The National Institute for Medical Assistant Advancement is institutionally accredited by the Accrediting Bureau of Health Education Schools, #I-432. Information regarding our institution may be obtained using the following contact information:

ABHES
7777 Leesburg Pike, Suite 314 North
Falls Church, VA 22043
(703) 917-9503
www.abhes.org
Welcome! At the National Institute for Medical Assistant Advancement (NIMAA), we provide innovative training that prepares medical assistants to work effectively in today’s high-performing primary care settings.

Our administrative and academic teams strive to deliver an environment that allows you to succeed academically, personally, and professionally. Our qualified and experienced staff and faculty are here to support you.

We are glad that you have chosen to pursue your goals and dreams at NIMAA. I encourage you to take advantage of the many opportunities afforded to you at NIMAA, and to be an active member of our unique learning community.

Education and experience are the keys to reaching your goals, and we are committed to your success. We look forward to seeing you at graduation!

Elena Thomas Faulkner
School Director
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INTRODUCTION
The National Institute for Medical Assistant Advancement (the “Institute” or “NIMAA”) is a not-for-profit corporation incorporated in the state of Connecticut, 501(c)(3) federal tax exemption, and is governed by a Board of Directors. NIMAA offers Medical Assistant training utilizing high quality, web-based learning with an extensive concurrent externship in a primary care clinic. NIMAA is staffed by qualified, approved instructors.

NIMAA was created by health care organizations for health care employers and enrolled its first class of students in fall of 2016. The main campus is located in Colorado and NIMAA offers its medical assisting program in several states. NIMAA enjoys long-term relationships with more than ten health centers that support student placements for team-based care externships.

MISSION AND OBJECTIVES
NIMAA’s mission is to provide educational opportunities that address critical workforce shortages in primary care.

NIMAA’s objective is to enable graduates to gain the competencies and knowledge to be eligible to apply for an entry-level position in the medical assisting profession.

STAFF, OFFICIALS, AND GOVERNING BODIES

Board of Directors

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Mark Masselli, Community Health Center, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer:</td>
<td>Jennifer Knebel, CPA, Community Health Center, Inc.</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Natasha Quinn, Community Health Center, Inc.</td>
</tr>
<tr>
<td>Members:</td>
<td>Dr. Tillman Farley, Salud Family Health Center John Santistevan, Salud Family Health Center</td>
</tr>
</tbody>
</table>

Administrative Staff/ Educational Staff

<table>
<thead>
<tr>
<th>CEO/School Director:</th>
<th>Elena Thomas Faulkner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Director:</td>
<td>Mary Blankson</td>
</tr>
<tr>
<td>Chief Financial Officer:</td>
<td>Mark Keeley</td>
</tr>
<tr>
<td>Director of Business and Partnership Development:</td>
<td>Lori Nichols</td>
</tr>
<tr>
<td>Business Manager:</td>
<td>Ali Murray</td>
</tr>
<tr>
<td>Associate Director of Education:</td>
<td>Elizabeth Murphy</td>
</tr>
<tr>
<td>Externship Organization Specialist</td>
<td>Kim Cosner</td>
</tr>
</tbody>
</table>
Affiliations and Memberships

NIMAA is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

State Authorization

Education on the state level is regulated by each of the 50 states plus U.S. Territories. NIMAA makes every effort to follow each individual state’s regulations regarding the offering of distance education programs in each state. Students should research whether the program at NIMAA meets the requirements of the profession in their state. NIMAA makes every effort to ensure it is in compliance with all applicable laws, regulations and accreditation standards.

It is possible that NIMAA has the authority to offer its program to students through license, exemption, or non-regulation by one state that does not exist in another state. Prior to relocating to another state, students who are enrolled in NIMAA must inquire as to whether NIMAA is authorized (via license, exemption, or non-regulation) to offer the same program to students in their new state. Failure to assure whether NIMAA can offer its program in the state of a student’s new residency may result in a student’s dismissal by NIMAA, as required by law. Transferability of earned credits from NIMAA may be affected should the student move to a state where the program is not recognized. If the student should discontinue the program and wishes to return at a later time, acceptance to the program will be dependent upon the current status of licensure and recognition of the state that the student resides in at the time of re-entry.

A student’s physical location is identified at the time of application to determine program authorization requirements for enrollment in our program. The basis for determination of the student’s physical location is determined by receipt of a Driver’s License or official US identification as required for admission (Admissions Requirements). If it is determined that the state of residency at the time of enrollment
is different from that indicated in the admissions determination documentation, the student will be required to provide proof of state residence in another form (e.g., rental agreement, utility bill, insurance or similar documentation). If a student has a change to their physical location during the course of the program, the student shall notify NIMAA by completing a change of address form by contacting the Student Services Program Specialist directly to update their information. Students may be required to provide additional updated documentation.

NIMAA is able to enroll students in distance education in the states below, adhering to each state’s requirements:

- Alaska: NIMAA has been deemed exempt from authorization by the Alaska Commission on Post-Secondary Education.
- Arizona: NIMAA has been deemed non-regulated by the Arizona State Board for Private Post-Secondary Education.
- California: NIMAA has been deemed exempt from registration requirements by the Department of Higher Education Bureau of Private Postsecondary Education.
- Colorado: Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.
- Connecticut: NIMAA has been deemed non-regulated by the Connecticut Office of Higher Education.
- Hawaii: NIMAA has been deemed non-regulated by the Hawaii Department of Education.
- Idaho: NIMAA has been deemed non-regulated by the Idaho State Board of Education.
- Illinois: NIMAA has been deemed exempt from oversight by the Illinois Department of Education.
- Indiana: NIMAA has been deemed non-regulated by the Indiana Department of Workforce Development.
- Kansas: NIMAA has been deferred from seeking approval until December of 2021 by the Kansas Board of Regents.
- Maine: NIMAA has been deemed non-regulated by the State of Maine Department of Education.
- Michigan: NIMAA holds a permit to operate in Michigan by the Department of Labor and Economic Opportunity.
- Mississippi: NIMAA has been deemed non-regulated by the Mississippi Commission on Proprietary Schools and College Registration. Montana: NIMAA has been deemed non-regulated by the Montana Board of Regents.
• New York: NIMAA has been deemed non-regulated by the New York Bureau of Proprietary School Supervision.
• North Carolina: NIMAA has been deemed non-regulated by the State Board of Proprietary Schools.
• Ohio: NIMAA has been deemed non-regulated by the Ohio State Board of Career Colleges and Schools.
• Oregon: NIMAA has been deemed exempt from oversight by the Higher Education Coordinating Commission Office of Academic Policy and Authorization Private Career Schools Licensing Unit.
• Pennsylvania: NIMAA is registered as a private licensed school with the Pennsylvania State Board of Private Licensed Schools.
• Texas: NIMAA has been deemed non-regulated by the Texas Workforce Commission.
• Vermont: NIMAA has been deemed non-regulated by the Vermont Agency of Education.
• Virginia: NIMAA has been deemed non-regulated by the State Council of Higher Education for Virginia.

FACILITIES

Description of Facilities
NIMAA’s Administrative Office (staff only) is located at:

1525 Raleigh Street, Suite 260
Denver, CO 80204

The NIMAA Office is equipped with conference rooms and administrative offices.

