



**DIALYSIS
TECHNOLOGIST
MA**

CNA

DELMON MEDICAL COLLEGE

BRING YOUR CAREER TO LIFE



COLLEGE CATALOG 2019-2020

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INSTITUTIONAL PROFILE

Vision and Mission

Vision

The vision of Delmon Medical College is to provide quality education, technical skills, and professional experience. DMC will be the driving force behind the success of the students.

Mission

The mission of Delmon Medical College is to offer exemplary post-secondary career training programs which provide students with comprehensive knowledge, technical expertise, and values necessary to help attain their educational and professional goals.

Corporate Values

Delmon Medical College (DMC) assists and guides every student during their journey to become a medical professional. The students will serve as participating members of the society through its integration of the corporate values of the educational institution. The following are the corporate values that guide DMC in fulfilling its mission and vision:

Commitment. Delmon Medical College is committed to serve the students, faculty, staff, and the community as well.

Diversity. DMC celebrates and welcomes diversity. The institution seeks to provide education opportunities to all students regardless of gender, race, national origin or ethnicity.

Excellence. DMC believes that every student has the right to the best of education; DMC sets high standards for the students and for ourselves. DMC is determined to reach the best in every student through assessment, strategic planning, curriculum and outcome evaluation.

Knowledge. The faculty members and staff of DMC has a great responsibility. The academic community of DMC molds and shapes the careers of the students. For these reasons, DMC supports the faculty members and other academic staff who are dedicated to the mastery of their chosen area of expertise. Thus, the academe challenges and engages the students in the pursuit of knowledge.

Respect. At DMC, individuals are respected with dignity and worth. The College fosters a climate of trust, support and acceptance. Hence, respect creates a welcoming community which will enhance and touch every facet of student's life.

Institutional Goals

To achieve the vision and mission of the educational institution, DMC is dedicated to:

- Foster academic excellence,
- Offer career-oriented programs that provide students with entry-level skills needed to achieve career goals,
- Provide theoretical and practical training that will enhance practical knowledge and student's confidence

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- Employ qualified and committed faculty members who offer students personalized attention. The faculty members possess adequate knowledge in the field of study and sound technical skills,
 - Provide hands-on training that results in practical knowledge and student's achievement,
 - Teach an up-to-date curriculum and utilize industry-standard technologies,
 - Provide appropriate externship opportunities to fulfill program objectives and give students real life experience,
 - Provide the inspiration to faculty members and the academic personnel to uphold the highest standards of services, and
 - Cultivate an environment that celebrates creativity, diversity and excellence.

The management, faculty, staff and other support services of Delmon Medical College work prudently to fulfill the vision and mission of the educational institution.

Educational Philosophy

DMC aims to provide high quality career-oriented certificate and diploma programs leading to entry-level employment. The educational institution is committed to develop its students a solid foundation of technical skills, professionalism, and knowledge. The College seeks to grow its reputation for excellent career training among the students. Thus, the students will be equipped to provide reasonable services for career and technical education. To fulfill these objectives and goals, the educational institution employs a full array of educational techniques and tools to provide the students with appropriate skills needed in a medical field.

The educational philosophy encompasses tools and techniques as follows:

- **Career Education.** Occupational courses and skills development respond to the needs of the community and industry. Thus, student will prepare to receive professional credentials, i.e., certificate, diploma and associate degrees.
- **Employable Skills.** Students are prepared to become reliable, desirable, and trainable medical professionals. Thus, the chances of placement and employability after graduation will be relatively high.
- **Practical Courses.** Academic courses were designed to provide a practical entry level education. These prepares the students to meet their needs to navigate the highly technical environment of the modern industry.
- **Hands-on Training.** Students learn through onsite job-related projects and case studies.
- **Industry Orientation.** Trainings are shaped and geared to needs of the industry and entry-level requirements. Continuous feedback from industry experts provide relevant and up-to-date educational preparation.
- **Motivational Enhancement.** Special attention is given to build a set of positive and appropriate motivational attitudes. These set of attitudes help the students enhance their own self-confidence and achieve an improved self-image.
- **Small Classes.** Class sizes are limited to support individualized attention, personalized instruction and an engaging learning environment. This fosters active learning to the students.

STATE APPROVAL

Delmon Medical College is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE).

The following are the approved programs:

- Dialysis Technologist Training Program (DTTP)
- Medical Assistant Diploma Training Program (MADTP)
- Basic Nursing Assistant Training Program (BNATP)

Complaints against this school may be registered with the Illinois Board of Higher Education (IBHE) at:

Illinois Board of Higher Education

Private Business and Vocational Schools (PBVS)

1 North Old State Capitol Plaza, Suite 333

Springfield, Illinois 62701-1377

Phone: (217) 782-2551

Fax: (217) 782-8548

TTY: (888) 261-2881

E-mail: info@ibhe.org

Website: www.ibhe.org

Link to the Online Complaint System:

<http://complaints.ibhe.org/>

DISCLOSURE OF OWNERSHIP AND CONTROL

Delmon Medical College (DMC) operates as Delmon Medical College, LLC. DMC is a limited liability company under the Illinois Limited Liability Company Act; 805 ILCS 180/1-1.

Administration

Business Operations and IT Services

Chief Executive Officer ceo@delmonmedicalcollege.com

College Administration

President president@delmonmedicalcollege.com

Academic Affairs, Admissions, Curriculum and Instruction, Externship and Career Services

Vice President of Academic Affairs,
Interim Title IX Coordinator vpaa@delmonmedicalcollege.com

School Records, Instructional Support, Library Services and Student Services

Director of Academic Operations
Registrar, Interim Confidential Advisor registrar@delmonmedicalcollege.com

Programs and Institutional Codes

The educational institution offers the following programs of study: Dialysis Technologist Training Program (DTTP), Medical Assistant Diploma Training Program (MADTP) and Basic Nursing Assistant Training Program (BNATP).

Table of Institutional Codes

Programs/Courses of Instruction	Institutional Code
Dialysis Technologist Training Program	DTTP
Medical Assistant Diploma Training Program	MADTP
Basic Nursing Assistant Training Program	BNATP

Equipment and Facilities

The school campus is located at 7301 N. Lincoln Avenue Suite 205, Lincolnwood, Illinois 60712. The location is a 6,973 square-foot facility. DMC occupies more than 1,200 square feet in the facility. This facility houses the educational institution's classrooms and equipment. The location map is shown in Figure 1.

