achieve the level of knowledge and practicality, during lectures, theory application, and hands-on procedures. The expected outcome is proficiency in the content and procedures to the best of the student's ability, while demonstrating satisfactory achievement.

A student who misses more than 10% of the course content will receive a grade of "F", as defined in the course syllabus. If a student has missed five (5) course meetings (or has not made an academic submission for 14 consecutive calendar days) at any point in the module, they will receive a grade of "F". Attendance is one of the factors used to determine the final course grade.

Students are required to contact the instructor prior to an absence, or as soon as possible in cases of an emergency. In addition, they must arrange with the instructor to make-up the missed class and course content. Failure to do so will result in a lower grade or failure of the course due to not meeting the attendance requirement, as outlined in the syllabus.

## ADD/DROP PERIOD

Students may drop a course during the first week of a course within a module without penalty during the Add/Drop period.

A student who requests to withdraw or withdrawn from a course without recording an attendance in the course will be unregistered [unscheduled] for the course and the scheduled course will be

removed from their academic transcript.

A request to drop a course within the add/drop period will result in the student being issued a “Z” grade if attendance had been reported during add/drop period, by end of 5<sup>th</sup> week of new enrollment or special circumstances. A course withdrawal issued with a grade of “Z” grade will appear on the transcript but will not count as attempted credit or in the cumulative GPA.

Students who fail a course in a prior module and that course is a prerequisite of a subsequent course in a future module will be unregistered from the subsequent course and scheduled in a replacement course during Add/Drop. Students need to consult with Education Support Services for sequential course scheduling.

### **TARDIES AND EARLY DEPARTURES**

Promptness is a quality that all employers look for. Hawaii Medical College expects every student to be in class before the scheduled start time. Students arriving more than 10 minutes after the beginning of class may be permitted to join the class. However, based on the syllabus and the content of the course materials, labs, examinations, or clinical operations for the day, students may be required to sit out until the appropriate break in instruction is reached. The student will be marked absent for the missed amount of time.

Students arriving late are recommended to phone, text, or email their instructor to alert them of the issues impacting their participation. Students leaving class early (before class dismissal) will be marked absent for the time missed and may be subjected to negative performance actions based on the syllabus.

### **ADMINISTRATIVE DISMISSAL**

A student may be dismissed at any time for violation of the Code of Conduct, failure to meet financial obligations, failure to meet academic and/or college standards. A student who is administratively dismissed will be dropped from classes that have not reached the end of the third [3<sup>rd</sup>] week of classes (Sunday) with a “Z” or “W” grade and will receive a grade of “F” for classes that have passed the end of the third [3<sup>rd</sup>] week (Sunday).

### **CONSECUTIVE ABSENCES**

A student who is absent for (2 weeks) 14 consecutive calendar days without any academic activity will be unofficially withdrawn if the student does not notify or submits proper paperwork with Education Support Services. Students academically withdrawn for consecutive absences will receive a grade of “F” for the course.

### **MAKE-UP WORK AND TIME**

HMC permits students who are absent for the delivered course content from lectures or labs to meet with their instructor and arrange for make-up work and make-up time. The procedures to facilitate make-up work or time are stated in the syllabus. Make-up work must be completed before the end of each module.

### **GRADING SYSTEM**

The minimum passing grade in all courses is the letter grade “C” (**A, B, C**).

A grade of “F” will constitute a failed course. All failed courses must be repeated as students are required to satisfactorily master the course content in order to receive credit. Students who are issued a grade of “F” for more than two attempts in a course may be required to have an academic plan instituted with the Education Department to continue.

All courses attempted are listed on the transcript with the issued grade. Students have access to their final grades, via their student portal of <https://my.hmi.edu> . Repeated courses will not have the previously recorded grade calculated in the cum GPA.

## Letter Grade Explanation Percentage Numerical Grade

A	Superior	100-90%	4.0
B	Good	89-80%	3.0
C	Average	79-70%	2.0
F	Fail/Repeat	69 & below	0.0
W	Withdrawal	Counted as attempted credits	
WF	Withdrawal Failing	**not counted in cum GPA calculation	
Z	Withdrawal during Add/Drop week <b>or</b> a new enrollment - 5 <sup>th</sup> week cancel with posted attendance or special circumstances	** not counted as credits attempted	
*I	Incomplete		
P	Pass		
TR	Transfer of Credit		

### Grade: INCOMPLETE GRADES (I)

If a student is unable to complete the course requirements, due to extenuating circumstances, they may request an extension to complete them. However, they must previously have been meeting the course requirements. They must establish an academic plan with their instructor. The plan must be approved by the Director of Education, with a stated completion date that does not exceed 5 weeks after the end of the course. An “I” grade will be recorded in the records and will be replaced by the final grade if the class completion plan is met. If the requirements are not completed by the stated deadline, an “F” will be given.

A student who does not earn a grade of “C” in any course must retake it to receive credit for the course. Only the second, [2<sup>nd</sup>] attempted course will be computed in the cumulative grade point average, however, both courses will be counted as attempted credits as measured for student completion. Grades are posted within two (2) days of the course end date and will be available within one (1) day after posting for the student to recognize their academic progress.

Students who fail to meet academic progress standards will receive an academic warning and may be required to have an academic plan developed for their program.

### Grade: WITHDRAWAL FROM A COURSE (W, WF, Z)

Any student withdrawing from a course after the Add/Drop period (before the end of the first [1<sup>st</sup>] week of scheduled class) will be issued a “Z” grade.

Students who request to be withdrawn from a course after the first [1<sup>st</sup>] week and prior to the end of the third [3<sup>rd</sup>] week will receive a grade of “W”.

All students who request withdrawal from a course after the third [3<sup>rd</sup>] week closes [11:59pm Sunday] will receive a grade of either “WF” grade and will have the last date attended in the course recorded with the Education department.

Course withdrawals issued a “W”, “WF” grade do not factor in the student’s cumulative GPA Grade Point Average but are attempted credits. Courses issued an “F” grade are factored into the student’s Grade Point Average and count towards attempted credits, “Z” grades neither affect the GPA nor count towards attempted credits.

A student who attends the first [1<sup>st</sup>] week of a module and does not attend classes beyond the



first [1<sup>st</sup>] week and has (2 weeks) 14 consecutive calendar days absent will automatically be withdrawn. The impacted course will be issued a grade of “F” and the student may be withdrawn from HMC if the student fails to inform Education Support Services of their intention to continue in the next module of scheduled courses.

Students who withdraw from the same course in three (3) unsuccessful attempts will be required to appeal to the Director of Education to have their academic standing evaluated and an academic plan must be drawn up before the student is permitted to continue.

A student who withdraws from a course and is unable to attempt their subsequent scheduled module will be unregistered. Term-based programs are not issued a leave of absence unless mitigating circumstances, like COVID-19 related issues, exist that would allow for a requested Leave of Absence in place of being withdrawn from their program of study.

### **Grade: TRANSFER OF CREDIT (TR)**

If students are approved for credit(s) that have been transferred to Hawaii Medical College. For details, see Transfer of Credit section in the Catalog. Transfer of credit is not in the calculation of the GPA, but will count towards total credits attempted and total credits earned.

### **REPEATING COURSES**

Students who fail a course, or who do not meet the course attendance requirements, must repeat the course. All students who repeat a course or who failed a course [grade of “F”] will be charged tuition for the repeated course. (Please look at SAP policy on the effects of repeating courses)

Any student who fails a course after a third [3<sup>rd</sup>] attempt will be required to appeal to the Director of Education and have their academic appeal reviewed, and there may be an accompanied approved academic plan prior to repeating the failed course.

For all students, only the highest grade is considered for the GPA calculation, all attempted credits are included in the measurements of maximum time frame.

### **EXTERNSHIPS**

**Time** - The externship is usually scheduled in the tenth, [10<sup>th</sup>] module for the diploma and AAS programs.

The externship is a culmination and hands-on application of in-class training. Externships are for 225 hours and must be completed within 2 modules (10 weeks). A minimum of 22.5 hours per week is required. Most externships schedule students for 24 hours a week. Students are not permitted to complete an externship in less than 8 weeks or more than 12 weeks under the definition of a term. \*For some clinical sites certain items may be required: Hepatitis B Vaccination series/titers, drug testing and background check.

**Location** - Externship offered must be accepted. HMC will try to accommodate any request candidates may have. In determining placement, skill level, past attendance record, previous grades, professionalism, and fit within a site will be taken into consideration by the program director. Skill level must fit the requirements for the site.

**Unprofessional Behavior** - During the externship, students must adhere to all conditions stated in the *Externship Agreement*. Any unprofessional behavior that breaks the *Externship Agreement* may be caused for termination, counseling will be performed before termination from site, unless externship site requires the student to be terminated. If terminated by the site, HMC is not obligated to arrange another site, a final grade of F grade will be submitted. If the reasons for termination from the site includes one of the prohibited conduct violations, the student will be dismissed from the program.