Inclement Weather Policy
Inclement weather or other emergencies could cause unexpected cancellation of an online event, such as synchronous seminar or a meeting with an instructor. Students will be notified by email and via the Learning Management System (LMS) of any delays or cancellations due to inclement weather. Additionally, students should abide by inclement weather policies set by their externship site for scheduled externship sessions and report any such delays or cancellations to their instructor.
## IMPORTANT NIMAA TERMINOLOGY

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Decision</td>
<td>Application period allowing applicants to receive an admissions decision prior to the Regular Decision date. Applicants accepted into the NIMAA program under Early Decision are not financially obligated to attend until the enrollment agreement is signed.</td>
</tr>
<tr>
<td>Externship</td>
<td>Each student completes attendance at an externship or clinical site that has an agreement with NIMAA to host students. The externship is the time students spend in the clinic observing and practicing the skills that they learn online.</td>
</tr>
<tr>
<td>Externship organization</td>
<td>The healthcare organization which has an established agreement with NIMAA to host student placements for externship.</td>
</tr>
<tr>
<td>Externship site</td>
<td>The clinic(s) site where the student is placed to do his/her externship (e.g. CHC-London is an externship site of the Community Health Clinic, Inc. externship organization).</td>
</tr>
<tr>
<td>Grade weights</td>
<td>Weighting refers to the percentage of a particular assignment or group of assignments to the total course grade. For example, a summative test may be given more “weight” (e.g. 25%) in determining a term grade than an individual homework assignment (e.g. 2%).</td>
</tr>
<tr>
<td>Moodle</td>
<td>The NIMAA Learning Management System that is used as the platform for all NIMAA online coursework.</td>
</tr>
<tr>
<td>Online coursework / courses</td>
<td>Online coursework makes up 70% of the student’s term grade. NIMAA online coursework consists of courses and seminars covering courses such as medical terminology; anatomy and physiology; and medical law and ethics.</td>
</tr>
<tr>
<td>Regpack</td>
<td>The NIMAA Student Information System that is used to support NIMAA’s admissions process, student management and alumni management.</td>
</tr>
<tr>
<td>Regular Decision</td>
<td>NIMAA’s regular application period.</td>
</tr>
<tr>
<td>SAP</td>
<td>Satisfactory Academic Progress – requirements that must be met in order for students to graduate from the program.</td>
</tr>
<tr>
<td>Synchronous seminars</td>
<td>Students are required to participate in weekly synchronous (live) seminars conducted over a web-based video conferencing platform.</td>
</tr>
<tr>
<td>Term</td>
<td>NIMAA is a 29-week program comprised of four terms. Each term consists of 7 weeks of online coursework and externship hours, as defined in Medical Assistant Program Information and in the Grading Policy.</td>
</tr>
</tbody>
</table>
ADMISSIONS AND ENROLLMENT

Admissions Requirements

General Admission Requirements

NIMAA offers equal opportunity to all interested and qualified applicants without regard to gender, race, ethnicity, color, religion, age, national origin, disability, sexual orientation, genetic information, or any other applicable status protected by federal, state, or local law.

Prior to enrollment, prospective students must meet the following requirements:

- 18 years old or older by the cohort graduation date. 17 years of age at the time of application is acceptable if the applicant has a high school diploma or the equivalent and can be accepted only with the written consent of a parent or legal guardian (Driver’s License or official US identification is required);

- Have a high school diploma, or transcript that includes the name of the high school attended, city, state, and graduation year; or equivalent to include:
  - A General Education Development (GED) certificate, or
  - A State certificate after passing other State-authorized examinations (HiSET, TASC) that a State recognizes as the equivalent of a high school diploma; or
  - A DD214 that indicates high school equivalency; or
  - A degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor’s degree from an institution recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

- Students must be proficient in verbal and written English as demonstrated by the possession of a high school diploma, GED or passage of a state approved high school proficiency exam. For applicants who provide a foreign institution evaluation for admissions determination and the applicant’s primary written and spoken language is not English, English proficiency will be assessed via the written and verbal portions of the application process. An official test result of an English as a foreign language test result may be required.

- Student must reside in a state in which NIMAA is able to operate.

Evidence of meeting the above admissions requirements must be supplied to NIMAA prior to the commencement of classes.

NIMAA does not accept special diplomas or non-standard state diplomas. Diplomas and transcripts from foreign institutions require official evaluation. To be deemed acceptable, an evaluation of equivalency to meet the minimum requirements of high school equivalent from a National Association of Credential Evaluation Services...
(NACES®) or Association of International Credential Evaluators, Inc. (AICE) approved official service must be received within 30 days from the student’s start date.

NIMAA externship sites may have additional requirements for student placement that must also be adhered to, such as drug screening or additional immunizations. Applicants required to meet such requirements will be notified accordingly.

**Ability-to-Benefit**

NIMAA does not admit ability-to-benefit students.

**Student Required Equipment**

NIMAA students require consistent access to a personal computer and Internet connection that can support completion of all online coursework requirements and participation in the weekly synchronous seminars. Minimum hardware, software and Internet requirements are described in the following sections.

Prospective students unsure of whether their personal equipment will meet this requirement can contact the NIMAA IT team at it@nimaa.org with any questions.

**Minimum Hardware Requirements**

- Personal computers should be three years old or newer, when possible
- 2.4 GHz or faster processor
- 4 GB or more of RAM
- 300 GB or larger hard drive
- 500MB or better video card capable of 1920x1080 resolution or higher
- Sound card with speakers, headphones and microphone
- Monitor/display video card capable of 800x600 dpi with 256 colors
- All students must have access to a digital video camera or recording device such as a laptop or desktop computer with an enabled webcam or a smart phone or tablet with built-in video-recording capabilities. Students must be able to transfer content from their digital device into the internet via USB/HDMI cable, email (size limitations vary) or other appropriate methods.

- Highly Recommended:
  - Printer
  - External mouse
  - USB mass-storage device (recommended)

**Minimum Software Requirements**

- Operating Systems (one of the following):
  - Windows 10 and newer
  - Mac OS X 10.14 and newer
Supported browsers: Edge, Safari, Chrome, and Firefox (current and first previous major releases of each browser)
Note: Chrome is preferred, if possible.

JavaScript enabled

Minimum Internet Speed

- Bandwidth of 1.5 Mbps minimum to support good video streaming

Immunization and Testing Requirements

The purpose of these requirements is to ensure a consistent testing and immunization standard for all NIMAA students to protect the health and safety of all those served by NIMAA, as well as the community as a whole.

In order to participate in the NIMAA program, students must meet the immunization and test requirements as noted in the following table. Externship sites may require students to have additional immunizations, as well.

<table>
<thead>
<tr>
<th>IMMUNIZATION / TEST</th>
<th>DESCRIPTION OF REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus Vaccine (Td/Tdap)</td>
<td>Must show evidence of one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Td within the last 10 years</td>
</tr>
<tr>
<td></td>
<td>• Tdap within the last 10 years</td>
</tr>
<tr>
<td>Varicella (Chickenpox) Vaccine</td>
<td>Must show evidence of one of the following:</td>
</tr>
<tr>
<td></td>
<td>• 2 doses of varicella vaccine administered after the age of 12 months, and with each dose a minimum of 4-8 weeks apart</td>
</tr>
<tr>
<td></td>
<td>• Positive blood titer</td>
</tr>
<tr>
<td></td>
<td>• Documented evidence of disease</td>
</tr>
<tr>
<td>Measles, Mumps and Rubella (MMR) Vaccine</td>
<td>Must show evidence of one of the following:</td>
</tr>
<tr>
<td></td>
<td>• 2 doses of MMR vaccine administered after the age of 12 months, and with each dose a minimum of 4 weeks apart</td>
</tr>
<tr>
<td></td>
<td>• Positive blood titer</td>
</tr>
<tr>
<td>Influenza (Flu) Vaccine</td>
<td>Must upload proof of current influenza vaccine administration to NIMAA’s Student Information System and show to externship site supervisor. Students will receive notice of this policy at the time of enrolling into the program.</td>
</tr>
<tr>
<td>PPD, BAMT (QuantiFERON Gold) or Chest X-Ray</td>
<td>Must show evidence of one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Negative PPD test within the 6 months prior to school start</td>
</tr>
</tbody>
</table>
|                                        |   • Negative BAMT (Blood Assay for M. tuberculosis—this is commonly known as a}
### IMMUNIZATION / TEST