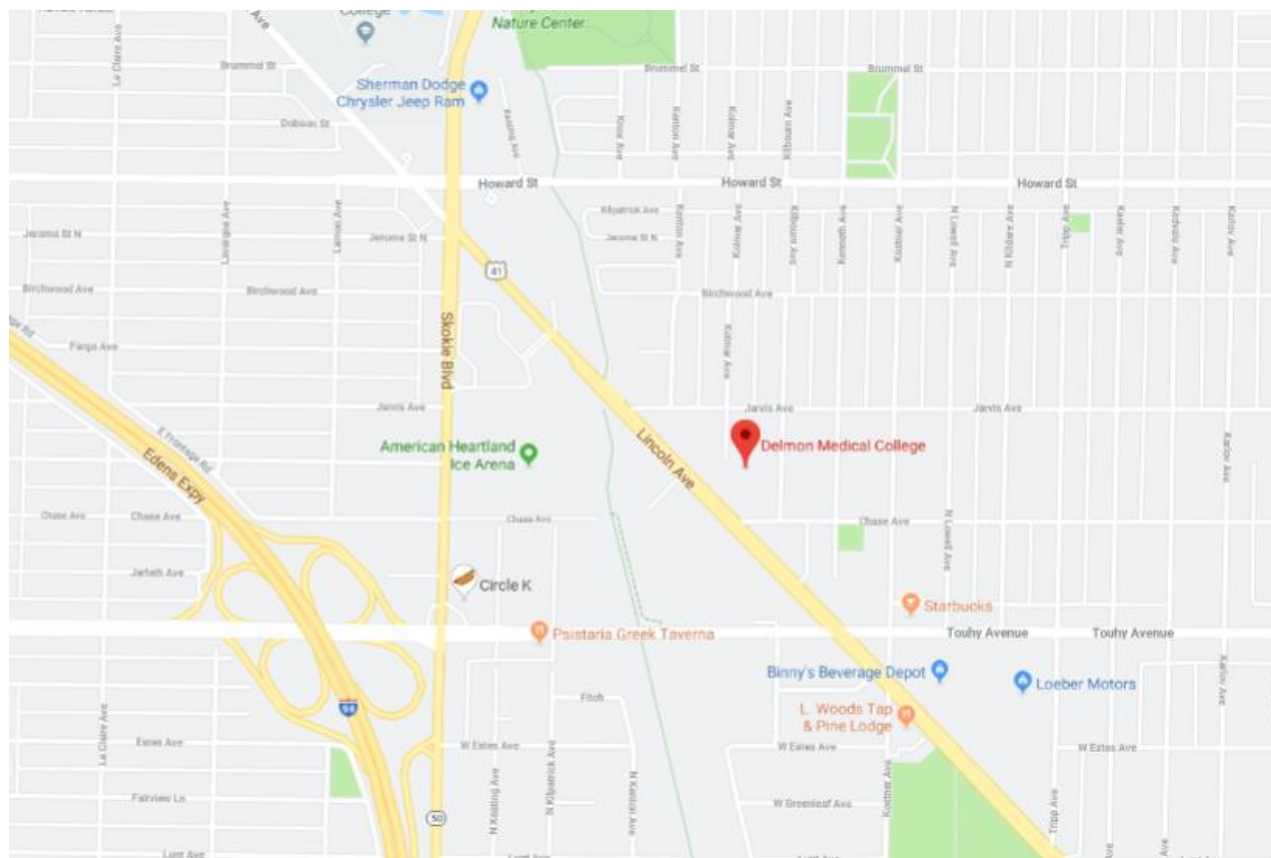


Figure 1: Campus Location

DMC houses a learning resource center. It holds more than 300 volumes of serials, books and other printed materials. There are 3 administrative rooms and 2 classrooms. A reception area and lounge are also available for students and visitors.

The school's laboratory is equipped with 6 dialysis machines. This complements the didactic learning of the students.

ACADEMIC CALENDAR 2019-2020

Dialysis Technologist Training Program (DTTP)

April 2019 Cohort

Term	Date	Day(s)	Event
1	April 29, 2019	Monday	Orientation of New Students
	April 29, 2019	Monday	First Session of Term 1
	May 29, 2019	Wednesday	Last Day to Withdraw
	September 09, 2019	Monday	Last Session of Term 1
	September 16, 2019	Monday	Last Day for Makeup Exam
	September 10-15, 2019	Tuesday-Sunday	Term Break
2	September 16, 2019	Monday	First Session of Term 2
	December 21, 2019 – January 05, 2020	Saturday-Sunday	Holiday Break
	March 02, 2020	Monday	Last Session of Term 2
	March 09, 2020	Monday	Last Day for Makeup Exam

Dialysis Technologist Training Program (DTTP)

August 2019 Cohort

Term	Date	Day(s)	Event
1	August 26, 2019	Monday	Orientation of New Students
	August 26, 2019	Monday	First Session of Term 1
	September 25, 2019	Wednesday	Last Day to Withdraw
	January 24, 2020	Friday	Last Session of Term 1
	January 31, 2020	Friday	Last Day for Makeup Exam
	December 21, 2019 – January 05, 2020	Saturday-Sunday	Holiday Break
	January 25, 2020 – February 02, 2020	Saturday-Sunday	Term Break
2	February 03, 2020	Monday	First Session of Term 2
	August 07, 2020	Friday	Last Session of Term 2
	August 14, 2020	Friday	Last Day for Makeup Exam

Medical Assistant Diploma Training Program (MADTP)
November 2019 Cohort

Term	Date	Day(s)	Event
1	November 19, 2019	Tuesday	Orientation of New Students
	November 19, 2019	Tuesday	First Session of Term 1
	December 19, 2019	Thursday	Last Day to Withdraw
	April 18, 2020	Saturday	Last Session of Term 1
	April 25, 2020	Saturday	Last Day for Makeup Exam
	December 22, 2019 – January 06, 2020	Sunday-Monday	Holiday Break
	April 19, 2020 – April 27, 2020	Sunday-Monday	Term Break
2	April 28, 2020	Tuesday	First Session of Term 2
	November 07, 2020	Saturday	Last Session of Term 2
	November 14, 2020	Saturday	Last Day for Makeup Exam

OFFICIAL CALENDAR OF HOLIDAYS

Delmon Medical College observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- A day after Thanksgiving Day
- Christmas Eve
- Christmas Day

HOURS OF OPERATION

Delmon Medical College is open from 9:00 a.m. to 6:00 p.m., Mondays through Thursdays. and 9:00 a.m. to 4:00 p.m, Fridays.

CLASS TIME

Although individual student schedules may vary, day classes normally meet Mondays through Saturdays from 9:00 a.m. to 3:30 p.m.

STUDENT CONDUCT POLICY

All students are expected to respect the rights of others and are held responsible for conforming to the federal, state and local governments. Students are expected to conduct themselves in a manner consistent with the best interests of DMC and of the student body.

DMC reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons:

- possession of firearms on campus property;
- failure to maintain satisfactory academic progress (SAP);
- failure to pay institution fees and/or tuition by applicable deadlines;
- disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/ or persistent disrespect of personnel or students);
- posing a danger to the health or welfare of students or other members of the campus community;
- theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations;
- or failure to comply with the policies and procedures of Delmon Medical College.

The list of examples is not intended to be all-inclusive. DMC reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the Institution. Students may be required to appear before the Academic Review Board to respond to disciplinary charges. In some circumstances, a senior management officer may act on behalf of DMC. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's dismissal.

DRUG-FREE ENVIRONMENT

DMC prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity. Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

FACULTY

Faculty members are the cornerstone of all educational institution. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Faculty members bring a high level of professionalism to the classroom and are recognized by their academic and industry peers.

GRIEVANCE POLICY

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first incident of a problem or concern. This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

NOTE: This Grievance Procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in different sections of this catalog. Delmon Medical College will investigate all complaints or grievances fully and promptly.

The following steps listed below are part of the Grievance Policy. It is essential to follow these steps in to solving a student's complaint:

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Vice President of Academic Affairs (VPAA).

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may appeal to the College President. To do so the student must submit to the College President a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far.

The College President will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal's merits based upon the evidence presented in a fair and equitable manner. The President will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

Step 3 – If student is still not satisfied with the decision of the administration, the student may bring his/her complaint or grievance to the Illinois Board of Higher Education (IBHE). Information for the Illinois Board of Higher Education (IBHE) is indicated below:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
Phone: (217) 782-2551; **Fax:** (217) 782-8548; **TTY:** (888) 261-2881
General Information: info@ibhe.org

Institutional Complaint Hotline: (217) 557-7359;
IBHE Complaints Website: www.complaints.ibhe.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects certain rights of students with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Institution receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Office of Registrar and Admissions and submit to that office a written request that identifies the record(s) the student wishes to inspect. The school official will decide for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Office of Registrar and Admissions, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institution discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Institution who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by the Institution without prior consent if:

(1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or

(2) the information is needed to protect the health or safety of the student or other individuals in an emergency. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202

Below is a listing of the disclosures that post-secondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A post-secondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within the Institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions,
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer,
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or

which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid,

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction,
- To accrediting organizations to carry out their accrediting functions,
- To comply with a judicial order or lawfully issued subpoena,
- To appropriate officials in connection with a health or safety emergency,
- Information the school has designated as “directory information” may be released at the school’s discretion. The Institution has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Registrar’s Office within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled,
- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding, and
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

REQUESTS FOR ACCOMMODATIONS

Students with disabilities may contact the Student Services for special accommodations. Any student that is requesting special accommodations for examinations will be considered if the student has a diagnosis of a disability or difficulty requiring such accommodations. It is the student’s responsibility to provide the College with a copy of such a diagnosis and required accommodations to the school, at the time of registration. Personal Identification Information (PII) are used in compliance with security and privacy laws of United States.

Upon admission students must do the following:

- Meet with the VP of Academic Affairs or his/her authorized representative,
- Furnish appropriate documentation of the disability, and
- Discuss and agree to appropriate accommodations.

INSTITUTIONAL POLICY

Students are required to be familiar with the information presented in this college catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling at DMC,

students will agree to accept and abide by the terms stated in this catalog. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement is binding.

SEXUAL HARASSMENT POLICY

DMC is committed to the College's Sexual Harassment Policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. **Sexual harassment will not be tolerated.**

Should a student feel that he/she has been sexually harassed; the student should immediately inform the Title IX Advisor or Confidential Advisor. If the matter is not resolved to the student's satisfaction, or the student is not comfortable in addressing the issue with the Title IX Advisor or Confidential Advisor, the student may elevate the issue to the College President. If the matter is then not resolved to the student's satisfaction, the student may reach out to Board of Directors.