**Attendance** - It is up to the student and site supervisor to agree upon a schedule. Once a

schedule is determined strict adherence to attendance on those dates is expected. An absence or tardy may be excused only if a physician or legal note is provided to site supervisor and program coordinator. More than two (2) unexcused absences may result in dismissal from externship site.

**Americans with Disabilities Act (ADA)** - Hawaii Medical College will work with externship sites to provide reasonable accommodation to individuals with disabilities, under the Americans with Disabilities Act (ADA). To request accommodation, please contact your externship coordinator.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

**Satisfactory Academic Progress (SAP)** is a standard used to measure all student's successful completion of coursework toward the completion of their program, regardless of Title IV, VA funding, scholarships recipients, category of status (full-time, part-time), or education program.

Hawaii Medical College is under obligation by its Accreditation body, ACCET, and the regulations published by the U.S. Dept. of Education regarding student progress, to ensure that the institution establishes and applies reasonable standards for enrolled students to successfully complete their program of study. Policy and procedures of satisfactory progress are based on established criteria consistent with sound educational practice. All students from all programs at HMC, regardless of non-Title IV recipients, Categories (full time, part time), including those who are recipients of financial assistance under the programs authorized by Title IV of the Higher Education Act, are subjected to evaluation of student performance based on the standards required.

The obligations require Hawaii Medical College to develop criteria regarding satisfactory academic progress (SAP) that adhere to the Federal Title IV program requirements and the guidelines of the U.S. Dept. of Education. All students are provided with the assessment and evaluation criteria as part of the syllabus for each course. The SAP requirements are cumulative, include all periods of attendance, and are applied consistently to all students within each program of study.

All students are provided SAP evaluations at the end of each 10-week academic term for all degree and diploma granting programs (term programs) and at the midpoint of the non-term programs (Pharmacy Technician) [30<sup>th</sup> week].

Students are provided a notification of Satisfactory Progress determination in one of the following notifications based on the outcome of each evaluation point:

1. Meets requirements- SAP met (Active-Currently Attending),
2. Failed to meet requirements – via email notification, documented in Campus Nexus (Student Information System)
  - a. SAP Financial Aid Warning and/or Active Warning,
  - b. SAP Financial Aid Probation, and/or Active Probation
  - c. Academic Dismissal

### **Institutional Policy**

The Education Department completes a Satisfactory Progress Report for each student as notice of their academic progress at the end of each 10-week term for degree and diploma programs and at the midpoint of the non-term program [30<sup>th</sup> week]. Students are evaluated based on both of the following criteria:

- Quantitative progress
  - Defined as the credit hours earned based on the credit hours scheduled through the cumulative terms. To achieve satisfactory academic progress a student must maintain a credit earn rate minimum of 0.667 or 66.7% of the scheduled credits.

- Ex: A student who is scheduled for 12 credits during a 10-week term must successfully earn a minimum of 8 credits.
- Grades counted in cumulative qualitative progress are A, B, C, F, W, WF (even retaken classes, except for “Z” grades)
  - Students are allowed to **repeat** classes that they have not received a passing grade (A, B, C) as stated in the “Repeat Classes section of catalog” – this will affect their quantitative progress for those credits that were not passed will count (credit hours attempted) in the cumulative formula of credit hours earned/total credit hour attempted.
  - Students are allowed to **withdraw** from classes with the grades of W or WF – this will affect their qualitative progress for these credits scheduled will count in the cumulative formula of credit hours earned/total credit hour attempted.
  - Students are allowed **incomplete** grades but must follow to INC grade policy from “Grading System” from above section in the catalog.
  - Students who are allowed to **transfer** approved credits to Hawaii Medical College will be calculated in the quantitative progress of total credits attempted and total credits earned. (See Transfer of Credit in catalog)
- Calculation = Credits hours earned/total credit hours attempted
- Qualitative progress
  - Measures the students grade point attainment within the course scheduled up to the evaluation point.
  - Students are required to maintain as cumulative grade point average (CGPA) a minimum grade point average of 2.0 at each evaluation point. Grades counted in CGPA are A, B, C, F
    - Students are allowed to **repeat** classes that they have not received a passing grade (A, B, C) as stated in the “Repeat Classes section of catalog” – this will affect their qualitative progress only the highest grade is considered for the cumulative GPA calculation, the previous non-passing grades will not be calculated in the cumulative GPA.
    - Students are allowed to **withdraw** from classes with the grades of W or WF but are not calculated in the qualitative progress for neither of these grades have grade points assigned. It will not affect the student’s qualitative progress.
    - Students are allowed **incomplete** grades but must follow to INC grade policy from “Grading System” from above section in the catalog.
    - Students who are allowed to **transfer** approved credits to Hawaii Medical College will not be included in the calculation of GPA, hence will not affect the qualitative progress. (See Transfer of Credit in catalog)
- Maximum Time Frame:
  - All students are measured against the maximum time frame for each program while attempting credits.
  - Students cannot exceed 150% of the attempted credits of the published program length. All programs are measured in credit hours.
  - Students who are unable to complete the program within 150% of the scheduled credits will be dismissed from Hawaii Medical College.

#### Maximum Program Length Defined

Program	Required Credits of Each Program	Maximum Attempted Credits Allowed
Business & Information Technology	70.50 credits	105.75 credits
Clinical Medical Assistant	69.25 credits	103.875 credits
AAS CMA Degree	105.25 credits	157.875 credits

Healthcare Administration, Billing & Coding	61.75 credits	92.625 credits
AAS HABC Degree	97.75 credits	146.625 credits
Pharmacy Technician	59.75 credits	89.625 credits

### **SATISFACTORY ACADEMIC PROGRESS (SAP) FINANCIAL AID WARNING**

Students will be placed on SAP Financial Aid Warning (Active Warning) for one evaluation period (10 weeks for term-based students and 30 weeks for non-term students) if they failed to meet the required cumulative GPA and/or overall cumulative earned credits percentage standards.

While on SAP Financial Warning (Active Warning), students continue to be eligible to receive financial aid. A student will be removed from Active (SAP) Warning status, by attaining the required cumulative GPA 2.0 or greater and/or cumulative completed credits percentage standards of 66.67% or better by the end of the defined warning period (passing class(es) that they are registered for during that warning period).

If a student is successful in attaining the required cumulative 2.0 or greater and cumulative completed credits percentage standards of 66.67% or better, by the end of the warning period, they will have met SAP and no longer be in an SAP deficient status.

If a student that was placed on SAP Financial Aid Warning (Active Warning) and was not successful in meeting the required cumulative GPA of 2.0 or greater and cumulative completed credits percentage standard of 66.67% or greater will lose eligibility for federal financial aid and be academically dismissed, or a financial aid appeal has been submitted and approved. Appeal process outlined below.

### **FINANCIAL AID APPEAL**

Students have the right to appeal the determination of not meeting satisfactory academic control of the student) will have to fill out an:

1. Financial Aid Continuance Form (e-form)
  - a. Explaining why the student failed to meet SAP,
    - i. Mitigating circumstances of medical, financial & emergencies beyond the control of the student that contributed to the SAP not being met. (Inability to master course material is not a mitigating circumstance alone), as defined in the "Mitigating Circumstances" below.
  - b. Explain what has changed in the student's situation to allow them to increase their ability to meet SAP requirement at the next evaluation period. (10 weeks for term-based students and 30 weeks for non-term students)

### **SATISFACTORY ACADEMIC PROGRESS (SAP) FINANCIAL AID PROBATION**

will be placed on the status of SAP Financial Aid Probation (Active Probation). The student must fill out an appeal form for financial aid continuance and must explain the possible reason(s) for 2<sup>nd</sup> Failure to meet SAP.

If approved, (documentation)

1. Copy of Completed FA Appeal Approval
2. Students placed on Active Probation
3. Receive documentation outlining their continued unsatisfactory academic progress, and the requirements for meeting SAP.
  - a. As such, the student must be able meet both qualitative (2.0 GPA) and quantitative requirements (66.7% credit completion rate) prior to graduation.

- b. Students are provided with a schedule noting the minimum level of performance required for each term.

If denied, the student will be subjected to the loss of financial aid and academic dismissal.

**Remain in Financial Aid Probation**, if the student is not able to meet SAP after the term, but there is an increase in either GPA or Completion rate then the student will need to fill out a Financial Aid Appeal for Continuance of Financial Aid, again with all proper documentation as mentioned above.

If a student is unable to meet the requirements: to either increase GPA or increase completion rate in the evaluation period of 10-weeks for term-based students and 30 weeks for non-term students, then the student is academically dismissed. Students can appeal dismissal by the fifth day after dismissal date via process outlined in "Satisfactory Academic Progress Appeal Process," or students can re-enroll after 10 weeks upon completion of a mandatory academic review.

#### **Probationary Status for VA Beneficiaries (Students)**

Students who are receiving VA Benefits are limited to two (2) consecutive terms on probation. If they remain in probationary status for a 3<sup>rd</sup> consecutive term or longer, their VA benefits will be discontinued until they achieve good academic standing.