<table>
<thead>
<tr>
<th>DESCRIPTION OF REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>QuantiFERON-TB Gold blood test or T-spot blood test) within the 6 months prior to school start</td>
</tr>
<tr>
<td>• Negative chest x-ray within the 6 months prior to school start</td>
</tr>
</tbody>
</table>

### Hepatitis B Vaccine

<table>
<thead>
<tr>
<th>Must show evidence of one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Hep B vaccination series:</td>
</tr>
<tr>
<td>▪ If vaccination occurred prior to 2019, must have evidence of 3 doses, with the 3rd dose being a minimum of 16 weeks after dose 1, and 8 weeks after dose 2.</td>
</tr>
<tr>
<td>▪ If vaccination occurred in 2019 or later, then a 2-dose series with HeplisavB could be acceptable with the 2nd dose being a minimum of 4 weeks after the 1st dose.</td>
</tr>
<tr>
<td>▪ If vaccination occurred in 2019 or later, and not with HeplisavB, then the above 3-dose schedule would be required.</td>
</tr>
<tr>
<td>o Positive blood titer</td>
</tr>
</tbody>
</table>

### COVID-19 Vaccine

| Two (2) doses (Moderna or Pfizer vaccine) or a single dose (Janssen), or other COVID vaccine that receives EUA or approval from the FDA on or before August 31, 2021. |

Students are responsible for uploading evidence of vaccination/test to the Immunization Records form in the NIMAA Student Information System, as well as completing the form with all dates of immunizations/tests by the due dates noted in the **Immunization Timeline** section. Evidence of immunization must be provided on the forms provided by NIMAA.

**Immunization Timeline**

<table>
<thead>
<tr>
<th>COHORT</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Students must provide NIMAA with evidence of all required immunizations no later than August 24, 2021 at 8pm MT. The Influenza (Flu) Vaccine is the only exception to this timeline, and must be received, with evidence provided, by December 1, 2021 at 8pm MT.</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>Students must provide NIMAA with evidence of all required immunizations, including the flu vaccine, no later than February 22, 2022 at 8pm MT.</td>
</tr>
</tbody>
</table>
Students who have not met the immunization requirements will not be allowed to attend their externship. Continued failure to meet these requirements could result in the student not meeting externship attendance requirements, leading to potential dismissal from the program.

**Exemptions**

Any exemption due to medical or religious contraindications must be submitted to NIMAA’s Student Services Program Specialist before the start of the program year. Each exemption will be reviewed by NIMAA’s Clinical Director, and the individual requesting the exemption will be notified in writing as to whether his/her request for exemption has been granted. NIMAA holds the right to deny requests for exemption. If an exemption request is denied, the individual will be required to follow the NIMAA immunization policy in order to be admitted and enrolled or cancel his/her application.

If an exemption request is granted, NIMAA will coordinate with the applicable externship organization to confirm whether they will honor the exemption according to their own internal Infection Control Policies. Should an externship organization, by their own policy, not allow for an approved exemption, then NIMAA will attempt to identify an alternate externship organization. Unfortunately, this may not always be possible, depending on the number of externship organizations located within a particular region and their applicable policies.

- **Medical Exemptions:** An individual requesting medical exemption because of medical contraindications must complete the required NIMAA form and provide documentation from the individual’s medical provider who attests to the medical contraindication. Standard criteria for medical exemption will be utilized based on recommendations from the Centers for Disease Control and Prevention.
- **Religious Exemptions:** An individual requesting exemption because of religious reasons must complete the required NIMAA form and provide documentation of the specific reason for exemption request in writing.

Please contact NIMAA at info@nimaa.org to request an exemption form, as needed.

**Admissions Process**

**Admissions Timeline**

<table>
<thead>
<tr>
<th>COHORT</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>For the fall 2021 Medical Assisting program, NIMAA will accept applications for Early Decision through April 11th, 2021 and Regular Decision through May 30th, 2021.</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>For the spring 2022 Medical Assisting program, NIMAA will accept applications for Early Decision through September 26th, 2021 and Regular Decision through November 14th, 2021.</td>
</tr>
</tbody>
</table>
The Application Process

The NIMAA application process is as follows:

- Applicants must complete the online NIMAA application.
- Applicants must pay the non-refundable $25 application fee. Applications will only be considered after the application fee has been processed.
- All applicants will have a video interview with a NIMAA representative.
- Select applicants will participate in an externship interview.
- Admissions decisions will be sent to applicants by email.
- Upon admission, prospective students will be required to undergo a background check.
- Students who have successfully completed the background check will then need to complete additional enrollment forms and sign an enrollment agreement with NIMAA.
- Prior to the start of the program, students will be provided access to an online course providing orientation to the NIMAA Learning Management System.

Background Check

Applicants need to have cleared a background check prior to the start of classes or externship, based on the criteria listed below.

- Any violent felony convictions of homicide. (no time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the ten years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the ten years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the seven years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the seven years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the seven years immediately preceding the submittal of application.
- Any felony theft crimes in the seven years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the seven years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the seven years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the seven years immediately preceding the submittal of application.

Cost of the background check is borne by NIMAA. NIMAA will facilitate background checking procedures. Background check results will not be provided to any entity outside of NIMAA, except that NIMAA may provide the background check report to the student’s assigned externship organization if authorized to do so by the student.

NIMAA will notify all externship organizations of whether or not the students placed at their clinics have passed the background check based on the criteria provided. Applicants should be aware that the clinical externship site has the ability to request an additional background check and to refuse a student based upon their own background check criteria. Applicants should check state regulations related to criminal convictions and the ability to be licensed.

Enrollment Procedures

During the enrollment period (see Program Calendar), students will undergo a background check, pay all fees as per the Payment Schedule, and complete all the enrollment documents. Late enrollments into the program are not accepted.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
MEDICAL ASSISTANT PROGRAM INFORMATION

Program Overview

<table>
<thead>
<tr>
<th>Total Program Clock Hours:</th>
<th>960</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Program Weeks:</td>
<td>29</td>
</tr>
<tr>
<td>Credential:</td>
<td>Certificate</td>
</tr>
</tbody>
</table>

Program Occupational Objective
Graduates from NIMAA’s 29-week medical assistant training program will gain the competencies and knowledge to be eligible to apply for an entry-level position in the medical assisting profession.

Method of Delivery

<table>
<thead>
<tr>
<th>Instructional Hours:</th>
<th>720</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Method:</td>
<td>Full Distance Education</td>
</tr>
</tbody>
</table>

Content is delivered online via NIMAA’s Learning Management System and features engagement and learning activities from accompanying web-based didactic and simulation platforms. The courses are taught by NIMAA’s qualified instructors and require student participation in web-based synchronous and asynchronous lectures, instructional meetings, online simulations, group discussions, exercises, and assignments. Required synchronous videoconferencing sessions take place once a week and students’ active participation is graded. Instruction also includes four Interactive Weeks in which students engage in an interactive group case study of a patient with complex needs.

Externship Requirement

| Externship Hours: | 240 |

The program includes an externship at a primary healthcare clinic. The long-term externship, 240 hours, allows students to observe and practice the required competencies through hands-on experience while under the supervision of the externship site as well the course instructor. The externship is concurrent with the academic lessons for the entire 29-week program. NIMAA will place students at an externship site within 100 miles of the home address listed on their admissions application.

The externship experience complements and extends the online learning into the authentic practice environment of the clinic. While observing and practicing onsite at
the externship site, the student is under the supervision of the externship site as well as that of NIMAA.