TITLE IX COORDINATOR

The Title IX Coordinator is responsible for investigating any incidents of sexual misconduct that are reported to Delmon Medical College. However, the students may opt to report any incident directly to the Confidential Advisor. The Vice President of Academic Affairs is the Interim Title IX Coordinator for academic year 2019-2020.

CONFIDENTIAL ADVISOR

The Confidential Advisor is trained to provide emergency and ongoing support to survivors of sexual violence. The Advisor can maintain the confidentiality in many situations. Incidents reported to the Confidential Advisor may not be reported to the Title IX Coordinator. The Director of Academic Operations is the Interim Confidential Coordinator for academic year 2019-2020.

STUDENT SERVICES INFORMATION

Course Materials

DMC reserves the right to make changes in equipment and instructional materials:

- Instructors may require students to purchase additional course materials during a class.
- Students may need to purchase replacement or additional supplies during the term.
- Books and supplies issued to students must be returned in mint condition before the end of the first week of the term if they no longer need them because of a schedule change or because they become withdrawn or dismissed from DMC
- They will be charged the cost of any unreturned items, or any items returned that are not in like new condition, as determined by the sole discretion of the school. It is the students' responsibility to keep and protect books and supplies that are issued to them. They will be responsible for the cost of replacing any items that are lost, stolen, or no longer usable.

Some courses require that students reuse the same book and/or supplies that are utilized in earlier coursework.

- It is the students' responsibility to keep any books and supplies issued to them.
- If they need to replace a book or supplies previously issued for any reason, they will be responsible for the cost of purchasing these replacement items.
- If students are required to repeat a previously attempted course for which they were charged tuition due to earning an F or W it is their responsibility to keep any books and supplies issued to them for their previous attempt. They will only be issued new books and supplies if the school has changed the required books and supplies from the time, they originally attempted the course.

RETURN OF COURSE MATERIALS

If a student drops a course or is withdrawn or dismissed from DMC before the end of the Add/Drop period, students must return the books and supplies issued to them. The books and supplies must be returned in mint (like-new) condition, as determined by the school in its sole discretion.

E-BOOK AGREEMENT

Upon admission, DMC students will be provided with portable devices for using e-books. However, certain courses may not have available learning content or tools. The student agrees that by accessing e-books provided by the Institution, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights. This arrangement is available for DTTP, BNATP, and MADTP students. In case of withdrawal, the student may be asked to return the portable device and access to the learning content or tools may be terminated.

LIBRARY

The campus has an on-site resource center which houses a collection of healthcare related books, periodicals and other printed materials. The College has an agreement with Lincolnwood Public Library, located 1.5 miles away from the campus. The learning resource center is open at normal business hours.

ACADEMIC ASSISTANCE

Students are encouraged to utilize the school's resources for academic assistance. Tutoring will be available and arranged for students in need for extra academic guidance and assistance. Further academic assistance and laboratory time can be scheduled at specific times. Individual matters of concern can be discussed with the during the meeting. All DMC administrators maintain an "open door" policy and are available without an appointment for questions or concerns.

STUDENT'S RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- ❖ The school's accrediting and licensing agencies,
- ❖ The school's programs, facilities and faculty,
- ❖ The cost of attending DMC,
- ❖ The financial assistance available,
- ❖ How to submit appeals under various school policies, and
- ❖ The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility.

All students have the following responsibilities:

- ❖ To review and consider all aspects of the School program before enrolling,
- ❖ To complete financial aid applications accurately and truthfully,
- ❖ To provide additional documentation, verification, correction, etc. as requested by the School or agency,
- ❖ To read, understand and keep copies of all forms received,
- ❖ To notify the school of any change in their financial circumstances,
- ❖ To notify the school and the lender of a name or address change,
- ❖ To understand the school's refund policies, and
- ❖ To sign all required certification statements.

REGISTRATION FEE

The non-refundable registration fee is \$60.

ENROLLMENT AGREEMENT

Applicants must complete an enrollment agreement prior to acceptance. It is the intent of the College to enroll students who are more likely to complete and benefit from the training the College provides. The College reserves the right to deny admission to any applicant whose conduct or behavior has not met with the minimum requirements of the training program. Admission to the DMC does not guarantee entrance in any program of study. For all programs, proof of High School Diploma, GED, or its equivalent must be submitted at the time of enrollment.

CANCELLATION POLICY

Students enrolled in courses at DMC can withdraw only after submitting a written request letter addressed to the Office of Registrar and Admissions:

- Failure to attend classes or notifying the instructor does not constitute and authorized withdraw from courses.
- Students have the right to cancel the Enrollment Agreement until midnight of the 5th business day after the date of admission but prior to the first day of class. All registration fees, tuition and other charges shall be refunded to the student.

Upon processing the withdraw, the tuition charge will be reduced according to the terms and conditions of the DMC's Refund Policy.

REFUND POLICY

The school shall, when written notice of cancellation is given, provide a refund in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the 5th business day after the date of enrollment but prior to the close of business on the student's 1st day of class, all application-registration fees, tuition and any other charges shall be refunded to the student
- b. When notice of cancellation is given after midnight of the 5th business day following acceptance but prior to the close of business on the student's 1st day of class attendance, the school may retain no more than the application-registration fee or 50% of the cost of tuition, whichever is less
- c. When notice of cancellation is given after the student's completion of the 1st day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges, the cost of any books or materials which have been provided by the school.
- d. When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of tuition and other instructional charges in accordance with whichever of the following applies:
 1. All other school regulated under this section may retain an amount computed prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application-registration fee and the entire tuition and other charges.
 2. The refund policy for short courses up to 20 clock hours shall refund prorated up to 60% completion of the course.
- e. A student who has on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the 5th business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
- f. An applicant that was not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- g. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of the tuition, whichever is less.
- h. Deposits or down payments will become part of tuition.
- i. The school shall mail a written acknowledgment of a student's cancellation or written withdraw to the student within 45 calendar days of the postmark date of notification
- j. All students' refunds shall be made by the school within 45 calendar days from the date of the receipt of student's cancellation.
- k. A student may give notice of cancellation to the school in writing. The unexplained absence for more than 21 calendar days shall constitute notice of cancellation to the school. The last day of attendance shall be considered for cancellation purposes.
- l. The College shall refund all monies paid to it in any of the following circumstances:

1. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current copy of the catalog or brochure.
2. The school cancels or discontinues the course of instruction in which the student has enrolled.
3. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

DMC reserves the right to dismiss any student whose conduct or attendance does not meet College's current conduct policies and procedures. A student can be dismissed if he/she has been absent for more than 10% of the required classes in the applied courses or has been involved in conduct proved being disruptive to the education process or to the school's property. The student can be dismissed if he/she has not paid tuition payments as agreed. The dismissal procedure is issued after the second written notice to the student and with the DMC President's approval. A student who has been dismissed can apply for new enrollment after 90 calendar days. DMC reserves the right to cancel and postpone any start due to low or insufficient enrollment. Students will be notified before the first-class meeting and the school will reschedule courses accordingly.

TUITION

DMC will accept all financial payments by cash, credit card, check or money order payable to Delmon Medical College, LLC. The cost of the course includes tuition, textbooks and other exam fees. Payment plans are available upon request. All tuition payments are due in full prior to taking any certification examination. A \$25.00 fee will be charged for returned checks or failed transactions.

Tuition and Fees Table

Programs	Tuition	Book Costs and supplies (Covered in Program Tuition)	Registration Fee (non-refundable)	Other Cost (Covered in Program Tuition)
Dialysis Technologist Training Program (DTTP)	\$16,000	included	\$60	included
Medical Assistant Diploma Training Program (MADTP)	\$16,000	included	\$60	included
Basic Nursing Assistant Training Program (BNATP)	\$ 1,200	included	\$60	included

STATEMENT OF NON-DISCRIMINATION

Delmon Medical College does not discriminate based on race, color, national origin, sex, disability, or age in its educational programs and activities and provides equal access to the training programs the College offers.

The Office of the Vice President of Academic Affairs (VPAA) has been designated to handle inquiries regarding the non-discrimination policies:

Office of the Vice President of Academic Affairs
vpaa@delmonmedicalcollege.com

For further information on notice of nondiscrimination, please visit The Office of Civil Rights Discrimination site: [Office for Civil Rights Discrimination Complaint Form](#) for the address and phone number of the office serves your area, or call 1-800-421-3481.

ADMISSIONS INFORMATION

Admissions Policy

Students should apply for admission to secure acceptance for a specific program. The admission policy is designed to ensure that only qualified applicants are admitted to the College.

General Admission Requirements

The following are required as general admission at Delmon Medical College:

- Must be at least 18 years of age; and
- Must hold a high school diploma or a state recognized equivalent, such as a General Education Diploma (GED) or its equivalent.