### **ACADEMIC APPEAL**

#### **Students Currently Attending (Formal Grade Appeal):**

Students should first discuss any grade concerns with their instructor. If a resolution cannot be met, the student may appeal their grade. The student should seek guidance and academic support via Education Support Services to fully complete the Academic Grade Appeal Request Form and submit it to the Director of Education (DOE), within 1 week of the end of the course being appealed. The DOE will gather the necessary information and convene with instructors and academic support personnel for the final decision.

#### **Students Requesting to Re-Enroll:**

Students that fail the same course three or more times may be required to perform an academic review prior to re-enrollment.

The academic review form is submitted to the Director of Education (or designee) who will gather all the necessary information, along with the Academic Liaison and student signatures to finalize the process.

### **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS**

Any student dismissed for failure to maintain satisfactory academic progress, as defined, may appeal for reinstatement by written petition to the Director of Education. Such an appeal must be based upon mitigating circumstances as described below. The appeal may begin five days after dismissal notification. A response to the appeal will be within five days.

To file an appeal, a student must:

- Articulate the circumstances that led to the necessity of an appeal,
- Provide clear written justification that demonstrates how the situation was outside of their immediate control,
- Produce an **action plan** that identifies what the student will do differently in retaking the course.

Academic appeal requests are reviewed by a committee of administrative and faculty members



who review a student's academic circumstances to determine if the submitted appeal will be approved or denied. The committee's decision to review and act on a student's academic appeal is based on.

- The student's written justification,
- A brief explanation regarding the circumstances that led to the student earning "D" and/or "F" grades in two (2) attempts at a course.
- An explanation of how the student's circumstances have improved or what steps the student has or will take to earn "C" or higher grades in a subsequent attempt at the course.
- Supporting documentation provided by the student,
- Evaluation of the student's past and current academic record, and
- Whether a previous appeal was evaluated or granted for the student.

If approved the student will be reinstated immediately and then the committee will discuss the appeal items provided by the student and determine any of the following requirements:

- An evaluation of student time management needs,
- The student's work schedule,
- Academic resources that are available including tutoring on campus,
- Availability of additional study periods, and
- Changes proposed to ensure successful course completion.
- Support to have student catch up on missed classes

### **MITIGATING CIRCUMSTANCES**

The Director of Education may consider interim satisfactory standards for circumstances outside the control of the student. Unusual circumstances that interfered with the student's ability to meet SAP standards include but are not limited to:

- Illness, accident, or injury experienced by the student or significant person in their life.
- Death of a family member or significant person in their life
- Divorce experienced by students or parents impacting student's life.
- Personal problems or issues with spouse, family, roommate or other significant person in their life
- Successful completion of academic plan during a probationary period but still remained below the SAP required evaluation points.

All circumstances must include pertinent and relevant documentation, and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements.

### **CHANGE OF PROGRAM**

Students seeking to change their program need to contact Education Support Services for guidance and assistance. Any student changing programs that are in a course not needed for the new program should unregister/drop from the course. (Check with FA Director on appropriate time to change)

### **MAXIMUM TIME FRAME FOR PROGRAM COMPLETION**

Students must complete their program within 150% of the published program length based on weeks and credits. Please note that Leave of Absence is NOT included when computing the maximum period.

### **COMPLETE WITHDRAWAL FROM SCHOOL**

A student seeking a complete withdrawal from Hawaii Medical College should notify their instructor, program coordinator and the Education Support Services.

If the student does decide to withdraw from school, an official withdrawal form may be signed. Students can notify Education Support Services of their intent to withdraw via mail, email, over-



the-phone, or in-person. If a student does not notify Education Support Services of their intentions and simply abandons their education program or otherwise “disappears,” the Education Department will send a letter via email 15 days after the student’s Last Day of Attendance. This letter will serve as official notification that the student has been withdrawn.

## **LEAVE OF ABSENCE**

For non-term students, occasionally circumstances arise that require students to interrupt training. A student who finds it necessary to take a Leave of Absence must notify Education Support Services.

A “Request for a Leave of Absence” form must be signed and submitted along with a statement why a leave is requested for approval. The request must outline the duration of the requested leave, reason (approved reasons listed below), date requested and the expected return date. Students will be unofficially withdrawn if the form is not signed or has not been returned.

An approved Leave of Absence will begin on the date indicated as the 1<sup>st</sup> date of the subsequent academic module. The student is required to continue to attend existing classes or request withdrawal until the Leave of Absence is approved and the return date is determined. More than one leave may be granted in a 12-month period and the total leave shall not exceed 180 calendar days in duration. Any Leave of Absence equaling or exceeding 180 calendar days will result in the student being terminated.

Approved Leave of Absence reasons:

- Family emergencies
  - Caretaker, medical issues, or death of an immediate family member: spouse, children, parent(s), sibling(s), aunts, uncles and grandparent(s)
  - Babysitting
  - Legal/court obligations
  - Family crisis
- Military (must be on active or reserve status)
- Medical

## **ENROLLED NOT ATTENDING**

For “term” students, occasionally situations will arise which will affect the student’s ability to matriculate to the next module. During these situations the student may request a break in their educational progression. The student must request an “Enrolled not Attending” (ENA) form with a statement of the reason for requested an ENA. The duration of the ENA cannot be more than a consecutive 10-week break and must not be in a full 10-week term (it must be in a B module of one term and an A module in another term). Some examples:

- Student (C) requests ENA in the SUMMER 2 term but starts in the A module.
  - This student will only be able to request the SUMMER 2 A module off = 5 weeks
  - They will not be able to request SUMMER 2 A module and SUMMER 2B module – they are in the same term.
- Student (D) requests an ENA in the Summer 2 term but starts in the B module.
  - This student will be able to request SUMMER 2B and FALL term A module off = 10 weeks
  - Both modules are in different terms. One is SUMMER 2 and the other is FALL.

## **STUDENT RIGHTS**

Every student has the right to receive training in a safe, quiet, and professional environment free of disruption and harassment, real or perceived. Any student that feels his/her rights are not being respected is welcome to file a written complaint. The complaint must contain the incident, time, location, persons involved, witnesses, documentation, and why the student feels her/his right to training is being violated.

## **DISCIPLINARY DISMISSAL**

A student may be subject to dismissal for disciplinary reasons at the discretion of Hawaii Medical College. Dismissal may result for any one of the following unprofessional behaviors:

- Not abiding by the Student Code of Conduct
- Not adhering to the Healthcare Code of Conduct
- Violation of safety regulations
- Use of illegal drugs or alcohol
- Flagrant interference of other students or Hawaii Medical College employees on campus
- Flagrant disruption of the learning environment
- Obscenity, vulgarity, bullying of other students or employees in person, in writing or over the internet.
- Verbal, physical, or sexual harassment or the threatening of students or employees in person, in writing or over the internet.
- Online harassment, bullying or threatening.

Any student accused of such behavior has the right to due process. Due process includes the offending student being presented with the infraction, being notified what her/his options are in the circumstance, being given an opportunity to defend her/his self. A student may appeal by submitting a written petition describing how the student did not violate other student(s) rights as stated above. A student dismissed for disciplinary reasons will not be automatically granted re-entry to the College. The final decision rests with the Director of Education.

## **ACADEMIC INTEGRITY**

Hawaii Medical College does not condone academic dishonesty. Hawaii Medical College Academic dishonesty policy is defined as cheating and/or submitting any assignment for grade that was not authored by the individual, the act of obtaining or attempting to obtain credit for work using dishonest, deceptive, or fraudulent means. All academic assignment(s) submitted for a grade are based on the understanding the assignment(s) submitted is that of original work in the student's own words. Consequences for offenders include, but are not limited to, a grade reduction, suspension for one module (insubordination) and/or dismissal. The final decision rests with the Director of Education.

## **GRADUATION REQUIREMENTS**

To graduate from a program, a student must pass all academic courses with a cumulative GPA of 2.0 and must complete the required total program hours. Upon completion of the program, the school will grant a diploma or degree to the student. Passing certification exams are NOT required for graduation.

## **ADVISING**

Students who need help with an academic issue should consult their instructor. Personal challenges should be discussed with the Education Support Services.

## **VOTER REGISTRATION**

Hawaii Medical College encourages students to vote. We encourage you to visit the following website for more information <http://elections.hawaii.gov/>

## **INTERACTIVE DISTANCE LEARNING**

The Interactive Distance Learning (IDL) program provides access to education and instruction through various learning methods asynchronously. Distance learning typically refers to the delivery of instruction in a non-traditional format in which the instructor and student are separated by physical distance. Students at Hawaii Medical College (HMC) have the option to take full, college-credit courses without the typical restrictions of time and location. IDL courses do not

require the student to attend a physical location and provide educational opportunities outside of the traditional classroom that can alleviate conflicts with work, childcare, and transportation.

Currently, the Healthcare Administration Billing and Coding program has a completely online option. Non-laboratory Clinical Medical Assistant and Pharmacy Technician classes are also offered online.



## **CAREER SERVICES**

### **EMPLOYMENT ASSISTANCE**

The success and reputation of Hawaii Medical College depends on the success of our graduates. Our goal is to help every student get a better job with better pay and to start a career in the medical field. Towards that end, we have established several outstanding employment assistance services.