**Program Calendar**

**Fall Cohort**

<table>
<thead>
<tr>
<th>ENROLLMENT PERIOD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Open</td>
<td>March 15, 2021</td>
</tr>
<tr>
<td>Enrollment Period Completed</td>
<td>August 24, 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERMS</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>August 31, 2021 – October 22, 2021</td>
</tr>
<tr>
<td>Term 2</td>
<td>November 1, 2021 – December 17, 2021</td>
</tr>
<tr>
<td>Term 3</td>
<td>January 3, 2022 – February 18, 2022</td>
</tr>
<tr>
<td>Term 4</td>
<td>February 28, 2022 – April 15, 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANT EVENTS</th>
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</thead>
<tbody>
<tr>
<td>Orientation Week (mandatory trainings, administrative paperwork)</td>
<td>August 31, 2021 – September 3, 2021</td>
</tr>
<tr>
<td>Interactive Week – Term 1</td>
<td>October 18, 2021 – October 22, 2021</td>
</tr>
<tr>
<td>Interactive Week – Term 2</td>
<td>December 13, 2021 – December 17, 2021</td>
</tr>
<tr>
<td>Interactive Week – Term 3</td>
<td>February 14, 2022 – February 18, 2022</td>
</tr>
<tr>
<td>Interactive Week – Term 4</td>
<td>April 11, 2022 – April 29, 2022</td>
</tr>
<tr>
<td>Credentialing Exam Week</td>
<td>April 18, 2022 – April 22, 2022</td>
</tr>
<tr>
<td>Synchronous Graduations</td>
<td>April 25, 2022 – April 29, 2022</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM BREAKS AND HOLIDAYS (NO CLASSES)</th>
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<tbody>
<tr>
<td>Term Breaks</td>
<td>October 25 – 29, 2021</td>
</tr>
<tr>
<td></td>
<td>December 20, 2021 – December 31, 2021</td>
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<tr>
<td></td>
<td>February 21, 2022 – February 25, 2022</td>
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<tr>
<td>Labor Day</td>
<td>September 6, 2021</td>
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</table>
Thanksgiving Break | November 25, 2021

Spring Cohort

<table>
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<tbody>
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<tr>
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<td>Interactive Week – Term 3</td>
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<td>Interactive Week – Term 4</td>
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<tr>
<td>CREDENTIALING Exam Week</td>
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Course Descriptions

A description of each NIMAA course can be found below and in the course syllabi. The NIMAA curriculum embeds safety instruction and learning activities throughout the program. Specifically, the Core Skills course, the Externship course, and the Orientation week include OSHA, PPE (Personal Protective Exposure), and handwashing.

The NIMAA Medical Assistant Program involves 960 hours (29 weeks) and is a full distance program. Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.
Externship

**Ext 101: Externship**

- **Hours:** 240 clock hours
- **Weeks:** 1-6, 8-13, 15-20, 22-27
- **Prerequisites:** None
- **Description:** Under supervision, the student will apply knowledge in the clinic setting from courses in Terms 1, 2, 3, and 4 of the curriculum. Students will add skills in a graduated, planned progression throughout the course based on their increasing knowledge from their online coursework which parallels their skills-learning.

Seminars

**QI 101: Quality Improvement Seminar**

- **Hours:** 22.5 clock hours (22.5 theory hours)
- **Weeks:** 3, 5, 8, 10, 15, 22
- **Prerequisites:** None
- **Description:** This seminar is designed to provide students with an opportunity to develop the knowledge and skills to improve care. The course offers multiple tools and ways to use them to prepare students for success beyond the NIMAA classroom. Employer feedback indicates that students who are able to demonstrate their knowledge and skills in improving care and changing systems will be highly attractive to employers who wish to bring on new employees to lead their organization into the future.

**DP 101: Developing as a Professional Seminar**

- **Hours:** 7.5 clock hours (7.5 theory hours)
- **Weeks:** Orientation, 15, 23, 24
- **Prerequisites:** None
- **Description:** This seminar offers students the opportunity to explore the history and future of the medical assistant profession. Students will also explore the development of the profession and the different career-paths available within the healthcare field.

**NCSD 101: Non-Cognitive Skills Development Seminar**

- **Hours:** 7.5 clock hours (7.5 theory hours)
- **Weeks:** Orientation, 9, 13, 25
- **Prerequisites:** None
Description: The Student will explore non-cognitive skills and how they relate to the medical field. In this seminar the student will learn about theory and application of empathy, resilience, interpersonal skills, and verbal and non-verbal communication skills.

Courses

**CS 101: Core Skills**

*Hours:* 135 clock hours (58 theory hours, 77 online lab hours)

*Weeks:* 1-28 (excluding breaks)

*Prerequisites:* None

*Description:* The student will learn the essential skills required of a medical assistant to perform his/her job in the healthcare setting. Using theory and hands-on practice, the student will become proficient in the knowledge and application of these skills and their relationship to the medical assistant role in a healthcare setting.

**MCWS 101: Professionalism & Team Care**

*Hours:* 7.5 clock hours (6 theory hours, 1.5 lab hours)

*Weeks:* Orientation, 1, 2, 7

*Prerequisites:* None

*Description:* The student will explore the roles and responsibilities of the medical assistant as well as those of other practitioners in the healthcare setting. Emphasis will be placed on the importance of team collaboration in providing patient care.

**MCWS 102: Medical Terminology**

*Hours:* 45 clock hours (12 theory hours, 33 online lab hours)

*Weeks:* 1-14

*Prerequisites:* None

*Description:* The student will explore all the body systems including structure and functions, common diseases, symptoms and etiologies. A regime for diagnostic and treatment modalities will be outlined.

**MCWS 103: Office Computers Systems & Electronic Health Records**

*Hours:* 30 clock hours (19 theory hours, 11 online lab hours)

*Weeks:* Orientation, 1-7

*Prerequisites:* None

*Description:* The student will explore the use of computers for maintaining patient medical records and daily operations in the healthcare setting.
Emphasis will be placed on the concept of Meaningful Use and its applications.

**HDPP 101: Anatomy & Physiology**
- **Hours:** 52.5 clock hours (24 theory hours, 28.5 online lab hours)
- **Weeks:** 1-14
- **Prerequisites:** None
- **Description:** The student will explore all the body systems including structure and functions, common diseases, symptoms and etiologies. A regime for diagnostic and treatment modalities will be outlined.

**HCSC 101: The Healthcare System**
- **Hours:** 7.5 clock hours (6 theory hours, 1.5 online lab hours)
- **Weeks:** 3, 4, 7
- **Prerequisites:** None
- **Description:** Utilizing a holistic approach, students will explore the evolution, presence, and predicted future of the health care system and will become knowledgeable of the system’s inner workings.

**HCSC 102: Public Health & Federally Qualified Health Centers**
- **Hours:** 7.5 clock hours (6 theory hours, 1.5 online lab hours)
- **Weeks:** 1, 2, 7
- **Prerequisites:** None
- **Description:** The student will explore the history and foundations of Federally Qualified Health Centers (FQHCs) and their effects on public health. An understanding and the basic structure of FQHCs will allow the student to explore the future of public health and FQHCs.

**HCSC 103: Orientation to the Community**
- **Hours:** 7.5 clock hours (2 theory hours, 5.5 lab hours)
- **Weeks:** Orientation, 7
- **Prerequisites:** None
- **Description:** The student will explore their community and the health care needs of the patients in the community. By developing an understanding of the community, the student will be able to provide care to the patient population they serve.
**HSCS 104: Billing & Coding**

Hours: 30 clock hours (13.5 theory hours, 16.5 online lab hours)

Weeks: Orientation, 4-11, 14

Prerequisites: None

Description: The course will focus on the activities of billing and coding. The student will use manual or computerized bookkeeping systems in preparation and reconciliation of bank statements and deposit records, billing and collection procedures, accounts receivable and payable procedures, processing credit balances and refunds, petty cash accounts, posting adjustments, non-sufficient funds, and collections. Students will perform diagnostic and procedural coding, preparation and submission of insurance claims, use of provider fee schedule, managing care referrals and pre-certifications, and applying third party guidelines.