Admission Requirements

The following are the admission requirements for Delmon Medical College:

- Must pass an entrance exam;
- Must submit an essay of at least 500 words (2 pages double spaced); and
- Admission is subject to the outcome of the program faculty interview as the case maybe.

ENTRANCE EXAM PRE-TEST POLICY

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 24 hours waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a minimum 48 hours waiting period. **If the applicant is unable to achieve the required score on this third attempt, the exam may not again be attempted until after a one year waiting period.**

Admission Process

The following must be completed or provided during the enrollment process:

- Complete an interview with an admissions representative,
- Complete the admission packet,
- Pay a registration fee of \$ 60 (non-refundable),

- Provide a copy of valid, government-issued photo ID (State ID/Driver's License or passport),
- Provide proof of a high school diploma, GED, or its equivalent,
- Complete a background check as applicable, and
- Fill out and sign enrollment agreement packet,

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

ENGLISH PROFICIENCY

Delmon Medical College does not offer English as a Second Language Training Program (ESLTP). Students should provide a proof of English proficiency. TOEFL scores, IELTS scores or its equivalent are acceptable as a proof of English proficiency.

INFORMATION FOR STUDENTS WHO HAVE A FELONY(S):

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. In addition to the general institutional requirements, applicants to allied health programs are subjected to a background check. Based upon the results of the background check, applicants may not be admitted to Delmon Medical College.

Agencies and institutions that accept our students for clinical externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug related) might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of DMC.

PROOF OF GRADUATION

Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student's first scheduled class(es). It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide documentation of high school graduation or its equivalent will have his or her enrollment canceled. Once a student's enrollment is canceled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation.

Documents accepted as proof of High School Graduation/GED are the following:

- ❖ Valid copy of High School Diploma,

- ❖ Valid copy of GED Diploma,
- ❖ Valid High School transcript with graduation date indicated, and/or
- ❖ High School Graduation or passing GED verification letter on school, state or school board letterhead.

ACADEMIC INFORMATION

Professionalism

DMC believes in providing skills-based education to its students in different disciplines. One of the primary goals of our college is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. As a result, DMC expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

ACADEMIC INTEGRITY

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy. The following outlines criteria for the academic honesty policy:

- Students are expected to demonstrate academic integrity by completing their own work assignments and assessments
- Effective planning and progress must be accomplished for students to be successful in their program of study
- Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program director and/or Vice President of Academic Affairs for appropriate sanctions or disciplinary actions

Examples of academic dishonesty include, but are not limited to:

Cheating – Cheating includes, but is not limited to, the following:

- using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor
- using or borrowing information from another person, or submitting someone else's work as one's own work; using work previously submitted for another purpose, without the instructor's permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated

Plagiarism – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to:

- using words, word passages, pictures, etc. without acknowledgment
- paraphrasing ideas without quotation marks or without citing the source

- submitting work that resembles someone else's beyond what would be considered a tolerable coincidence
- ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning

Accessory to Dishonesty – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly

Falsification or Alteration of Records and Official Documents – The following are examples of acts under this category, but the list is not exhaustive:

- altering academic records
- forging a signature or authorization on an academic document
- or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance

Software Code of Ethics – Unauthorized duplication of copyrighted computer software violates the law and is contrary to the Institution's standards of conducts

Disregard of the Academic Honesty Policy: Penalties and Procedures

- 1st offense:
 - Student receives a zero for the assignment
 - Instructor notifies the program director and Vice President of Academic Affairs of the second offense, and
 - Student Advising Session is conducted by the program director to review, at a minimum, further consequences of any additional repeat offenses
- 2nd offense:
 - Student automatically fails the course and the Vice President of Academic Affairs determines any further actions

ACADEMIC HONORS

Each term, full time students who have achieved a grade point average (GPA) of 3.91 and above will be named to the President's List. Students who have achieved a GPA of 3.75–3.90 will be named to the Honors List. Only grades received before the academic honors list is compiled will be considered in determining the eligibility. Upon successful completion of the program requirements, a graduate with a cumulative grade point average (CGPA) of 3.5 or above will be recognized with Academic Honors.

Upon successful completion of program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- With Highest Honors: 3.90 – 4.0
- With Honors: 3.50 – 3.89

ATTENDANCE POLICY

Regular classroom attendance is not only an essential ingredient for academic achievement but is also a fundamental building block for success after graduation. As part of the course

requirements, students must attend at least 70 percent of the scheduled course time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical/externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures.

Acceptable documented reasons for lateness or absence include illness, death in family, court appearances, and job interviews. Every effort should be made to notify the instructor in advance of absence. Students are provided with military leaves in accordance with and to the extent required by applicable law. Military Service will be considered an excused absence. Documentation must be presented to the instructor and VP of Academic Affairs.

START DATES

Student enrollments are accepted year around (please also see the Academic Calendar). Enrollments for each class are accepted until the available space is filled.

DRESS CODE STANDARDS

The College's dress standards are designed to promote an environment of safety and professionalism. Students in the Allied Health related training programs will be required to wear school-issued uniform scrubs and to comply with other dress standards.

PHOTO RELEASE

DMC may take photos on occasions. Any students involved in photo sessions will be asked to sign a release and consent form to allow DMC to post the image for publishing or advertisement purposes.

HEALTH SERVICES

There are no health services on campus. In case of emergency or during a medical incident, students will be asked to contact their own health care provider, or the paramedics will be called on behalf of the students.

SATISFACTORY PROGRESS

The College's Satisfactory Progress Policy establishes standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that students' progress toward and achieve the objectives set forth in each training program. The standards for the College's Satisfactory Progress Policy fall into three main areas:

- Academic Progress,
- Attendance and Punctuality, and
- Maximum Time of Completion.

ACADEMIC PROGRESS

Student grades are based upon the level of attainment of the stated objectives contained in each program's curriculum and lesson plans. The College's Satisfactory Progress policy establishes a minimum grade performance level for student achievement. Grades Students must earn a minimum final course grade of 70% (C) for each course in order to receive a degree or diploma. To maintain satisfactory progress, a student must maintain a minimum 2.0 cumulative GPA. Students who earn a failing grade in a course must retake that course. During the retake of the course, the student will be placed on either Course Repeat Probation or Academic Probation for that term. Students who are still failing to make satisfactory progress after the warning period will have their enrollment terminated.

GRADES

Grades Students must earn a minimum final course grade of 70% (C) for each course in order to receive a degree or diploma. To maintain satisfactory progress, a student must maintain a minimum 2.0 cumulative GPA. Students who earn a failing grade in a course must retake that course. During the retake of the course, the student will be placed on either Course Repeat Probation or Academic Probation for that term.

GRADING SYSTEM

Delmon Medical College adopts the following grading scale in all courses:

Letter Grade	Numerical Grade	Grade Point	Description
A	100.00-90.00	4.0	Outstanding
B	89.99-80.00	3.0	Above Average
C	79.99-70.00	2.0	Average
F	69.00 and below	0.0	Not Passing (Failure)
TC	N/A	N/A	Transfer Credit
W	N/A	N/A	Withdrawn
NG	N/A	N/A	No Grade (No Credit)

INCOMPLETE GRADES

If a student, because of extraordinary circumstances, is unable to complete necessary work by the last day of the course, an incomplete grade may be granted by the Instructor. Incompletes are granted only if prior arrangements, have been made for the completion of the work. The deadline may not extend beyond ten days after the end of the course in question. The incomplete is a temporary grade, and if the work has not been completed by the arranged deadline, a zero is granted for the missing work and the final grade is calculated. If the final grade is a failing grade, the student will be required to repeat the course.

ATTENDANCE AND PUNCTUALITY

Attendance is required each day that class is held, and students are expected to arrive on time for class. The College's Satisfactory Progress Policy establishes a 70% attendance requirement in each course of training. Students may miss no more than 30% of the course's scheduled training

hours. All absences, early leaves, and tardiness, regardless of reason, are recorded. No absences are excused. Students who arrive late for class or leave early are tardy. A student who misses in excess of 30% of the scheduled hours is required to obtain approval from the Program Director to make up that portion of time during the course. Documentation for absences is required to obtain approval from the Program Director or the Director of Academic Operations for make-up work. Students who continue to be tardy or absent after exceeding the 30% standard, or students who fail to provide acceptable documentation for absences, will face interruption of training. Acceptable documented reasons for lateness or absence include:

- Illness,
- Death in family,
- Court appearances,
- Military Services, and
- Job interviews.

Every effort should be made to notify the Instructor, Office of Registrar and Admissions or the VP of Academic Affairs in class absences. Documentation must be presented to the VP of Academic Affairs in a timely manner.