These services include individualized instruction for resume writing, job interview techniques and job search skills. Since each student has different interests, abilities, and goals, students receive employment assistance and career guidance support.

Hawaii Medical College does not guarantee employment. The Career Services Department, however, will provide students with assistance, as noted above, in finding employment.

## CAREER TRAINING PROGRAMS

### ADVANCED NURSE AIDE (ANA) PROGRAM

This program offers training for students interested in becoming a nurse assistant, nurse aide, home health aide or patient care technician. Advanced Nurse Aides assist the nurse and patients in skilled nursing facilities, rehabilitation facilities, home health care and hospitals.

The program can usually be completed within 15 weeks. Students will need to complete a 100-hour externship.

At the completion of the program the students are eligible to take the Patient Care Technician certification from the nationally recognized certification from the National Healthcareers Association (NHA). Along with First Aid certification and American Heart Association Basic Life Support for Healthcare Providers certification.

ANA Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours
ANAC Advanced Nurse Aide Class	72	80	0
ANAE Advanced Nurse Aide Externship	0	0	100
2 courses			
252 contact hours			
<i>Technology Fee per module</i>	\$60		
<i>(2) Uniforms</i>	\$80		
<i>Books</i>	\$177.52		

## **BUSINESS ADMINISTRATION AND INFORMATION TECHNOLOGY (BAIT) PROGRAM**

This program offers training for students interested in business administration and/or computer support. Students can work in diverse areas and organizations, including computer tech support, bookkeeping assistant, basic web design, and various administrative positions within a small business.

The Business Administration and Information Technology program is usually completed within 60 weeks. Students will need to complete a 225-hour internship.

At the completion of the program, students have the option of sitting for the CompTIA IT Fundamental certification.

<b>BAIT Diploma Program Courses</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credits</b>
BA 100 Career Preparation	30	0	0	3
BA 102 Word Processing Applications	30	10	0	3.5
BA 103 Spreadsheet Applications	30	10	0	3.5
BA 104 Basic Business Math	30	10	0	3.5
BA 105 Business Communications	30	0	0	3
BA 106 Introduction to Business Administration	30	0	0	3
BA 107 Organizational Behavior	30	0	0	3
BA 108 Business Law and Ethics	30	0	0	3
BA 109 Principles of Human Resources	30	0	0	3
BA 110 Marketing Principles	30	0	0	3
BA 111 Introduction to Project Management	30	0	0	3
BA 112 Principles of Management	30	0	0	3
BA 113 Entrepreneurship & Business Planning	40	20	0	5
BA 114 Introduction to Website Design	30	10	0	3.5
BA 115 Introduction to Networking CompTIA	30	10	0	3.5
BA 116 Records and Information Management	30	0	0	3
BA 201 Business Accounting I	30	10	0	3.5
BA 202 Business Accounting II	30	10	0	3.5
BA 203 Business Accounting III	30	10	0	3.5
BAIT Externship			225	7.5
	580	100	225	70.5
20 courses				
905 contact hours/70.5 credits				
Technology Fee per module	\$60.00			
Book Charges	\$1,196.64			
Per Credit Tuition	\$320.00			

## CLINICAL MEDICAL ASSISTANT (CMA) DIPLOMA PROGRAM

This program offers training for students interested in clinical medical assisting. Clinical Medical Assistants assist doctors and patients in physicians' back offices, clinics, and outpatient departments of hospitals. They also are employed as assistants in laboratories or other health service areas.

This program can usually be completed within 60 weeks. Students will need to complete a 225-hour externship.

At the completion of the program students are eligible to take the Certified Medical Assistant (CCMA), Certified Phlebotomy (CPT) and Certified EKG (CET) exams. These are nationally recognized certification exams of the National Health Career Association. For more information about this certification, please visit [www.nhanow.com](http://www.nhanow.com).

<b>CMA Diploma Program Courses</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credits</b>
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
105 Psychology	30	0	0	3
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3.5
311 Advanced Clinical Procedures	30	10	0	3.5
312A Phlebotomy I	30	10	0	3.5
312B Phlebotomy II	25	15	0	3.25
313A ECG I	30	10	0	3.5
313B ECG II	30	10	0	3.5
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	225	7.5
	565	105	225	69.25
20 courses				
895 contact hours/ 69.25 credits				
Technology Fee per module	\$60.00			
Uniforms (2 Scrubs)	\$80.00			
Books Charge	\$1,183.54			
Per Credit Tuition	\$320.00			



## HEALTHCARE ADMINISTRATION, BILLING AND CODING (HABC) PROGRAM

Healthcare Administrators work in such diverse areas as: billing companies, clinic billing and/or coding departments, hospital billing and/or coding departments, private physician practices, insurance providers, and a select few work independently from home.

The Healthcare Administration program is usually completed within 60 weeks. Students will need to complete a 225-hour internship.

At the completion of the program students will be eligible to take the Certified Professional Coder exam by the American Academy of Professional Coders. For more information about this certification, please visit [www.aapc.com](http://www.aapc.com).

HABC Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
221A CPT Coding I	25	5	0	2.75
221B CPT Coding II	25	5	0	2.75
321A ICD-10-CM Coding I	25	5	0	2.75
321B ICD-10-CM Coding II	25	5	0	2.75
322 Hospital Billing	25	5	0	2.75
400 Customer Service	30	0	0	3
420 HABC Certification Exam Preparation	20	10	0	2.5
520 HABC Externship	0	0	225	7.5
	505	75	225	61.75
19 courses				
805 contact hours/ 61.75 credits				
Technology Fee per module	\$60.00			
Uniforms (2 Polo's)	\$52.00			
Book Charges	\$1,662.49			
Per Credit Tuition	\$320.00			

## PHARMACY TECHNICIAN (PT) PROGRAM

The Pharmacy Technician program will provide the tools to enter the healthcare industry as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesaler's industry.

Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. A certified Pharmacy Tech is able to receive and verify prescriptions and prepare patient medication.

This program can usually be completed within 60 weeks. Students will need to complete a 225-hour clinical rotation externship.

At the completion of the program students have the option of either taking the Certified Pharmacy Technician exam administered by the Pharmacy Technician Certification Board (PTCB) or the Pharmacy Technician (ExCPT) National Health Career Association Certification.

Pharmacy Technician Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
202 Pathophysiology	30	0	0	3
231A Pharmacy Calculations I	20	10	0	2.5
231B Pharmacy Calculations II	20	10	0	2.5
232 Pharmaceutics	20	10	0	2.5
301A Pharmacology I	30	0	0	3
301B Pharmacology II	30	0	0	3
331 Retail Practice	20	10	0	2.5
332 Hospital Practice	20	10	0	2.5
333 Over-The-Counter Therapeutics	20	10	0	2.5
400 Customer Service	30	0	0	3
430 Pharmacy Certification Exam Preparation	25	5	0	2.75
530 Pharmacy Tech Externship	0	0	225	7.5
	475	95	225	59.75
19 courses				
795 contact hours/ 59.75 credits				
Technology Fee per module	\$60.00			
Book Charges	\$1,036.91			
Per Credit Tuition	\$320.00			

## **ASSOCIATE OF APPLIED SCIENCE (AAS) in CMA**

The AAS degree is designed to prepare students with the appropriate general education and didactic theory for advancing their knowledge and skills to pursue new opportunities in their current health care field.

This degree program also offers advance training for medical assistants who wish to become or have recently become lead techs, senior techs, supervisors, or trainers.

Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of three areas of professional development that will increase opportunities for employment and/or advancement.

### **Professional Communication**

- Speech
- Therapeutic Communication for Health Professionals
- English Composition I
- English Composition II

### **Professional Response**

- Sociology
- American History
- Applied Psychology
- Complementary and Alternative Medicine

### **Professional Leadership**

- Healthcare Management
- Health Information Management
- Math for Healthcare Professionals
- Critical Thinking

<b>CMA AAS Degree Program Courses</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credits</b>
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
105 Psychology	30	0	0	3
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3.5
311 Advanced Clinical Procedures	30	10	0	3.5
312A Phlebotomy I	30	10	0	3.5
312B Phlebotomy II	25	15	0	3.25
313A ECG I	30	10	0	3.5
313B ECG II	30	10	0	3.5
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	225	7.5
601 Therapeutic Communication for Health Professionals	30	0	0	3
602 Complementary & Alternative Medicine	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 English Composition I	30	0	0	3
802 English Composition II	30	0	0	3
803 Speech	30	0	0	3
804 Critical Thinking	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Healthcare Professionals	30	0	0	3
808 Applied Psychology	30	0	0	3
	925	105	225	105.25
32 courses				
1255 contact hours/ 105.25 credits				
Technology Fee per module	\$60.00			
Uniforms (2 Scrubs)	\$80.00			
Book Charges	\$2,023.05			
Per Credit Tuition	\$320.00			

## **ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) HABC**

The AAS degree is designed to prepare students with the appropriate general education and didactic theory for advancing their knowledge and skills to pursue new opportunities in their current health care field.