**HDPP 102: Psychology & Behavioral Health**

Hours: 45 clock hours (24 theory hours, 21 online lab hours)

Weeks: 15, 16, 17, 18

Prerequisites: None

Description: The student will learn to analyze the effects of hereditary, cultural, and environmental influences on human behavior. The developmental stages of life will be examined as well as abnormal behavior patterns and working and caring for patients with special needs. This course will introduce the student to the basic concepts of psychology. The student will explore the diseases, disorders, symptoms, and etiology associated with psychology through the examination of the normal and abnormal functioning of the brain. An emphasis will be placed on a regime for diagnostic and treatment modalities of the diseases associated with psychology.

**PCHC 101: Customer Service**

Hours: 22.5 clock hours (18 theory hours, 4.5 online lab hours)

Weeks: Orientation, 1-7

Prerequisites: None

Description: The students will learn the techniques and qualities required to provide high quality customer service to patients within a community health center. By exploring the culture within the health center, the student will learn skills needed to address patients in person, through the written word, and on the phone in a manner that achieves customer satisfaction.
**PCHC 102: Office Policies & Procedures**

Hours: 30 clock hours (8 theory hours, 22 online lab hours)

Weeks: 8-11 & 14

Prerequisites: None

Description: This course will explore the policies and procedures of the medical office. Through hands-on labs the student will learn about the day to day operations that create an office setting that is both professional and inviting for both the patient and the employee.

**HCSC 105: Insurance & Finance**

Hours: 15 clock hours (6 theory hours, 9 lab hours)

Weeks: 12, 13, 14

Prerequisites: None

Description: This course is devoted to understanding the concepts and theories related to the financing of clinical services and how reimbursement occurs through insurance. The student will learn about the financial systems in place in a community health center or a primary care clinic. Students will review the systems for reimbursement and how these relate to insurance claims, provider fee schedules, care referrals and pre-certifications, and third-party guidelines.

**HDPP 103: Patient Navigation**

Hours: 15 clock hours (8.5 theory hours, 6.5 online lab hours)

Weeks: 12-14, 22-24, 28

Prerequisites: None

Description: The student will explore the journey the patient navigates through the healthcare system. An emphasis will be placed on exploring how different members of the healthcare team coordinate to provide the patient with care.

**PTBC 101: Interprofessional Teams**

Hours: 15 clock hours (9 theory hours, 6 online lab hours)

Weeks: 12-16, 21, 26-28

Prerequisites: None

Description: The student will learn how to effectively work with a professional team. Through interactive labs the student will learn how to interact with the other professionals in the medical setting in a manner that promotes a healthy environment for the patient.
**PTBC 102: Care Coordination**

Hours: 15 clock hours (8 theory hours, 7 online lab hours)

Weeks: 15-17, 21-24, 28

Prerequisites: None

Description: The student will use online labs to learn how to coordinate the patient’s care. The student will learn how to work with the medical team to develop a plan that will promote health for the patient.

**PTBC 103: Patient Education**

Hours: 15 clock hours (6 theory hours, 9 online lab hours)

Weeks: 12-14, 22-24, 28

Prerequisites: None

Description: The student will use online labs and group discussions to learn how to educate the patient on health-related topics. The student will learn how to effectively communicate using both verbal and non-verbal communication to educate the patient.

**HDPP 104: Nutrition**

Hours: 7.5 clock hours (4.5 theory hours, 3 online lab hours)

Weeks: 15-17, 21

Prerequisites: None

Description: The student will learn the basic theory associated with nutrition. An emphasis will be placed on comprehending and educating patients regarding proper diet and nutrition guidelines and identifying categories of patients that require special diets.

**PTBC 104: Health Coaching**

Hours: 30 clock hours (12 theory hours, 18 online lab hours)

Weeks: 15-21

Prerequisites: None

Description: Students will learn health coaching, which is a skillset that assists patients to gain the knowledge, skills, and confidence to become informed, active participants in their health care. The objective of health coaching is to help patients understand the care team’s advice, to discuss how the patient feels about that advice, and to work with patients to use that advice to improve their health.
**HDPP 105: Pharmacology**

Hours: 82.5 clock hours (27 theory hours, 55.5 online lab hours)  
Weeks: 15-28  
Prerequisites: None  
Description: The student will learn accurate occupational math and metric conversions for proper medication administration. Legal aspects of writing prescriptions as well as proper use of the PDR handbook and other drug references used to identify a drug’s classification, dosage, side effects and contraindications will be covered. Methods of patient education and care that are unique to the populations that community health centers served will be explored.

**PTBC 105: Panel Management**

Hours: 22.5 clock hours (10 theory hours, 12.5 online lab hours)  
Weeks: 22-28  
Prerequisites: None  
Description: Students will learn about panel management, a tool used to make sure that all patients in a practice have received evidence-based preventive and chronic disease services in a timely fashion. The students will explore both the theory and applied process of panel management and how it benefits the patient, the office and healthcare as a whole.

**PCHC 103: Medical Law & Ethics**

Hours: 45 clock hours (15 theory hours, 30 online lab hours)  
Weeks: Orientation, 22-28  
Prerequisites: None  
Description: The student will learn proper legal documentation utilizing state and federal guidelines. Also, covered will be risk management strategies, understanding liability coverage and compliance with local, state, and federal health laws.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

NIMAA has established standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative components in incremental measures of progress. These requirements apply to all students.

The NIMAA program includes four terms, each approximately seven weeks in length. Students will be evaluated for advisement at the end of each term and prior to reaching half of the scheduled hours in the enrollment period (end of term 2). The NIMAA Associate Director of Education will review the student’s academic history for cumulative GPA, externship hours and skills completion to determine whether the
student can mathematically achieve the minimum required SAP for graduation. Withdrawal and/or dismissal will be discussed with students who will not be able to meet the minimum requirements by graduation.

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advisement and remediation assistance are both available.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description and Pace Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cumulative GPA</strong></td>
<td>2.0 or higher A minimum grade of C or better (73% or higher) in the program overall (see Grading Policy)</td>
</tr>
<tr>
<td>Externship Hours</td>
<td>Pass 240 on-site externship hours with a required minimum of 60 hours per term</td>
</tr>
<tr>
<td>Skills Completion</td>
<td>Pass Passing score in skills-sign off demonstration of all mandatory core skills required by the program by the end of the program</td>
</tr>
</tbody>
</table>

All students who have met SAP are qualified to take the credentialing exam.

**Qualitative Standard**

**CGPA**

All students are required to meet the minimum cumulative grade point average (CGPA) shown in the above SAP chart. Students receive letter grades, upon term completion, utilizing the official grading scale. At the end of each term, the students CGPA is determined. Grades of “A”, “B”, “C”, “D”, “F”, and “P”, will be included in the CGPA calculation. (See Grading System for more information regarding how specific grades are calculated in determining the Qualitative Standard.)

**Quantitative Standard**

**Pace**

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the externship hours attempted and complete a minimum percentage of online work at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined, along with the CGPA requirements, in the table above. As with the CGPA requirements, the quantitative standard (Pace) will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

**Maximum Timeframe**

The Pace requirements are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum time frame for a program measured in clock hours is a period no longer than 150% of the
program length in clock hours for the online coursework and 150% of the program length for externship hours required. Students will at a maximum need to complete their graduation requirements within 43.5 weeks or 1440 clock hours.

**Effect of SAP on Academic Progress**

**Educational Monitoring of SAP**

The NIMAA Education team will monitor student SAP to identify needed improvement and assistance and to ensure the student will meet graduation requirements.

**Academic Warning and Probation**

Students will be evaluated against the GPA standard as follows:

- Students with a failing score of 63% to 72.99% at the end of each term or in the program overall at the end of Term 2 will be placed on Academic Warning. Students may not stay on Academic Warning for two consecutive terms; if the student does not successfully come off of Academic Warning at the end of a term, the student will be placed on Academic Probation for the next term.

- Students with a failing score of below 63% at the end of a term or in the program overall at the end of Term 2 will be placed on Academic Probation.