GRADE APPEALS

To appeal a final grade, the student must complete the Grade Appeal Form. The form must include a fully stated reason for the requested change with all documentation and be submitted to the Vice President of Academics within five (5) days of the start of the subsequent term. Upon investigating the request, the Vice President of Academic Affairs will decide the right course of action. The decision of the Vice President of Academic Affairs is final and notification of the decision will be in writing. The completed Grade Appeal Form will be kept in the student's file.

REPEAT OF COURSES

Students who withdraw from school during a course (including interruptions for excessive absences or for failure to make tuition payments) or who receive a failing grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt at a course. Third attempts are permitted only under special circumstances and only with the President/VP of Academic Affairs authorization. During a second or third attempt of a course, tuition payments will continue. After a failed third attempt of a course, the student will be terminated from the program.

PROBATION POLICIES

The College maintains a step-by-step warning and probation system which alerts students to conditions of unsatisfactory progress. The Office of Vice President of Academic Affairs monitors student performance in the areas of academic progress, attendance and punctuality, and applies the warning and probation system as necessary. Written probations notify students that they are in danger of violating the school's Satisfactory Progress Policy. In the case of unsatisfactory progress, written probations notify students that continued unsatisfactory progress will result in termination from the training program. **Probation Policies listed in increasing order of severity:**

Attendance Probation

Applied when a student reaches the maximum allowable absences (equal to 30 % of the scheduled hours). This probation is a written warning. If the student does not fulfill the conditions of the probation by the end of the course, the student will be placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after successful completion of the course.

Final Warning Attendance Probation

Issued when a student accumulates excessive absences and make up work is required. If the student does not fulfill the conditions of the probation by the end of the course, enrollment will be terminated. Probation is lifted after successful completion of the course.

Course Repeat Probation

Applied when a student attempts a course for a second time and is meeting GPA and Pace of Completion requirements. If the student does not fulfill the conditions of the probation by successfully completing the course, enrollment will be terminated.

ACADEMIC WARNING

Applied when a student attempts a course for a second time, and the SAP evaluation has determined that the student is not making satisfactory progress. If the student does not successfully complete the course and make satisfactory progress, the student's enrollment will be terminated, unless, according to the school's Registrar, satisfactory progress cannot be re-established in the current term but can be re-established in subsequent terms. Under these specific circumstances, the student may engage the appeals process and if accepted by the President/VP of Academic Affairs, be placed on probation under an Academic Plan, and be permitted to continue into the next term after successfully completing the course but still failing to make satisfactory progress. Academic and Financial Aid Warning may not be applied in consecutive terms.

ACADEMIC PROBATION

Applied when a student has successfully appealed to the President/VP of Academic Affairs following a loss of financial aid eligibility, as described in "Appeals and Academic Probation" above. As part of the appeal, the President/VA of Academic Affairs may place the student on an Academic Plan. If the student fails to successfully complete the course(s) in the term and make satisfactory progress, or the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated. Academic Plan may accompany a student's Academic Probation and specifies the level of performance the student must meet in order to maintain enrollment eligibility. The student's progress is monitored by the Registrar. If the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

ACADEMIC PLAN

An Academic Plan may accompany a student's Academic Probation and details the level of performance the student must meet in order to maintain enrollment eligibility; the student's progress will be monitored by the Registrar office. If the students fail to meet the requirements of the Academic Plan, the student's enrollment will be terminated.

SATISFACTORY PROGRESS/ FINAL ATTEMPT PROBATION:

Applied when a student reaches the maximum number of failures and/or interruptions to training and must successfully complete all attempted remaining courses. If at any time the student does not fulfill the conditions of probation, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

Disciplinary Warning Probation. Applied as a final warning when a student violates the rules and regulations of the College. If the student does not fulfill the conditions of probation at any time, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

Satisfactory Progress/Final Attempt Probation. Applied when a student reaches the maximum number of failures and/or interruptions to training and must successfully complete all attempted remaining courses. If at any time the student does not fulfill the conditions of probation, enrollment will be terminated. Probation is in effect for the remainder of the student's training

Violation of Satisfactory Progress. If a student fails to achieve at or above the minimum grade requirement within the maximum time of completion established by the Satisfactory Academic Progress (SAP) Policy, the student's enrollment may be terminated.

TERMINATION OF TRAINING

The College makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to suspend or terminate a student's training. The reasons for this action include not maintaining satisfactory progress, excessive absences or tardiness, improper conduct, inability to maintain the required grade average, or failure to fulfill financial obligations to the school.

REQUEST FOR REINSTATEMENT FOLLOWING TERMINATION OF ENROLLMENT

A student whose enrollment has been terminated must apply to the school's Vice President of Academic Affairs in writing to request reinstatement. The student must explain to the Vice President of Academic Affairs the circumstances which caused the student to be terminated from the College. The student then must come into the school and meet with the VP of Academic Affairs. If, in the opinion of the VP of Academic Affairs, conditions exist which warrant the reinstatement of the student, the student will be placed on written probation. Documentation will be required by the VP of Academic Affairs to support any special conditions leading to reinstatement.

WITHDRAWALS

Upon approval, students may arrange for withdrawal from training. If possible, withdrawals should be scheduled at the end of the course so that the student may obtain credit for that portion of the program.

RESUMPTION OF TRAINING

Students should plan withdrawals carefully because normal curricular changes may result in scheduling difficulties for students who have interrupted their studies. Students may only resume their training at the beginning of a course.

MAKE UP EXAMS

Some circumstances are inevitable. Delmon Medical College recognizes that some events are beyond the control of the students and their life situations. Students may take make up exams as deemed appropriate. The dates for make-up exams are listed in the Academic Calendar.

TRANSFER OF CREDIT TO OTHER SCHOOLS

DMC does not guarantee the transferability of courses/credits to another school, college or university. Official transcript of records (TOR) should be sent to the Office of Registrar and Admission. Transfer credits will be determined within 30 days from receipt of the TOR.

COURSE REPEATS

In order to meet the graduation requirements, the student who earned an “F” or “W” grade must repeat any required course in which such grades were earned. Students will not be allowed to repeat courses they have already passed.

GRADUATION REQUIREMENTS

To graduate, a student must earn a minimum of a 2.0 Cumulative Grade Point Average. This also include the completion all the academic/externship requirements. Students must also be current on all financial obligations to receive official transcripts. Only students who have completed or are scheduled to complete their requirements for graduation will be eligible to participate in the graduation ceremony. The actual credential and official transcript will not be issued until all academic/externship requirements are completed and graduation requirements have been fulfilled.

EXTERNSHIP

Externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students are expected to obey the rules and regulations of the externship site as well as the program of the study. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

EXTERNSHIP ASSIGNMENT

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the educational institution and that are convenient for the students, however, this may not always be possible. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

STUDENT RECORDS

Students must submit a written request to the College to access copies of their records during business hours. Students are not allowed to request/access other students’ records under any

circumstances. It will take up to 2 weeks for the records to become available and release to the student. All student records will be kept in a secure location on-site up to three years.

TRANSCRIPT AND CERTIFICATE OF COMPLETION REQUEST

Students must submit a written request to the Office of Registrar and Admission to obtain a transcript and/or a Certificate of Completion (COC). An official Transcript/COC will be issued to the student as part of the graduation documents. The first copy is free; however, a second copy will cost \$15. An expedited Transcript/COC will cost \$20 fee plus shipping costs. After the completion of the program, a minimum of 30 calendar days is required to prepare and release Transcript and COC. Students that didn't fulfill their academic and financial obligations will not receive a Transcript or COC. These will be held until the student will complete his/her obligations.

SCHOLARSHIP AND ADMINISTRATION FEES

DR. JAMES K. YEUNG SCHOLARSHIP FUND

Delmon Medical College manages the Dr. James K. Yeung Scholarship Fund. The James K. Yeung, M.D. Scholarship is available to applicants based on their academic placement test (taken upon enrollment). Qualified students enrolling in DMC's Dialysis Technologist Training Program (DTTP) and Medical Assistant Diploma Training Program (MADTP) will receive a merit scholarship of \$2,500. This scholarship does not apply to students enrolled to Basic Nursing Assistant Training Program (BNATP).