This AAS degree for Healthcare Administration Billing and Coding program also offers advance training for HealthCare Administrators, Biller and Coders who wish to become or have recently become Certified Professional Coder, Reception Administrator, Project Office (coding and billing), Patient Accounting Specialist or supervisory role.

Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of three areas of professional development that will increase opportunities for employment and/or advancement.

### **Professional Communication**

- Speech
- Therapeutic Communication for Health Professionals
- English Composition I
- English Composition II

### **Professional Response**

- Sociology
- American History
- Applied Psychology
- Complementary and Alternative Medicine

### **Professional Leadership**

- Healthcare Management
- Health Information Management
- Math for Healthcare Professionals
- Critical Thinking

<b>HABC AAS Degree Program Courses</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credits</b>
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
221A CPT Coding I	25	5	0	2.75
221B CPT Coding II	25	5	0	2.75
321A ICD-10-CM Coding I	25	5	0	2.75
321B ICD-10-CM Coding II	25	5	0	2.75
322 Hospital Billing	25	5	0	2.75
400 Customer Service	30	0	0	3
420 HABC Certification Exam Preparation	20	10	0	2.5
520 Externship	0	0	225	7.5
601 Therapeutic Communication for Health Professionals	30	0	0	3
602 Complementary & Alternative Medicine	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 English Composition I	30	0	0	3
802 English Composition II	30	0	0	3
803 Speech	30	0	0	3
804 Critical Thinking	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Healthcare Professionals	30	0	0	3
808 Applied Psychology	30	0	0	3
	865	75	225	97.75
31 courses				
1165 contact hours/ 97.75 credits				
Technology Fee per module	\$60.00			
Uniforms (2 Polo's)	\$52.00			
Book Charges	\$2,502.00			
Per Credit Tuition	\$320.00			





## NATIONAL PROFESSIONAL CERTIFICATIONS

Each Hawaii Medical College program is designed for the student, upon completion of her/his career training program, to sit for a national certification in her/his respective area of study. The certifications are administered by the following national bodies:

### National Healthcareer Association (NHA)

- NHA CET Examination for the CMA Program: \$125
- NHA CPT Examination for the CMA Program: \$125
- NHA CCMA Examination for the CMA Program: \$160
- NHA CBCS Examination for the HABC Program: \$125
- NHA ExCPT Examination for the PhT Program: \$125
- NHA CPCT-A Examination for the ANA Program: \$160

### American Academy of Professional Coders (AAPC)

- AAPC Examination for the HABC Program: \$399

### American Heart Association (AHA) - Basic Life Saving (BLS) & Cardio- Pulmonary Resuscitation (CPR)

- CPR Certification for the CMA/ANA Program: \$60
- First Aid Certification for the CMA/ANA Program: \$60

### National Safety Council

- Bloodborne & Airborne Pathogens for CMA \$35



## CERTIFICATION PREPARATION COURSES

Hawaii Medical College offers professional national certification preparation courses for the following:

- Certified Professional Coder (30 hours)
- Certified Pharmacy Technician (30 hours)
- Certified Clinical Medical Assistant (30 hours)
- Certified EKG Technician (80 hours)
- Certified Phlebotomy Technician (80 hours)



# COURSE DESCRIPTIONS

## **HMI 100 Career Preparation (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course, taken in the first term of study, serves as an orientation to each program. Students will review study skills and explore individual methods for success. This course also prepares students to successfully enter the workplace. Topics include resume writing, job interview techniques, job search skills, understanding workplace norms, and how to procure an externship. This course is taken as PASS/FAIL.

## **HMI 101 Medical Office Procedures (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course emphasizes general medical office skills, and an overview of the medical assisting profession. Administrative functions may include greeting patients, office management and correspondence, maintaining and filing medical records, scheduling appointments, arranging laboratory services, telephone techniques, operating office equipment. Training will be simulated in such practices as physician's offices, large medical clinics, urgent care facilities and hospitals. An introduction on safety, OSHA guidelines, HIPAA regulations and personal protective equipment. A laboratory requisite adds to efficiency.

## **HMI 102 Word Processing Applications (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. A version of Microsoft Word is used.

## **HMI 103 Spreadsheet Applications (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course presents both spreadsheet design concepts and hands-on experience in the use of spreadsheet software and includes use of a worksheet with graphics and a database management program. Students are required to integrate user-interface concepts, commands, worksheet mechanics, and applications in a problem-solving environment. A version of Microsoft Excel is used.

## **HMI 104 Medical Insurance Billing (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course is designed to help students learn medical insurance billing w/ Medical Management Software by understanding the cycle of medical billing and use of medical management software programs for administrative use in the health field. Students will learn how to complete a CMS-1500 claim form, learn basic principles of procedure coding and diagnosis coding, and different features available on medical management software programs. Throughout the course, students will be able to complete administrative tasks by inputting patient information, entering charge transactions, payments, and adjustments. They will be able to schedule appointments, create claims and statements. Upon completion students should learn and understand the importance of proper and accurate billing to generate the most revenue for medical practice.

## **HMI 105 Psychology (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Introduces psychological principles that contribute to well-adjusted personality. Studies include individual behavior as it affects the individual's relationships and covers such topics as attitudes, needs, values, leadership, communication, and group dynamics. Teaches constructive methods of interpersonal problem solving.

### **HMI 106 Medical Law and Ethics (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Introduces legal principles, procedures and regulations involving ethical relationships among physicians, patients and medical assistants regarding prior consent, confidentiality, and use of appropriate guidelines to release information, accurate documentation, negligence, fraud affecting health care practitioners, complying with established risk management and safety procedures. Ethical issues will be explored within the context of current laws and cases which structure medical practice for both the inpatient and outpatient environments. Emphasis is placed on the MAs role to practice within the scope of education, training and personal capabilities.

### **HMI 107 Anatomy and Physiology (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function, including terms used to refer to the body in terms of directions and geometric planes, major cavities of the body and the organs they contain, cell function and the study of major body systems.

Upon completion of this course students will demonstrate an understanding of the cell structure and function, identify internal organs and their appropriate cavities and membranes, identify the twelve body systems and their functional relationships.

### **HMI 108A Medical Terminology I (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

The student will develop a basic understanding of the medical language employed in the health care professions utilizing word analysis and application of medical terms to anatomy, physiology, and pathophysiology of the human body. This course introduces prefixes, suffixes and word roots. Topics include medical vocabulary and the terms that relate to anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell and define medical terms as related to planes and directional terminology.

### **HMI 108B Medical Terminology II (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This is a continuation of Medical Terminology I. In addition, this course emphasizes the specific organ systems that include Urinary, Female, Male Cardiovascular, Respiratory, Blood, Lymphatic and Sense Organs, including the Eye and Ear.

### **HMI 201 Pharmacology (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course introduces general principles of drug classifications. Students study how to use the Physician Desk Reference (PDR) to obtain drug information including types, interactions and side effects including medications prescribed for the treatment of illness and diseases. Upon completion of this course students will understand dosage calculations, drug sources, supplements, legislation relating to drugs, FDC and state laws, legal aspects as well as abbreviations used in prescription writing.

### **HMI 202 Pathophysiology (IDL)**

**Prerequisite(s): None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

A study of anatomy and physiology with an emphasis on human diseases, including etiology, prognosis, medical treatment, signs, and symptoms of common diseases of all body parts. Upon completion of this course students will demonstrate an understanding of the general structural organization of the human body, standard anatomical positions, identify major organ systems' structure, function, and pathology, identify and relate to three-dimensional structures of the body.

**HMI 211 Basic Clinical Procedures (Campus)**

**Prerequisite:** HMI 107, HMI 108A, HMI 108B, HMI 202

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course provides the student with knowledge and application of back-office skills of patient interviewing, vital sign measurement, height and weight measurement of children and adults, assisting with patient examinations, body mechanics, aseptic technique, first aid and cardiopulmonary resuscitation. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations and the use of personal protective equipment (PPE). Passing a grade of a C or better is required to advance to clinical courses.

**HMI 221A CPT Coding I (IDL)**

**Prerequisite:** HMI 202

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

This course is designed to build knowledge of CPT coding. Students will learn CPT manual organization, guidelines for E/M, Anesthesia, Modifiers and Surgery, guidelines for Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System. Students will continue to learn guidelines for female genital system, Maternity care and Delivery, General surgery, Radiology, Pathology/Laboratory, Medicine Section and Level II National Codes (HCPCS). Students will experience hands-on coding for different specialties.

**HMI 221B CPT Coding II (IDL)**

**Prerequisite or concurrent enrollment in HMI 221A**

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

This course is designed to build knowledge of CPT coding. Students will learn CPT manual organization, guidelines for E/M, Anesthesia, Modifiers and Surgery, guidelines for Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System. Students will continue to learn guidelines for female genital system, Maternity care and Delivery, General surgery, Radiology, Pathology/Laboratory, Medicine Section and Level II National Codes (HCPCS). Students will experience hands-on coding for different specialties.