- At the end of each term, the Education team will evaluate whether the student can mathematically pass the program with a passing score of 73% or higher, based on potential scores in the remaining terms. Students who will not be able to meet the standard will be referred to the Associate Director of Education for dismissal for failure to meet the standard of Satisfactory Academic Progress.

At such time the student is placed on Academic Warning or Academic Probation, the student will be advised in writing of the status, the consequences of not meeting the SAP standards, and the requirements to be removed from Academic Warning or Academic Probation. The length of a warning or probation period is a maximum of one term. The student will be evaluated no later than the end of the Academic Warning or Academic Probation period. If the SAP standards are met, the student will be removed from warning or probation. If the student has not achieved the Standard of SAP, he/she will be referred to the Associate Director of Education for possible dismissal for failure to meet the Standard of Satisfactory Academic Progress.

**Appeals to Dismissal for Failure to Meet SAP**

A student may appeal dismissal for failure to meet the Standard of SAP. See the *Appeals Policy*.

If the appeal is approved the student will be placed on a second one term period of probation. While on a second period of probation, the student must seek to correct his/her academic deficiencies by retaking all coursework in the term leading to an overall failing grade. The Associate Director of Education and the student’s instructor, in order to assure that the student’s educational objectives and SAP requirements are met,
will closely monitor the student’s progress. The student will be evaluated at the completion of the second probation period.

- If the Standard of SAP is achieved at the completion of the second probation period, the student will be removed from Academic Probation.
- If the Standard of SAP is not achieved by the completion of the second probation period, or if the original appeal was denied, the student will be dismissed. The student may apply for re-admission following NIMAA’s Re-Admittance Policy.

Graduation Requirements
The following requirements must be met for a student to graduate from the Medical Assistant program at NIMAA:

- Successful completion of all program courses, core skill competencies and hours: To include online work and externship hours.
- All financial obligations have been met.

GRADING SYSTEM

Grading Policy
Students are required to complete the online coursework and externship requirements of the NIMAA program. This is vital to ensuring the following:

- The overall rigor of NIMAA’s clinical training program, and
- The quality of NIMAA graduates as they enter the workforce.

The overall approach to grading of online instruction and labs in NIMAA reflects the following principles:

- All work that students complete in the NIMAA program is essential to the Medical Assistant profession.
- The learning in each term of the program is different and important. All terms contribute equally to the final cumulative grade point average.
- NIMAA has carefully designed the program to expose students to different topic areas and content.
- The weighting of grades reflects the time allocated to each area in the online coursework.
- Summative assignments are a way of demonstrating knowledge developed over time and across courses. These assignments are graded separately from specific courses and contribute to a student’s overall term grade, as per the NIMAA Term Grade Structure.

NIMAA student grades are calculated as noted below:

- Online course work and labs (assignments, homework, quizzes, etc.) count equally.
• The grade for a course is created by summing the total points a student has earned and dividing by the total possible points for that course.

• Grades for online coursework in a term are weighted using the following contributions:
  o Online courses = 80%
  o Summative assignments = 20%

• Grades for online coursework are calculated in the following manner:
  o Grades for each course are weighted based on the amount of contact hours for that area in the curriculum.
  o Grades for courses (weighted) and summative assignments are combined to create a final grade for the term.

• Program grades are calculated by combining each of the term grades. All terms count equally in the calculation of the final program grade (25%).

Grading Scale

Students will be evaluated at the end of each term and issued a grade. Grades are based on assignments, homework, labs, and assessments. Grades can be viewed from the student’s gradebook within Moodle throughout the course of each term, as well as at the completion of each term. Students also receive a progress report upon the completion of each term with their final term grade (see Progress Reports and Transcripts).

Letter grades are assigned based on the following grading scale:

<table>
<thead>
<tr>
<th>Type</th>
<th>Letter Code</th>
<th>Status</th>
<th>Percent Range</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Coursework</td>
<td>A</td>
<td>Passing/Excellent</td>
<td>93-100%</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Passing/Good</td>
<td>83-92.99%</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Passing/Satisfactory</td>
<td>73-82.99%</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Failure/Academic Warning</td>
<td>63-72.99%</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Failure/Academic Probation</td>
<td>Below 63%</td>
<td>0.0</td>
</tr>
<tr>
<td>Externship</td>
<td>Pass</td>
<td>Pass</td>
<td>100%</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>Fail</td>
<td>0%</td>
<td>n/a</td>
</tr>
<tr>
<td>Term 1-Term 4 Skills Sign-off</td>
<td>Pass</td>
<td>Pass</td>
<td>100%</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>Fail</td>
<td>0%</td>
<td>n/a</td>
</tr>
<tr>
<td>Remedial</td>
<td>*</td>
<td>Indicates a remediated grade. When students have successfully completed remediation work, the remediated grade will be factored into the final program grade, in lieu of the original grade.</td>
<td>0-100%</td>
<td>n/a</td>
</tr>
</tbody>
</table>
The following grades may also appear on a student’s transcript.

<table>
<thead>
<tr>
<th>Type</th>
<th>Letter Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawn</td>
<td>W</td>
<td>Withdrawal or Dismissal</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>TC</td>
<td>Indicates a grade for any courses in which a transfer of credit from an outside institution was approved.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>An incomplete may be given to any student who does not completely fulfill the academic requirements of a term by the end of the term. If a student fails to complete a term, a grade of “I” is assigned. The student will have two weeks in which to complete the work, after formally requesting an extension from the Associate Director of Education. If the student fails to complete the work required within that period, the “I” will be replaced with the student’s grade as it stands.</td>
</tr>
<tr>
<td>In Progress</td>
<td>IP</td>
<td>An in-progress identification will be given at the end of a term when the course spans more than one term and the final grade is not available.</td>
</tr>
</tbody>
</table>

All of the above grades will be included in the Pace calculation. All grades except for Transfer of Credit, Withdrawal, Incomplete and Pass/Fail will be included in the cumulative grade point average.

**Non-credit Repetitions**

Non-credit, proficiency credit, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school’s satisfactory academic progress standards.

**NIMAA Program Grade Structure**

As noted in the *Satisfactory Academic Progress (SAP) Policy*, students must have a minimum program score of 73% in order to graduate. All terms count equally in the calculation of the final program grade (25% per term).

**NIMAA Term Grade Structure**

<table>
<thead>
<tr>
<th>GRADE CATEGORY</th>
<th>% of TERM GRADE</th>
<th>MINIMUM PASSING STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online coursework (e.g. Medical Terminology, Anatomy &amp; Physiology)</td>
<td>80%</td>
<td>≥73%</td>
</tr>
<tr>
<td>Summative assignments</td>
<td>20%</td>
<td>≥73%</td>
</tr>
<tr>
<td>GRADE CATEGORY</td>
<td>% of TERM GRADE</td>
<td>MINIMUM PASSING STANDARD</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Externship</td>
<td>240 hours for the full program with a minimum of 60 hours per term (see <em>Externship Requirement</em>).</td>
<td></td>
</tr>
</tbody>
</table>

**Progress Reports and Transcripts**

NIMAA students have online access to their NIMAA gradebook, which displays each of their current NIMAA term grades, reflecting all items graded at that time. Further, NIMAA students will receive a progress report within 10 business days of the completion of each NIMAA term. The progress report will include the following information:

- Student current academic status (see below)
- Term grade/Cumulative program grade
- Attendance:
  - Total externship hours completed to date
- List of skills that have not been signed off

A final, official hard copy transcript will be sent to students within 14 business days following the date of graduation.

One of the following academic statuses will be noted on each student’s Progress Report per term.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory Progress</td>
<td>Student has a passing score of ≥73% in the term.</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>Student has a score of 63% to 72.99% in the term or program overall.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Student has a score of less than 63% in the term or in the program overall.</td>
</tr>
</tbody>
</table>

**Remediation Policy**

Students in Academic Warning and Academic Probation at the end of a term will be notified via an emailed Academic Progress Report, which will identify specific challenges/concerns in their progress. The instructor will build with the student a plan of action to address deficiencies as soon as possible, potentially involving direct coaching and remediated online coursework.