SCHEDULE OF TUITION FEES

Program	Tuition
Dialysis Technologist Training Program (DTTP)	\$ 16, 000
Medical Assisting Diploma Training Program (MADTP)	\$ 16, 000
Basic Nursing Assistant Training Program (BNATP)	\$ 1, 200

Certification Fees (Included in the Program Cost)

The following are included in the program cost:

Program	Name of Certification Exam	Amount
DTTP	BONENT Certified Hemodialysis Technologist/Technician (CHT) ¹	
		PPE \$ 220.00
		CBT \$ 250.00
DTTP	NCCT Phlebotomy Technician (NCPT) ²	\$ 90.00
DTTP, MADTP, BNATP	CPR Certification (includes CPR book) ³	\$ 60.00

¹Eligibility to take the Certification Exam as a Certified Hemodialysis Technologist/Technician (CHT) of the Board of Nephrology Examiners Nursing Technology (BONENT). Rates vary in the mode of exams Modes of Exams: (1) Paper and Pencil Exam (PPE) and (2) Computer Based Test (CBT).

²Eligibility to take the Certification Exam as a Phlebotomy Technician (NCPT) of the National Center for Competency Testing (NCCT).

³Eligibility to take the CPR Certification of the American Heart Association (AHA).

If the student failed the certification in the first take, succeeding retakes will be paid by the student.

Program Book and other Costs (Included in the Program Cost)

The following are included in the program cost:

Book/Item	Estimated Cost
Chromebook (laptop)	\$ 200.00
Cengage Unlimited Access Code (Multi-term, 12 months)	\$180.00
Core Curriculum for the Dialysis Technician, 6 th Ed.	\$ 40.00
A Study Guide for Dialysis Technologist, 5 th Ed.	\$ 40.00

Cengage Unlimited access code is non-refundable. However, if the student withdraws from the program, the items should be returned in mint condition. Otherwise, appropriate charges will be applied.

CERTIFICATION FEES (NOT COVERED IN PROGRAM TUITION)

Program	Name of Certification Exam	Amount
DTTP	AMT Phlebotomy Technician Certification (RPT) ¹	\$ 120.00
MADTP	AMT Phlebotomy Technician Certification (RPT) ¹	\$ 120.00
BNATP	Illinois Assistant/Aide Competency Exam (State of Illinois) ²	\$ 75.00

¹Eligibility to take the Certification Exam as a Registered Phlebotomy Technician (RPT) of the American Medical Technologists (AMT).

²Eligibility to take the Illinois Nurse Assistant/Aide Competency Exam.

ADMINISTRATION FEES

Description	Amount
Background Check Fee	\$ 20.00
Credit Card Processing Fee	5% of the amount
Expedited Official Transcript of Records (plus shipping cost, varies by mode of delivery)	\$ 20.00
Online Accuplacer Placement Test	\$ 25.00
Payment Plan Fee	\$ 50.00
Registration Fee (non-refundable) for new students	\$ 60.00
Returned Check Fee	\$ 25.00
Refund or reimbursement check reissuance or cancellation	\$ 25.00
Replacement of Student ID Fee	\$ 10.00
Second copy of Official Transcript of Records (TOR) (first copy is free)	\$ 15.00
Copy/replacement of Certificate of Completion (COC)	\$ 30.00
Commencement Fee (includes cap & gown rental and admission tickets)	\$ 50.00

EXTERNAL FEES

External fees may change without prior notice or college's knowledge. Students are advised to verify the fees directly from the organization or agency.

ACADEMIC PROGRAMS AND COURSES

DIALYSIS TECHNOLOGIST TRAINING PROGRAM (DTTP)

Classification of Instructional Programs (CIP) Code: 51.1011

Job Title: Renal/Dialysis Technologist/Technician

Standard Occupational Classification (SOC Code): 29-2012

Job Title: Hemodialysis Technician

Minimum of 600 Clock Hours (380 Theory Hours, 220 Externship Hours)

Eligibility for Certification Exams

- National Certified Phlebotomy Technician (NCPT) of National Center for Competency Testing (NCCT)
- Registered Phlebotomy Technician (RPT) of American Medical Technologists (AMT)
- Phlebotomy Technician Certification (CPT) of National Healthcareer Association (NHA)

Program Description

The Hemodialysis Technologist Training Program at DMC is also referred as the Dialysis Technologist Training Program (DTTP). DTTP is an entry-level training program that provides theory and practical instruction in the care and treatment of renal patients. This training includes the use of machine and water treatment systems. The Dialysis Technologist Training Program (DTTP) includes the Phlebotomy Technician (or Phlebotomist) Training and Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) Skills Training.

Program Objectives

The Dialysis Technologist Training Program (DTTP) aims to enable students attain a fundamental grounding in hemodialysis, including, but not limited to:

- ❖ Recognize and demonstrate knowledge of how to utilize and maintain equipment and supplies specific to dialysis or renal care,
- ❖ Practice infection control following universal precautions,
- ❖ Practice accepted procedures of transporting blood specimens,
- ❖ Practice quality assurance and safety,
- ❖ Demonstrate skills and knowledge necessary to run dialysis treatment of patients, and
- ❖ Demonstrate professional, communicative and interpersonal skills specific to the hemodialysis setting.

The 40-week program consists of classroom (didactic) instruction concurrent with laboratory instruction. This is followed by a mandated clinical/externship training.

Upon completion of the Dialysis Technologist Training Program (DTTP), students will be able to:

1. Understand the salary range of a hemodialysis technician in United States,
2. List quality standards for dialysis,
3. Describe the four steps of continuous quality improvement,

4. Define professionalism in the field of renal care,
5. Label the structures and list the functions of normal kidneys,
6. Explain the differences between acute and chronic kidney failure,
7. List symptoms of uremia,
8. List problems occurring during dialysis treatment,
9. Define the following words: solution, permeable membrane, diffusion, osmosis, filtration, ultrafiltration, and convection,
10. Explain how diffusion, osmosis, filtration, ultrafiltration, and convection help to remove fluid and wastes during dialysis,
11. Describe the principles of fluid dynamics and how they relate to dialysis,
12. Describe how dialyzers are made,
13. Explain why two concentrates are used to make dialysate,
14. List three basic functions of the dialysis delivery system,
15. Explain how the air detector and the blood leak detector work,
16. Describe and explain the components and functions of the extracorporeal circuit,
17. Explain the steps to protect patient safety when dialysate is made,
18. List the three main types of Vascular Access,
19. Describe the steps for assessing a fistula or graft before cannulation,
20. Identify and explain the signs and symptoms of the following complications of the vascular access,
21. Describe the use of Central Venous Catheter (CVC),
22. Explain your role in preventing and spread of infection in the dialysis clinic,
23. Describe how to set up the dialysis machine and the extracorporeal circuit,
24. Explain the start, monitoring, and end of a routine treatment,
25. Explain the importance of dialyzer reprocessing,
26. List the steps, in order, for dialyzer reprocessing,
27. Discuss the hazards to patients and staff that can occur with dialyzer reprocessing,
28. Explain the reason why we need treated water in dialysis,
29. List and describe the parts of a dialysis water treatment,
30. Describe the water treatment system test for bacteria, and
31. Outline a water treatment monitoring schedule.

Skills Laboratory Training

At the end of Dialysis Technologist Training Program (DTTP), students will be able to acquire and conceptualize the necessary skills for the next step of the program, the mandated Clinical Externship. Before the externship rotation, students will be able to:

1. Read and understand each patient's treatment prescription,
2. Set-up the dialysis machine,
3. Collect pre-dialysis data,
4. Evaluate the renal patients,
5. Prepare and evaluate patient's Vascular Access,
6. Initiate Dialysis Treatment,
7. Proper patient and equipment monitoring during the treatment,
8. Discontinue treatment,
9. Collect post treatment data and discharge the patient,
10. Clean/disinfect the equipment, and

11. Respond appropriately to emergencies, both patient and equipment.

The students must pass a comprehensive evaluation and signed by the instructor before the start of the mandated clinical externship.

DTTP PROGRAM COURSES

Course Code	Course Title	Term	Credit Hours
MT100	Medical Terminology	1	3
AP100	Anatomy and Physiology	1	3
PH100	Phlebotomy	1	5
DN100	Diet and Nutrition for Renal Patients	1	2
DT200	Introduction to Dialysis	2	2
DT201	Dialysis Procedures	2	3
DT202	Dialysis Water Treatment	2	2
DT300	Externship	2	4
Total Credit Hours			24

COURSE TITLES AND DESCRIPTIONS

Medical Terminology (MT100)

Prerequisite: None; Credit Hours: 3; Term 1

Understanding Medical Terminology is essential for the Dialysis Technologist and other healthcare professionals. This course will enable the students to understand the medical terms used to name diseases process, medical disorders, surgical procedures and treatments. This will enable students to read and interpret medical terms in charts, reports and other healthcare conditions.