**HMI 231A Pharmacy Calculations I (IDL)**

**Prerequisite:** None

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Reviews the critical mathematical relationships involved in daily practice used to calculate medication dosages, compounding quantities from percentages, dispensing quantities, pharmacokinetics, etc. Ranging from simple arithmetic to dosage conversions, ample examples of similar questions that are on the National Certification Board exam will be presented for confident understanding. Passing a grade of a C or better is required to take 231B Pharmacy Calculations II.

**HMI 231B Pharmacy Calculations II (IDL)**

**Prerequisite:** HMI 231A

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

This course is a continuation of HMI 231A. Review the mathematical relationship of medication reconstitution, IV flow rates, proper pediatric dosing, and dilution of pharmaceutical concentrations.



**HMI 232 Pharmaceuticals (IDL)****Prerequisite: None***(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)*

Explores the various drug formulations and their different routes of administration into the human body, while tracking the medications chemical disposition throughout its cycle up to elimination. In a laboratory setting, will briefly touch upon the differences between soluble and insoluble products and how that relates to where it goes and what it does in the body. Passing a grade of a C or above is required to progress to higher level Pharmacy Technician courses.

**HMI 301A Pharmacology I (Pharm Tech) (IDL)****Prerequisite: HMI 231A, HMI 231B***(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course introduces general principles of drug classifications. Students study how to use the Physician Desk Reference (PDR) to obtain drug information including types, interactions and side effects including medications prescribed for the treatment of illness and diseases. Upon completion of this course students will have an understanding of drug sources, supplements, legislation relating to drugs, FDC and state laws, legal aspects as well as abbreviations used in prescription writing for pharmacy technicians.

**HMI 301B Pharmacology II (Pharm Tech) (IDL)****Prerequisite: HMI 231A, HMI 231B, HMI 301A***(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Prerequisite: 301A. This course includes advanced pharmacology designed primarily for pharmacy technicians. Further studies drug classifications and mechanisms of action beyond the Basic Pharmacology course.

**HMI 311 Advanced Clinical Procedures (Campus)****Prerequisite: ALL HMI 100 series (except HMI 105), HMI 201, HMI 211, HMI 312B, and HMI 313B***(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course is designed to build on the knowledge gained from basic clinical. This class provides the student with knowledge and application of advanced procedures such as medication administration (mouth/eye/ear/topical/subq./IM). The student learns different positioning and preparation of patients for procedures in clinic setting, and wound care in accordance with guidelines set by National Wound Care Standards. Students will also be expected to have a basic understanding of sterilization techniques for medical equipment, proper storing and/or disposal of body fluids. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations and the use of personal protective equipment (PPE).

Passing grade of a C or above is required to begin clinical externship.

**HMI 312A Phlebotomy I (Campus)****Prerequisite: HMI 211***(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course is an introduction to the principles and practices of Phlebotomy. Students will learn phlebotomy procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the Phlebotomy Technician certification exam administered by the National Healthcareer Association.

**HMI 312B Phlebotomy II (Campus)****Prerequisite or concurrent in HMI 312A***(25 Lecture Hrs. / 15 Lab Hrs. / 3.25 Credits)*

This course is an introduction to the principles and practices of Phlebotomy. Students will learn phlebotomy procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the Phlebotomy Technician certification exam administered by the National Healthcareer Association

**HMI 313A ECG I (Campus)****Prerequisite: HMI 211**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course is an introduction to the principles and practices of ECG. Students will learn ECG procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the ECG certification exam administered by the National Healthcareer Association.

**HMI 313B ECG II (Campus)****Prerequisite or concurrent in HMI 313A**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

Students will learn ECG procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the ECG certification exam administered by the National Healthcareer Association.

**HMI 321A ICD-10-CM Coding I (IDL)****Prerequisite: HMI 107, HMI 108A, HMI 108B, and HMI 202**

*(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

This course is designed to build knowledge in ICD-10-CM diagnosis coding (volume 1 & 2). Students will learn official guidelines for coding and reporting diagnosis and procedures.

**HMI 321B ICD-10-CM Coding II (IDL)****Prerequisite or concurrent in HMI 321A**

*(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

This course is designed to build knowledge in ICD-10-CM diagnosis coding (volume 1 & 2). Students will learn official guidelines for coding and reporting diagnosis and procedures.

**HMI 322 Hospital Billing (IDL)****Prerequisite: HMI 221A, HMI 221B, HMI321A, and HMI 321B**

*(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

This course is designed for students to continue building knowledge of medical billing through hospital billing and ICD-10-PCS coding. With the demand for medical coders and billers on the rise knowledge of hospital billing will allow the students to be versatile in both outpatient and hospital billing and coding. Students will learn the history of hospitals, its organizational structure, regulatory environment, hospital billing and coding process (accounts receivable, patient account and data flow, hospital billing process), UB04 and prospective payment systems. Upon completion of this course students will have learned various hospital billing and coding concepts, along with CPT Evaluation and Management CMS guidelines of 1993 and 1997.

**HMI 331 Retail Practice (Campus/IDL)****Prerequisite or concurrent: HMI 232**

*(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)*

Instruction includes the retail scope of pharmacy practice including prescription intake, insurance billing, processing, and filling of a legal prescription, stocking and repacking of inventory, patient counseling, compounding and more. Customer service skills and insurance claims processing will be covered in more detail under other sections.

**HMI 332 Hospital Practice (Campus/IDL)****Prerequisite: HMI 231B, HMI 331**

*(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)*

Covers the fundamentals of hospital pharmacy practice encompassing inventory management, prescription order processing, medication dispensing, sterile compounding, record keeping, re-packaging and performance improvement activities. Will stress the unique aspects of inpatient pharmacy not covered in outpatient/retail practice.

**HMI 333 Over-the-Counter Therapeutics (IDL)**

**Prerequisite: HMI 331**

*(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)*

This course is a hands-on application encompassing both retail and inpatient settings, including customer communication, prescription processing, order entry, inventory management, OTC drugs, and compounding. This course is a synthesis of the practice of pharmacy from a technician's perspective.

**HMI 400 Customer Service (IDL)****Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

The course includes topics such as understanding customer expectations and perceptions. It also defines what a customer focused organization espouses. It closely examines the internal structure of the organization and those individuals and departments that play an integral part in delivering an exceptional customer service experience. In addition, there is a focus on how competitors can drive your customer service delivery to improve itself. Ultimately, the course examines the customer's experience and the ability of an organization to gather the necessary feedback to improve. Finally, the course studies the need to properly address customer concerns by being proactive in its approach to customer service.

**HMI 410 Clinical Medical Assistant (CMA) Certification Exam Preparation (IDL)****Prerequisite: HMI 311**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course prepares students to take a national certification exam administered by an approved agency.

**HMI 420 Healthcare Administration Billing and Coding (HABC) Certification Exam Preparation (IDL)****Prerequisite: HMI 221B, HMI 321B, and HMI 322**

*(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)*

Students will apply knowledge acquired from previous classes into practice by utilizing coding guidelines to prepare for the national coding exam administered by AAPC.

**HMI 430 Pharmacy Technician Certification Exam Preparation (IDL)****Prerequisite: HMI 332**

*(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

Students will study and practice for the Pharmacy Technician Certification Board (PTCB) certification exam.

**HMI 510 Clinical Medical Assistant (CMA) Externship****Prerequisite or concurrent enrollment HMI 410, unless special consideration is given.**

*(225 Externship Hours / 7.5 Credits)*

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship to develop clinical skills in their area of interest.

**HMI 520 Healthcare Administration Billing and Coding (HABC)****Prerequisite or concurrent enrollment in HMI 420, unless special consideration is given.**

*(225 Externship Hours / 7.5 Credits)*

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship to develop clinical skills in their area of interest.

**HMI 530 Pharmacy Technician Externship****Prerequisite or concurrent enrollment in HMI 430, unless special consideration is given.**

(225 Externship Hours / 7.5 Credits)

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship to develop clinical skills in their area of interest.

### **HMI 601 Therapeutic Communication for Health Professionals (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course will help the student explore and understand effective therapeutic communications. Recognize and define the verbal and non-verbal cues needed to understand healthcare populations and to nurture empathy and optimal therapeutic communication between client and health professional.

### **HMI 602 Complementary and Alternative Medicine (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Students will explore and understand the complexity of the mind- body in relation to beneficial and optimal medicinal treatments using the methods of Complementary and Alternative Medicine. This form of medicine involves the body, mind, and spirit to gain balance, pain control, disease control and interventions to increase positive medical outcomes.

### **HMI 701 Healthcare Management (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Students will explore the meaning of health care management as it pertains to all health professionals. The focus is on understanding, the foundational standards of ethics, human resource management, marketing, communication, cultural diversity care, leadership, teamwork, strategic planning, information technology, financing health care and managing costs and revenues.

### **HMI 702 Health Information Management (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Students will explore the meaning of health information management as it pertains to all health professionals, by incorporating the broad landscape of patient-centered care. Focus is on understanding the areas of setting, regulatory status, documentation, reimbursement, and legal issues that surround all facets of patient- centered healthcare.