Students are responsible for communicating appropriately with their instructor and externship site supervisor. Students’ Moodle access will be temporarily revoked when students are consistently unresponsive to instructor or Student Services Program Specialist communications.

Students who fail to meet the minimum standard for Satisfactory Progress due to reasons outside of their control, such as a medical illness, may be eligible for
withdrawal. The student is responsible for communicating this need to his/her instructor to ensure appropriate action and planning should the student desire to return to the NIMAA program at a later time. See the Withdrawal Policy and Re-Admittance Policy.

Students unable to achieve the standards in the Satisfactory Academic Progress (SAP) Policy may not be able to complete the NIMAA program. NIMAA’s instructional team will work with the student to determine options for program completion. If there is no possibility for program completion based on current performance and remaining assignments, the student will be dismissed from the program.

The following opportunities are available for students who have failed Terms 1, 2 and 3 and/or wish to remediate their knowledge. No remediation is available for Term 4.

- The instructor will meet with all students who have failed Terms 1, 2 and/or 3 within 7 days of the failed term end to set up an agreed-upon success plan. The Student Services Program Specialist will be part of the plan if needed.
- The student must meet with the instructor weekly to discuss progress on assignments.
- The student must raise their cumulative grade to the minimum 73% passing score by the end of the next term in order for the student to be removed from Academic Warning or Probation.

Make-up / Late Work Policy

Assignments (homework, labs, quizzes, discussion forums, summative assessments) will not be accepted late unless there is communication to the instructor of the student’s situation within 24 hours of the due date and time. Acceptable excused absences can be found in the Attendance Policy. Each request to submit work after its published due date will be handled on a case-by-case basis and holds no guaranteed outcomes.

ATTENDANCE POLICY

Program Time Investment

NIMAA is a 29-week program with online learning and onsite experiences, totaling approximately 32-36 hours weekly, broken down as follows:

- NIMAA online work is estimated at 15-25 hours per week, depending on each student’s pace.
- 1 hour per week of online synchronous seminar
- 240 externship hours across all four terms for skills observation and practice, with a minimum of 60 hours per term (scheduled 12 hours per week).
- 30-minute huddle with instructor on weeks 1, 3, 5, and 7 (2 hours per term).
- 3 skills labs lasting 2-3 hours each, instructed remotely, in the second, fourth, and sixth week of each term (8 hours per term; 32 hours across all four terms).
Attendance Requirements

Attendance in the program is critical to student success. The NIMAA attendance policy requirements are based on the belief that a student can benefit from this program only if they attend regularly, actively participate in learning/clinical experiences, and are adequately prepared for learning opportunities. Online and clinical attendance are expected of all students. Further, a core component of the NIMAA curriculum is professionalism, and attendance is a critical part of professionalism.

NIMAA reserves the right to cancel enrollment for students who do not demonstrate sufficient attendance in the first ten (10) calendar days of the program. Sufficient attendance is defined as all of the following: attending all mandatory externship sessions, logging into the NIMAA Moodle site and completing any work due during that ten-day period.

Following the first ten (10) calendar days of the program, students not fulfilling NIMAA attendance requirements may be put on Academic Probation or dismissed at NIMAA’s discretion (see the Satisfactory Academic Progress (SAP) Policy and Dismissal Policy). More than two unexcused absences per term at scheduled externship hours and/or seminar is grounds for potential dismissal from the program, at the discretion of the Associate Director of Education. All excused and unexcused hours must be made up in accordance with the minimum attendance requirements.

A student may appeal attendance sanctions according to the process noted in the Appeals Policy. A student may petition to re-enter during the next program cycle if the absences result in dismissal. However, any returning student who was dismissed because of attendance will NOT be able to appeal a dismissal for inadequate attendance in the new program year.

The following are considered excused absences but still require the student to notify in advance their site supervisor or instructor:

- Student or immediate family doctor/dentist/counselor appointments, where immediate family is defined as parents, children, siblings, grandparents, grandchildren or anyone who clearly stands in the same relationship position of these people (e.g. step or foster parent). Appointments are discouraged during scheduled externship hours and synchronous seminars and should be scheduled, as much as possible, outside of these times.
- Student or immediate family illness; absences lasting more than two days or repeated absences due to illness may require a doctor’s excuse
- Death in immediate family including in-law and step-relative
- Subpoena to appear in court or jury duty
- Other absences at the discretion of the Associate Director of Education
**Online Courses**

Attendance is not explicitly taken in the NIMAA online courses. Instead, attendance is assumed based on student’s consistent and on-time completion of assignments, including required postings in the online discussion forums, online labs, homework, quizzes and assignments. Students who do not consistently log into the online platform and complete work will not be able to achieve passing grades for the program, resulting in a failure to meet the *Satisfactory Academic Progress (SAP) Policy*. 

**Externship Attendance**

Externship attendance is a critical component of the NIMAA program and part of what makes NIMAA unique. Throughout the entire program, NIMAA students gain in-clinic experience where they observe and practice skills under the supervision of medical professionals.

Students must complete 240 hours of clinical experience at their externship site to graduate from the program (see *Satisfactory Academic Progress (SAP) Policy*). All clinical hours must be self-reported by the student weekly in the NIMAA attendance tracking system and then validated by the student’s site supervisor weekly.

Students are required to attend clinical orientations at their assigned externship site.

All externship absences must be pre-approved by the externship site supervisor, unless an emergency occurs, in which case it will be handled on a case-by-case basis. Students are expected to be on time for all externship hours, where being on time is defined as being ready to start externship hours at the start time scheduled between the student and site supervisor.

Tardiness is disruptive to an effective learning environment and is therefore discouraged. Students who arrive between 15 and 30 minutes late for their clinical experience may be allowed to stay and participate at the site supervisor’s discretion. Students who arrive more than 30 minutes late may not be allowed to stay and participate at the site supervisor’s discretion.

Make-up hours must be approved by the externship site supervisor. Given the total attendance requirement for graduation, students who fall behind in attendance and cannot meet the attendance requirements within 150% of program length may also be dismissed from the program.

**Synchronous Seminar Attendance**

Students are expected to be present and on time for all synchronous seminars. Students must notify their instructor if they are going to be late to or absent from a synchronous seminar. Failure to notify the instructor prior to the seminar, outside of extenuating circumstances as deemed by the instructor, will result in the student having an unexcused absence. Should a student not attend a synchronous seminar, the student is expected to watch the seminar recording in order to participate fully in the seminar discussion. Not participating in the seminar discussion will have an adverse effect on the student’s grade. Failing grades in seminar attendance could result in the student not
able to meet the Satisfactory Academic Progress (SAP) Policy, which is grounds for dismissal from the program.

Students will be considered absent when they do not attend the seminar at all and did not obtain prior approval from the instructor, as well as if they log in to the seminar 10 minutes after start or leave the seminar 10 or more minutes prior to the scheduled end of the seminar without prior approval of the instructor.

**Attendance Disciplinary Actions**

**Warning**

Students will be placed on Warning and will receive written notice of this status after two unexcused absences in externship and/or synchronous seminar. The student will remain on Warning until notified in writing by NIMAA that the warning has been lifted or the term has ended. The warning will be lifted once the student has met attendance requirements consistently without receiving any additional unexcused absences at externship or seminar for a two-week period, or a new term has started.

While a student is on Warning, should the student:

- Have more than two unexcused absences from synchronous seminar and/or externship, the student will be moved from Warning to Probation.
- Submit work late (without prior approval from an instructor to do so) and fail to meet the participation requirements for online work during the period of which s/he is on Warning, the student will be moved by the instructor from Warning to Probation.

**Probation**

Students will be placed on Probation and receive written notice of this status after four unexcused absences at externship sessions and/or seminar. The student will remain on Probation until notified in writing that the probation has been lifted, or until the term has ended.