Anatomy & Physiology (AP100)

Prerequisite: None; Credit Hours: 3; Term 1

This course consists of a comprehensive and relevant coverage of the Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human organization. Students learn a different type of tissues their functions and location in the body. Coursework includes the Anatomy and Physiology of the human body systems and discusses the Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic, and the Reproductive System. In this course, class discussions will be emphasized on the diseases of the body system and surgical and diagnostic procedures.

Phlebotomy (PH100)

Prerequisites: AP100, MT100; Credit Hours: 5; Term 1

Aside from being prepared as a Dialysis Technologist, this course prepares students to pass available phlebotomy certification exams. It will also cover the Clinical and Laboratory Standards Institute (CLSI) standards. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Phlebotomist Competencies were utilized in this course. The course also encompasses the three phases of sample testing: pre-examination, examination and post-examination.

Diet and Nutrition for Renal Patients (DN100)

Prerequisite: None; Credit Hours: 2; Term 1

This course introduces the students to the basics of Diet and Nutrition for Renal Patients. Students will study the main components of the renal diet, fluid restriction, as well as the importance of the electrolytes in the dialysis patient's diet. Students will be able to read and interpret patients' prescription and blood test results.

Introduction to Dialysis (DT200)

Prerequisites: AP100, MT100; Credit Hours: 2; Term 1

This course is an introductory class for students with or without prior knowledge in the science of hemodialysis. The subject also includes discussions on the following topics: (1) first aid and cardiopulmonary resuscitation (CPR), (2) regulations of Health Insurance Portability and Accountability Act (HIPAA), (3) standards of Occupational Safety and Health Administration (OSHA). Students will also learn the key principles used in dialysis, such as adsorption, diffusion, filtration, fluid dynamics, osmosis, semipermeable membrane, solution and solubility, and ultrafiltration. Discussions regarding ways to remove wastes during dialysis and their difference were also included in this course. Also, safe ultrafiltration rate, the three factors affecting fluid dynamics and its relation to dialysis are also integrated in this course.

Dialysis Procedures (DT201)

Prerequisite: DT200; Credit Hours: 3; Term 2

Dialysis procedures are complex processes. This course covers the role of the Dialysis Technologist (DT) in preventing the spread of infection in a Dialysis Center. It also explains body mechanics and how the DT will use them in patient care. The vital signs of the patient that are monitored before, during, and after treatments were also being discussed in this course. An emphasis on the routine treatment cycle is also included in this course. At the end of the course, learners will also be able to explain some of the medical and technical complications that can occur during dialysis treatment. Learners will also be able to explain how and why to measure dialysis adequacy.

Dialysis Water Treatment (DT202)

Prerequisite: DT201; Credit Hours: 2; Term 2

This course will introduce students to the importance of dialysis water treatment. Students will learn about the different ways of treating the water for dialysis, water systems, as well as different readings and testing necessary for a safe dialysis treatment.

Externship (DT300)

Prerequisites: DT200, DT201, DT202; Credit Hours: 4; Term 2

The externship course is mandatory for students enrolled in Dialysis Technologist Training Program (DTTP). Students will have the opportunity to learn and discover on-site and actual laboratory situations of the knowledge, skills, attitude and values (KSAV) acquired from the academic coursework. This course identifies the link between the classroom experience and the potential career opportunities created by the externship experience.

MEDICAL ASSISTING DIPLOMA TRAINING PROGRAM (MADTP)

Classification of Instructional Programs (CIP) Code: 51.0801

Job Title: Medical/Clinical Assistant

Standard Occupational Classification (SOC Code): 31-9092

Job Title: Certified Medical Assistant

Minimum of 600 Clock Hours (480 Theory Hours and 120 Externship Hours)

Eligibility for Certification Exams

- National Certified Phlebotomy Technician (NCPT) of National Center for Competency Testing (NCCT)
- Registered Phlebotomy Technician (RPT) of American Medical Technologists (AMT)
- Phlebotomy Technician Certification (CPT) of National Healthcareer Association (NHA)
- National Certified Medical Assistant (NCMA) of National Center for Competency Testing (NCCT)
- Certified Clinical Medical Assistant (CCMA) and Certified Medical Administrative Assistant (CMAA) of National Healthcareer Association (NHA)

Program Description

The Medical Assisting Diploma Training Program (MADTP) at DMC will prepare the students, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Classroom instruction includes lectures in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

At the end of the program, the student may be eligible to sit for the certification examinations for: Medical Clinical Assistant, Medical Administrative Assistant, Certified Phlebotomy Technician, Certified EKG Technician, and Certified Electronic Health Record Specialist.

Program Objectives

The Medical Assisting Diploma Training Program (MADTP) aims to enable students attain proficiency in the following occupational tasks and responsibilities, including, but not limited to:

- ❖ Record patients' medical history, vital statistics, or information such as test results in medical records,
- ❖ Prepare treatment rooms for patient examinations, keeping the rooms neat and clean,
- ❖ Interview patients to obtain medical information and measure their vital signs, weight, and height,
- ❖ Show patients to examination rooms and prepare them for the physician,
- ❖ Prepare and administer medications as directed by a physician,
- ❖ Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing,
- ❖ Authorize drug refills and provide prescription information to pharmacies,

- ❖ Explain treatment procedures, medications, diets, or physicians' instructions to patients,
- ❖ Clean and sterilize instruments and dispose of contaminated supplies, and
- ❖ Perform routine laboratory tests and sample analyses.

The 40-week program consists of classroom (didactic) instruction concurrent with laboratory instruction. This is followed by a mandated clinical externship training.

MADTP PROGRAM COURSES

Course Code	Course Title	Term	Credit Hours
MT100M	Medical Terminology	1	2
AP100M	Anatomy and Physiology	1	4
PH100	Phlebotomy	1	5
PR100	Professional Development	1	2
EK100	EKG Technician	1	2
ME200	Medical Insurance, Billing and Coding	2	3
PT200	Patient Communication & Electronic Health Records (EHR)	2	3
PA100	Pathophysiology	2	4
CL200	Clinical Medical Assistant	2	5
Total Credit Hours		30	

COURSE TITLES AND DESCRIPTIONS

Medical Terminology (MT100M)

Prerequisite: None; Credit Hours: 2; Term 1

Medical Terminology is an important course in the field of medical assisting. Lecture topics include the basic word structures, organization of the human body, suffixes, and prefixes. This course also prepares the students to (a) describe the training process of physicians, (b) identify medical specialists and describe their specialties, (c) identify combining forms used in terms that describe specialists, and (d) decipher medical terminology as written in case reports.

Anatomy & Physiology (AP100M)

Prerequisite: none; Credit Hours: 4; Term 1

This course gives the learners an understanding of the fundamental concepts of Anatomy and Physiology. Students will be taught using three themes: the interrelations among the organ systems, the relationship between anatomy and physiology, and the relationship of each organ systems to homeostasis.

Phlebotomy (PH100)

Prerequisites: MT100M, AP100M; Credit Hours: 5; Term 1

Aside from being prepared as a Medical Assistant, this course prepares students to pass available phlebotomy certification exams. It will also cover the Clinical and Laboratory Standards Institute (CLSI) standards. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Phlebotomist Competencies were utilized in this course. The course also encompasses the three phases of sample testing: pre-examination, examination and post-examination.

Professional Development (PR100)**Prerequisite: None; Credit Hours: 2; Term 1**

This course guides the students to become a well-prepared healthcare professional. Topics includes resume writing, development of personal, practical, and people skills, strategies for adult students, strategies for students with learning disabilities, development of paper skills and information management, professionalism, job search, employment presentation materials, interview process and development of workplace competencies.

EKG Technician (EK100)**Prerequisite: AP100M; Credit Hours: 2; Term 1**

This course prepares the students to learn the concepts needed for an Electrocardiogram (EKG) Technician. Using the Occupational Information Network (O*NET) standards, this class prepares the students to: (a) conduct electrocardiogram (EKG), phonocardiogram, echocardiogram, stress testing, or other cardiovascular tests to record patients' cardiac activity, using specialized electronic test equipment, recording devices, or laboratory instruments, (b) explain testing procedures to patients to obtain cooperation and reduce anxiety, (c) monitor patients' blood pressure and heart rate using electrocardiogram (EKG) equipment during diagnostic or therapeutic procedures to notify the physician if something appears wrong, (d) obtain and record patient identification, medical history, or test results, and (e) monitor patients' comfort and safety during tests, alerting physicians to abnormalities or changes in patient responses.

Medical Insurance, Billing, and Coding (ME200)**Prerequisites: MT100M, AP100M; Credit Hours: 3; Term 2**

This course covers the topics in managing facility finances. The course includes medical insurance and coding, daily financial practices, billing and collections and accounting practices. It also includes an overview of the ICD-10-CM and ICD-10-PCS.