### **HMI 801 English Composition I (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course is a fundamental writing course in which the outcomes are focused on personal writing and reading comprehension. Students will develop medically consistent writing skills. This is an introductory course established to evaluate the level of the student's writing and progress.

### **HMI 802 English Composition II (IDL)**

**Prerequisite: HMI 801**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

The course builds on the existing knowledge gained from English Composition I. While English Composition I is a fundamental writing course, English Composition II will be pitched as an academic writing class. The focus in this class will be on analyzing peer reviewed medical journals and producing APA formatted research papers.

### **HMI 803 Speech (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course is a 'hands-on' approach to public speaking; students will understand how to create, write, and adjust speech presentations for a public or medical setting. Making the appropriate presentation is the goal.

### **HMI 804 Critical Thinking (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Prerequisite: None. The purpose of the course is to develop thinking skills, to take nothing for granted, and to establish a firm, reasonable stance – without being influenced by outside factors -- when evaluating anything. Students will take charge of their thinking and express the same both in written and oral presentations. This course could also be called "Problem Solving."

### **HMI 805 Sociology (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This is an introductory course that presents a broad overview of the field of sociology. It will focus on the sociological influences today and the different factors that have come to form our way of life and the social world around us. The course examines how topics such as culture, gender, ethnicity, race, media, family background and world affairs affect both individual and group behaviors. We will explore different sociological theories, concepts, and perspectives to explain societal patterns. This course not only focuses on the understanding of sociology as a discipline but also explains how medical professionals can utilize this knowledge in the betterment of their communities.

### **HMI 806 American History (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

The course is a survey of major events in American History. More specifically, we will examine the social, political, economic, and cultural themes surrounding and involving America from the 1400's to the present time. Students will analyze the beginnings of the United States from its first declaration of independence to its growth through immigration and manufacturing, and to its development as a technologically advanced society all within a multi-cultural nation.

### **HMI 807 Math for Healthcare Professionals (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Explore and understand the mathematical concepts of basic math review, roman numerals, fractions, percentages, ratios/proportions, accounting, the metric systems, apothecary systems, power of 10 concepts and statistics. These mathematical concepts will enhance the safe practice of all health professionals dealing with medications, procedures, and medical billing.

### **HMI 808 Applied Psychology (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course will provide an in-depth look into several major topics in the field of psychology. Topics include brain and behavior, cognitive processes, learning and motivation, emotion, lifespan development, psychological disorders, and social behavior. Students will examine these psychological concepts, their theories, and methodologies so that they may apply them to the needs of a medical professional.

### **ANAC Advanced Nurse Aide Class (Campus/IDL)**

*(72 Lecture Hrs./80 lab Hrs)*

The course is designed to prepare the students for the roles of Nurse Aide, Nursing Assistant, Home Health Aide and Patient Care Technician. Introducing, practicing and assessment of skills: Vital Signs, patient/resident assistance with Activities of Daily Living (ADL's), or full care of



patients/residents in the hospital bed, wheelchair/chair, along with professional communication to ensure patient/resident safety in a medical facility.

### **ANAE Advanced Nurse Aide Externship (Externship)**

*(0 Lecture Hrs./0 Lab Hrs./ 100 Externship hrs.)*

By applying theory, knowledge and skills learned in the classroom, students will obtain practical work experience by performing the duties of an Advanced Nursing Assistant/Nurse Aide under the direct supervision of a qualified medical professional and complete 100 hours in a medical facility.

### **BA 100 Career Preparation (IDL)**

**Prerequisite: None**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course, taken in the first term of study, serves as an orientation to each program. Students will review study skills and explore individual methods for success. This course also prepares students to successfully enter the workplace. Topics include resume writing, job interview techniques, job search skills, understanding workplace norms, and how to procure an externship. This course is taken as PASS/FAIL.

### **BA 102 Word Processing Applications (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. A version of Microsoft Word is used.

### **BA 103 Spreadsheet Applications (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course presents both spreadsheet design concepts and hands- on experience in the use of spreadsheet software and includes use of a worksheet with graphics and a database management program. Students are required to integrate user- interface concepts, commands, worksheet mechanics, and applications in a problem- solving environment. A version of Microsoft Excel is used.

### **BA 104 Basic Business Math (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course provides an overview and practical application of the basic math skills necessary for business. Upon completion of the course the student will have a well-rounded understanding of payroll, bank accounts, credit cards, loans, insurance and investments, budgets, business costs and financial statements.

### **BA 105 Business Communications (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides the foundations of all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

### **BA 106 Introduction to Business Administration (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides an overview and understanding of the key concepts in the business world. Upon completion of the course the student will have a basic understanding of various topics including the environment of business, ethics, social responsibility, types of business forms, ownership structures, human resources, marketing, sales, accounting and finance.



**BA 107 Organizational Behavior (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course equips students with the skills and practical understanding to meet the management challenges of a new century. Students delve into the fundamentals of human behavior in today's organizations.

**BA 108 Business Law and Ethics (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

Students will demonstrate knowledge of the American legal system by recognizing issues that affect business on the legal and ethical levels. This course will provide an overview of the various court systems teaching students how to apply legal concepts to business related situations.

**BA 109 Principles of Human Resources (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides a high-level overview and understanding of the key concepts in human resource management. Upon completion of the course the student will have a basic understanding of various topics including HR roles and functions, Equal Opportunity and Discrimination, Staffing, Recruiting, Training, Performance Appraisals, Compensation and Risk Management.

**BA 110 Marketing Principles (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides a broad overview of the key concepts of marketing, selecting a target market, marketing mix, relationship marketing and value driven marketing. The students will learn the importance of understanding the customer through market research and analysis. How customers make buying decisions and the processes and factors that influence these decisions. Upon completion of this course students outline a basic marketing plan.

**BA 111 Introduction to Project Management (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course offers the student a practical understanding of project management. Students will learn how to successfully work within a project environment and what's necessary to accomplish project objectives. Topics included in the course are balancing project constraints, project life cycle, project management process, and the importance of stakeholder engagement.

**BA 112 Principles of Management (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides an overview and understanding of the key concepts of management. Upon completion of the course the student will have a general understanding of the importance of management including understanding a manager's job, planning and strategic management, organizational structure and design, leadership and influence.

**BA 113 Entrepreneurship & Business Planning (IDL)**

*(40 Lecture Hrs. / 20 Lab Hrs. / 5 Credits)*

In this course the student will learn the basic elements of a business plan. Upon completion students will draft a business plan for their own business. The plan will include knowledge of target customers, competition, gaps in the marketplace, location, costs, building a team, business registration steps, insurance, and taxes. Students will also review the concept of franchises as well.

**BA 114 Introduction to Website Design (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course introduces students to web design concepts and web authoring. Students will gain a fundamental understanding of HTML, design techniques, CSS and SEO.

**BA 115 Introduction to Networking CompTIA (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course introduces the student to the fundamental building blocks that form a modern network, such as hardware, topologies, and protocols. Students will receive an in-depth overview of the most important concepts in networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, cloud computing, segmentation, security, and troubleshooting.

**BA 116 Records and Information Management (IDL)**

*(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course provides a comprehensive introduction to the field of digital record management in the modern age. Students will learn the principles of records and information management, rules, and methods regarding the arrangement, storage, and documentation of records following the ARMA International filing guidelines and recommendations. Upon completion of this course students will outline the basics of digital record management and real-world application examples.

**BA 201 Business Accounting I (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course covers the fundamental principles and practices of accounting. It focuses on the accounting cycle of a service business entity. Students are introduced to terms, concepts, and applications of double-entry accounting for a proprietary service business. Topics covered include cash transactions, preparation of general journal entries, and posting. The completion of the accounting cycle, including end-of-period adjustments, preparation of financial statements, and closing entries, is also covered. The course is integrated with QuickBooks learning to prepare students for the certification exam.

**BA 202 Business Accounting II (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course covers the fundamental principles and practices of accounting. It focuses on the accounting cycle of a merchandise business. A review of terms, concepts, and applications of double-entry accounting. Topics covered include cash transactions, preparation of general journal entries, and posting. The completion of the accounting cycle, including end-of-period adjustments, preparation of financial statements, and closing entries, is also covered. The course is integrated with QuickBooks learning to prepare students for the certification exam.

**BA 203 Business Accounting III (IDL)**

*(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course covers accounting for cash and payroll. Topics covered include bank accounts, cash funds, internal controls, employee earnings and deductions, employer taxes, tax payments, and reports. The course is integrated with QuickBooks learning. The students will go through a review of the accounting cycle using QuickBooks to prepare them for the certification exam.