Patient Communication and Electronic Health Records/E.H.R. (PT200)**Prerequisites: MT100M, AP100M; Credit Hours: 3; Term 2**

This is a study of administrative procedures relevant to Medical Assistants. Topics include creating the facility environment, computers in ambulatory care setting, telecommunications, medical records management, written communications and medical documents. Simulated Electronic Health Records (E.H.R.) management is also included in this course of study.

Pathophysiology (PA100)**Prerequisites: MT100M, AP100M; Credit Hours: 4; Term 2**

This course is designed to enable the students to decipher the factors that lead to disease and how they affect the human body system. Lecture topics covers the causes, processes and changes in human body organs and tissues that occur with human illnesses.

Clinical Medical Assisting (CL200)**Prerequisites: MT100M, AP100M, Credit Hours: 5; Term 2**

Clinical Medical Assisting course prepares the students to learn the major clinical procedures in the field of medical assisting. Lecture topics include infection control and medical asepsis, patient history and documentation, vital signs and measurements and physical examination.

BASIC NURSING ASSISTANT TRAINING PROGRAM (BNATP)

Classification of Instructional Programs (CIP) Code: 51.3902

Job Title: Nursing Assistant/Aide

Standard Occupational Classification (SOC Code): 31-1131

Job Title: Certified Nursing Assistant

Minimum of 140 Clock Hours (80 Theory Hours, 60 Externship Hours)

Program Description

The Basic Nursing Assistant Training Program (BNATP) at DMC prepares students to become a Certified Nursing Assistant in a medical field. The program combines theoretical and hands-on training to assist the medical staff in long-term health facilities. The need for dependable bedside nursing care is as prevalent as ever. Most bedside care in hospitals, home health, and long-term care facilities is provided by a nursing assistant, a valuable member of the nursing profession.

Nursing Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. They work directly under the supervision of registered and practical nurses. Their role in performing basic patient care assists the licensed staff in providing quality nursing to the patient. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the health care field.

Students are required to pass the Illinois State Certification Exam for Certified Nursing Aide to work as such in the state of Illinois. Information is available at [Illinois Nurse Aide Testing](#). All financial obligations to DMC must also be fulfilled. Upon successful completion of all the requirements of the program, the student will receive a Certificate of Completion.

Program Objectives

The Basic Nursing Assistant Training Program (BNATP) aims to enable students attain a fundamental grounding Basic Nursing Aide, including, but not limited to:

- ❖ Perform basic nursing skills for clients in a variety of settings,
- ❖ Safely and effectively perform personal care skills,
- ❖ Recognize the psychological, emotional, physical and spiritual needs of clients,
- ❖ Exhibit proper ethical and legal behavior in giving nursing care. Demonstrate behavior that maintains the rights of the client,
- ❖ Perform nursing care with regards to the principles of infection control,
- ❖ Acquire the proper knowledge and skills to respond to emergencies,
- ❖ Demonstrate observation and documentation skills needed in the assessment of residents' health, physical condition and well-being, and
- ❖ Demonstrate competency with the minimum required nursing aide skills defined by the Illinois Department of Public Health (IDPH) Program.

The 80-hour program consists of classroom (didactic) instruction concurrent with Laboratory instruction. This is followed by a mandated clinical/externship training.

The College will assist students gain knowledge in both clinical and didactic areas in the field of Basic Nursing Aide. Upon successfully passing the program with 85% or higher and after passing the clinical externship of the course, the student will receive a Certificate of Completion. Student will also be eligible to sit for the State Licensure Exam.

Skills Laboratory Training

At the end of Basic Nursing Assistant Training Program (BNATP), students will be able to acquire and conceptualize the necessary skills for the next step of the program, the mandated Clinical Externship. Before the externship rotation, students will be able to:

1. Wash hands,
2. Perform Oral Hygiene,
3. Shave a Resident,
4. Perform Nail Care,
5. Perform Perineal Care,
6. Give Partial Bath,
7. Give a Shower or Tub Bath,
8. Make Occupied Bed,
9. Dress a Resident,
10. Transfer Resident to Wheelchair Using a Transfer Belt,
11. Transfer Using Mechanical Lift,
12. Ambulate with Transfer Belt,
13. Feed A Resident,
14. Calculate Intake and Output,
15. Place Resident in a Side-Lying Position,
16. Perform Passive Range of Motion,
17. Apply and Remove Personal Protective Equipment,
18. Measure and Record Temperature, Pulse and Respiration,
19. Measure and Record Blood Pressure, and
20. Measure and Record Weight and Height.

The students must pass a comprehensive evaluation and signed by the instructor before the start of the mandated clinical externship.

BNATP PROGRAM COURSES

Course Code	Course Title	Term	Credit Hours
CN50	Certified Nursing Aide Classroom Training	1	n/a
CN51	Certified Nursing Aide Externship (Clinicals)	1	n/a
Total Credit Hours		0 (n/a)	

COURSE TITLES AND DESCRIPTIONS

Certified Nursing Aide Classroom Training (CN50)

Prerequisite: None; **Credit Hours:** n/a; **Term 1**

This course prepares the students to learn the Occupational Information Network (O*NET) standards for nursing assistants as follows: (a) answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs, (b) turn or reposition bedridden patients, (c) provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising, (d) review patients' dietary

restrictions, food allergies, and preferences to ensure patient receives appropriate diet, and (e) measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff. Topics include introduction to nursing assisting, scientific principles, basic human needs and communication, infection and infection control, safety and mobility, measurement and recording vital signs, height, and weight, patient care and comfort measures, principles of nutrition and fluid balance, special care procedures, healthcare settings, body systems, common disorders and related care procedures, expanded role of the nursing assistant, response to basic emergencies and employment opportunities and career growth for nursing assistants.

Certified Nursing Aide Externship/Clinical (CN51)

Prerequisite: None; Credit Hours: n/a; Term 1

CN51 course is mandatory for students enrolled in Basic Nursing Assistant Training Program (BNATP). Students will have the opportunity to apply and integrate the knowledge, skills, attitude and values (KSAV) acquired from the academic coursework. This course identifies the link from classroom to the career created by the externship experience.

INSTITUTIONAL DISCLOSURE REPORTING TABLE

Reporting Period: July 1, 2017 to June 30, 2018

As Mandated by Section 1095.200 of Illinois Administrative Code 1095

INSTITUTION NAME: Delmon Medical College

Indicate all ways the disclosure information is distributed or made available to student at this institution:

☒ Attached to Enrollment Agreement

☒ Provided in Current Academic Catalog

☒ Reported on College Website

The following information must be submitted to the Board annually and failure to do is a ground for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	Program Name	BNATP	DTTP	MADTP
	SOC Code	31-1131	29-2012	31-9092
	CIP Code	51.3902	51.1011	51.0801
A) For each program of study, report:				
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		N/A	N/A	N/A
a) New starts		N/A	N/A	N/A
b) Re-enrollments		N/A	N/A	N/A
c) Transfers into program from other programs at the school		N/A	N/A	N/A
3) The total number of students admitted in the program or course of instruction* during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2)		N/A	N/A	N/A
a) Transferred out of the program or course and into another program or course at the school		N/A	N/A	N/A
b) Completed or graduated from a program or course of instruction		N/A	N/A	N/A
c) Withdrew from the school		N/A	N/A	N/A
d) Are still enrolled		N/A	N/A	N/A
a) Placed in their field of study		N/A	N/A	N/A
b) Placed in a related field		N/A	N/A	N/A
c) Placed out of the field		N/A	N/A	N/A
d) Not available for placement due to personal reasons		N/A	N/A	N/A
e) Not employed		N/A	N/A	N/A
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		N/A	N/A	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		N/A	N/A	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		N/A	N/A	N/A
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		N/A	N/A	N/A

*A course of instruction is a stand-alone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand-alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, profession; or it might improve, enhance, or add to skills and abilities related to occupational/career opportunities.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification passage rate of at least 50% of the average passing rate for schools within the industry for any State licensing examination or professional certification examination must be maintained. (a) In the event that the school fails to meet the minimum standards, the school shall be placed on probation. (b) If the school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Employment Placement Data is provided as of June 30, 2018

"N/A" for the Employment Placement reporting categories means that there were no graduates/completers in the program in the reporting period.

"N/A" for Average Starting Salary reporting category means that there were no graduates/completers in the program in the reporting period.

"N/A" for Took Professional Certification, Passed Professional Certification reporting categories means that either there were no graduates/completers in the program in the reporting period or the program does not prepare for any required professional certifications.

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7301 N. Lincoln Avenue, Suite 205
Lincolnwood, IL 60712
www.delmonmedicalcollege.com

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