**BA Business Administration and Information Technology Externship (225 Hours)**

**Prerequisites: BA 100, BA 102-116, and BA 201-203**



## 2022 ACADEMIC CALENDAR

### **Winter Term 2022**

Winter A Module begins	Monday, January 10, 2022
Dr. Martin Luther King Jr. Holiday	Monday, January 17, 2022
Holiday Reschedule Day	Friday, January 21, 2022
Winter A Module ends	Saturday, February 12, 2022
Winter B Module begins	Monday, February 14, 2022
Presidents Day Holiday	Monday, February 21, 2022
Holiday Reschedule Day	Friday, February 25, 2022
Winter B Module ends	Saturday, March 19, 2022

### **Spring Term 2022**

Spring A Module begins	Monday, March 21, 2022
Spring A Module ends	Saturday, April 23, 2022
Spring B Module begins	Monday, April 25, 2022
Spring B Module ends	Saturday, May 28, 2022

### **Summer 1 Term 2022**

Memorial Day Holiday	Monday, May 30, 2022
Summer 1-A Module begins	Monday, May 30, 2022
Holiday Reschedule Day	Friday, June 3, 2022
Summer 1-A Module ends	Saturday, July 2, 2022
SUMMER BREAK	Monday, July 4– Sunday July 10, 2022
Summer 1-B Module begins	Monday, July 11, 2022
Summer 1-B Module ends	Saturday, August 13, 2022

### **Summer 2 Term 2022**

Summer 2-A Module begins	Monday, August 15, 2022
Labor Day Holiday	Monday, September 5, 2022
Holiday Reschedule Day	Friday, September 9, 2022
Summer 2-A Module ends	Saturday, September 17, 2022
Summer 2-B Module begins	Monday, September 19, 2022
Summer 2-B Module ends	Saturday, October 22, 2022

### **Fall Term 2022**

Fall A Module begins	Monday, October 24, 2022
Holiday Reschedule Day Classes	Friday, November 18, 2022
Holiday Reschedule Eve Classes	Wednesday, November 23, 2022
Thanksgiving Holiday	Thursday, November 24, 2022
Fall A Module ends	Saturday, November 26, 2022
Fall B Module begins	Monday, November 28, 2022
HOLIDAY BREAK	Monday, Dec. 26 – Sunday, Jan. 1, 2023
New Year's Day Holiday	Monday, January 2, 2023
Holiday Reschedule Day	Friday, January 6, 2023
Fall B Module ends	Saturday, January 7, 2023

# 2023 ACADEMIC CALENDAR

## Winter Term 2023

Winter A Module begins	Monday, January 9, 2023
Dr. Martin Luther King Jr. Holiday	Monday, January 16, 2023
Holiday Reschedule Day	Friday, January 20, 2023
Winter A Module ends	Saturday, February 11, 2023
Winter B Module begins	Monday, February 13, 2023
Presidents Day holiday	Monday, February 20, 2023
Holiday Reschedule Day	Friday, February 24, 2023
Winter B Module ends	Saturday, March 18, 2023

## Spring Term 2023

Spring A Module begins	Monday, March 20, 2023
Spring A Module ends	Saturday, April 22, 2023
Spring B Module begins	Monday, April 24, 2023
Spring B Module ends	Saturday, May 27, 2023

## Summer 1 Term 2023

Memorial Day Holiday	Monday, May 29, 2023
Summer 1-A Module begins	Monday, May 29, 2023
Holiday Reschedule Day	Friday, June 2, 2023
Summer 1-A Module ends	Saturday, July 1, 2023
SUMMER BREAK	Monday, July 3– Sunday July 9, 2023
Summer 1-B Module begins	Monday, July 10, 2023
Summer 1-B Module ends	Saturday, August 12, 2023

## Summer 2 Term 2023

Summer 2-A Module begins	Monday, August 14, 2023
Labor Day Holiday	Monday, September 4, 2023
Holiday Reschedule Day	Friday, September 8, 2023
Summer 2-A Module ends	Saturday, September 16, 2023
Summer 2-B Module begins	Monday, September 18, 2023
Summer 2-B Module ends	Saturday, October 21, 2023

## Fall Term 2023

Fall A Module begins	Monday, October 23, 2023
Holiday Reschedule Day Classes	Friday, November 17, 2023
Holiday Reschedule Eve Classes	Wednesday, November 22, 2023
Thanksgiving Holiday	Thursday, November 23, 2023
Fall A Module ends	Saturday, November 25, 2023
Fall B Module begins	Monday, November 27, 2023
HOLIDAY BREAK	Monday, Dec. 25 – Sunday, Dec. 31, 2023
New Year's Day Holiday	Monday, January 1, 2024
Holiday Reschedule Day	Friday, January 5, 2024

# 2024 ACADEMIC CALENDAR

## Winter Term 2024

Winter A Module begins	Monday, January 8, 2024
Dr. Martin Luther King Jr. Holiday	Monday, January 15, 2024
Holiday Reschedule Day	Friday, January 19, 2024
Winter A Module ends	Saturday, February 10, 2024
Winter B Module begins	Monday, February 12, 2024
Presidents Day holiday	Monday, February 19, 2024
Holiday Reschedule Day	Friday, February 23, 2024
Winter B Module ends	Saturday, March 16, 2024

## Spring Term 2024

Spring A Module begins	Monday, March 18, 2024
Spring A Module ends	Saturday, April 20, 2024
Spring B Module begins	Monday, April 22, 2024
Spring B Module ends	Saturday, May 25, 2024

## Summer 1 Term 2024

Memorial Day Holiday	Monday, May 27, 2024
Summer 1-A Module begins	Monday, May 27, 2024
Holiday Reschedule Day	Friday, May 31, 2024
Summer 1-A Module ends	Saturday, June 29, 2024
SUMMER BREAK	Monday, July 1– Sunday July 7, 2024
Summer 1-B Module begins	Monday, July 8, 2024
Summer 1-B Module ends	Saturday, August 10, 2024

## Summer 2 Term 2024

Summer 2-A Module begins	Monday, August 12, 2024
Labor Day Holiday	Monday, September 2, 2024
Holiday Reschedule Day	Friday, September 6, 2024
Summer 2-A Module ends	Saturday, September 14, 2024
Summer 2-B Module begins	Monday, September 16, 2024
Summer 2-B Module ends	Saturday, October 19, 2024

## Fall Term 2024

Fall A Module begins	Monday, October 21, 2024
Fall A Module ends	Saturday, November 23, 2024
Fall B Module begins	Monday, November 25, 2024
Thanksgiving Holiday	Thursday, November 28, 2024
Holiday Reschedule Day Classes	Friday, December 6, 2024
Holiday Reschedule Eve Classes	Wednesday, November 27, 2024
HOLIDAY BREAK	Monday, Dec. 23 – Sunday, Dec. 29, 2024
New Year's Day Holiday	Wednesday, January 1, 2025
Holiday Reschedule Day Classes	Friday, December 20, 2024



## 2025 ACADEMIC CALENDAR

### Winter Session 2025

Winter A Session begins  
Dr. Martin Luther King Jr. Holiday  
Holiday Reschedule Day  
Winter A Session ends  
Winter B Session begins  
Presidents Day holiday  
Holiday Reschedule Day  
Winter B Session ends

Monday, January 6, 2025  
Monday, January 20, 2025  
Friday, January 24, 2025  
Saturday, February 8, 2025  
Monday, February 10, 2025  
Monday, February 17, 2025  
Friday, February 21, 2025  
Saturday, March 15, 2025

### Spring Session 2025

Spring A Session begins  
Spring A Session ends  
Spring B Session begins  
Spring B Session ends

Monday, March 17, 2025  
Saturday, April 19, 2025  
Monday, April 21, 2025  
Saturday, May 24, 2025

### Summer 1 Session 2025

Memorial Day Holiday  
Summer 1-A Session begins  
Holiday Reschedule Day  
Summer 1-A Session ends  
SUMMER BREAK  
Summer 1-B Session begins  
Summer 1-B Session ends

Monday, May 26, 2025  
Monday, May 26, 2025  
Friday, May 30, 2025  
Saturday, June 28, 2025  
Monday, June 30- July 6, 2025  
Monday, July 7, 2025  
Saturday, August 9, 2025

### Summer 2 Session 2025

Summer 2-A Session begins  
Labor Day Holiday  
Holiday Reschedule Day  
Summer 2-A Session ends  
Summer 2-B Session begins  
Summer 2-B Session ends

Monday, August 11, 2025  
Monday, September 1, 2025  
Friday, September 5, 2025  
Saturday, September 13, 2025  
Monday, September 15, 2025  
Saturday, October 18, 2025

### Fall Session 2025

Fall A Session begins  
Fall A Session ends  
Fall B Session begins  
Thanksgiving Holiday  
Holiday Reschedule Day Classes  
Holiday Reschedule Eve Classes  
HOLIDAY BREAK  
New Year's Eve Holiday  
Holiday Reschedule Day Classes  
Holiday Reschedule Eve Classes  
New Year's Day Holiday  
Holiday Reschedule Day  
Fall B Session ends

Monday, October 20, 2025  
Saturday, November 22, 2025  
Monday, November 24, 2025  
Thursday, November 27, 2025  
Friday, December 5, 2025  
Wednesday, November 26, 2025  
Monday, Dec. 22 – Sunday, Dec. 28, 2025  
Wednesday, December 31, 2025  
Friday, December 19, 2025  
Wednesday, December 17, 2025  
Thursday, January 1, 2026  
Friday, January 2, 2026  
Saturday, January 3, 2026