Probation will be lifted once the student has consistently met attendance requirements and has not received additional unexcused absences at externship or seminar for a four-week period, or the term has ended.

While a student is on Probation, any of the following will be grounds for dismissal at the discretion of the Associate Director of Education:

- More than two unexcused absences from synchronous seminar and/or externship.
- Submit work late (without prior approval from the instructor to do so)
- Failure to meet the participation requirements for online work during the period of which s/he is on Probation.
CODE OF CONDUCT POLICY

Students are expected to conduct themselves in a professional manner that is suitable to the program and that is in line with the policies of NIMAA’s externship partners. A violation of any of the following rules may result in disciplinary action, including dismissal. Inappropriate behavior that occurs outside of school and that involves law enforcement may also impact student enrollment status.

**Academic Integrity**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of the NIMAA program. Academic dishonesty is a serious offense at NIMAA because it undermines the values of professionalism for which NIMAA stands and defrauds others who will eventually rely upon the knowledge and integrity of our institution. Academic fraud is defined as any attempt to misrepresent one’s performance on any exercise submitted for evaluation in either a classroom (online or on-ground), laboratory, externship or clinical environment. NIMAA expects that all work submitted is created by the student. In addition, any forms the student completes (Enrollment, Student Services, clinical documents, etc.) are expected to be truthful and accurate. Actions involving dishonesty within the program violate the professional code of ethics and are disruptive to the academic/clinical environment.

**Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Individuals found guilty of academic dishonesty may receive a failing grade for the assignment and/or course as per instructor decision. It is the student’s responsibility to have a clear understanding of the various aspects of academic dishonesty. Plagiarism and other forms of academic dishonesty are serious academic violations that will not be tolerated. Academic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.

*Plagiarism* includes, but is not limited to, the appropriation, buying, receiving as a gift, downloading from website, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own.

*Cheating* includes, but is not limited to copying from another student’s work; using materials not authorized by a testing proctor; possessing materials that are not authorized by a testing proctor, such as lessons, books, or notes; knowingly using or soliciting, in whole or part, the contents of a non-administered test; collaborating with or seeking aid from another student without authorization during an assignment or test; substituting for another person, or permitting another person to substitute for oneself, in taking a test or completing any course-related assignment; using, buying, stealing, or transporting some or all of the contents of a non-administered test, online test, test rubric, homework answer, or computer program.
Collusion includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

The penalties for academic dishonesty in graded assignments include the possibility of failure in the course. Academic dishonesty in examinations and assignments is to be determined by the instructor and may result in a failing grade on the examination or assignment, or in the course. Students found guilty of academic dishonesty are subject to disciplinary action including dismissal from the program. A student dismissed for dishonesty may not be eligible for re-enrollment. A student will be given “due process” following the Appeals Policy. The instructor involved will initiate the process, both verbally and in writing with the student and notify the Student Services Program Specialist who will consult the Associate Director of Education if further action is required.

Academic Honesty Policy and Examples

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes. Violation of this policy will result in appropriate disciplinary action.

Specific examples of academic dishonesty include but are not limited to the following:

- **Taking information:**
  - Copying graded homework assigned from another student.
  - Working together on a test or homework when not specifically permitted by the instructor.
  - Looking at another student's computer or paper during an examination.
  - Looking at text or notes during an examination when not specifically permitted by the instructor.
  - Accessing another student's computer and presenting his/her coursework as one's own.

- **Providing information:**
  - Giving one's work to another to be copied or used in an oral presentation.
  - Giving answers to another student during an examination.
  - After taking an examination, informing a student who has not yet taken the exam of questions that appear on the examination.
  - Taking an examination, writing a paper, or creating other assigned work for another.
● Plagiarism:
  ○ Failing to give credit for ideas, statement of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof.
  ○ Submitting a paper purchased from a "research" or term paper service.
  ○ Copying another person's assignment and handing it in as one's own.
  ○ Giving a speech or oral presentation written by another and claiming it as one's own work.
  ○ Presenting another's work product as one's own.

Other examples of academic dishonesty include:
● Planning with one or more fellow students to commit any form of academic dishonesty together.
● Having another student take one's examination or do one's work.
● Lying to an instructor to increase a grade.
● Unauthorized access of tests.
● Copying computer software unless specifically allowed by the instructor.

Alcohol and Drugs Policy
NIMAA does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, not prescribed drugs, look-alike drugs or any mind-altering substance during school hours and while at externship facilities. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. If suspected of being under the influence while engaged in clinical activity, a student may be required to submit to drug/alcohol testing.

Professional Conduct Guidelines
The following table outlines NIMAA’s expected professional conduct guidelines.

<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>A student who intentionally causes or attempts to cause physical injury to another at school, during externship clinic hours or at a NIMAA function will be automatically dismissed.</td>
</tr>
<tr>
<td>Theft and Property Damage</td>
<td>Deliberately damaging, stealing or attempting to steal school, externship clinic or another person's property on NIMAA or externship clinic grounds or during a school activity off grounds will result in automatic dismissal.</td>
</tr>
<tr>
<td>GUIDELINES</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Insubordinate behavior, such as refusing to do assigned work, defiant, intimidating or threatening behavior, or any other behavior towards NIMAA and/or externship site staff that would be considered inappropriate for the workplace will not be tolerated. Insubordination is grounds for immediate dismissal.</td>
</tr>
<tr>
<td>Foul Language Directed at Another Person</td>
<td>Improper language will not be tolerated, especially when directed at NIMAA or externship staff or fellow students in any angry, disrespectful or threatening manner.</td>
</tr>
<tr>
<td>Immorality</td>
<td>No student may engage in sexual acts during school or externship hours. No student may publish, distribute, or possess obscene or pornographic material while at externship sites.</td>
</tr>
<tr>
<td>Weapons &amp; Dangerous Instruments</td>
<td>Students are not to bring to any externship location or the NIMAA office a gun, knife, or any other item that could be used as a weapon. Students with any such items will be asked to remove them immediately and may be reported to the authorities. Failure to do so could be grounds for dismissal.</td>
</tr>
<tr>
<td>Disruption of School</td>
<td>Disruptive behavior of any type is not permitted and may result in dismissal from the program. Sleeping during seminar or clinic hours, tardiness to clinic, excessive talking during externship or seminar, and disrespectful behavior to NIMAA and clinical staff, students, and patients are examples of disruptive behavior. A student shall not by use of violence, force, noise, threat, or intimidation, cause the disruption of any function of the school or its students. While not intended to be a complete list, the following acts, when done for the purpose of disrupting school, are examples of actions that can result in immediate dismissal or other disciplinary action:</td>
</tr>
<tr>
<td>Social Media Professionalism</td>
<td>Students should refrain from posting material that could be viewed as malicious, obscene, threatening, and/or intimidating. Examples may include, but are not limited to offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of</td>
</tr>
<tr>
<td>GUIDELINES</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>race, sex, disability, religion or any other status protected by law or NIMAA policy. Posting slanderous material or negative comments about NIMAA or the Health Center in which a student attends externship or is employed, is considered unprofessional behavior. Posting comments regarding personal, confidential patient or student information is considered a code of conduct violation.</td>
</tr>
<tr>
<td>Externship Site Conduct</td>
<td>NIMAA students are required to follow all externship site policies as identified by their externship organization policies and procedures. NIMAA students will be held accountable for Code of Conduct violations for any policy infraction at the student’s externship site. Students found in violation of the externship organization’s policies, may be dismissed from the program. Further inclusion of this policy can be found on the pages that follow.</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Harassment, Intimidation or</td>
<td>Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited both on school and externship clinic property. Students found responsible for harassment, intimidation or bullying by an electronic act may be dismissed. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices or electronic means, are inconsistent with the educational process and are prohibited at all times. No administrative, instructional or other employee of NIMAA shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, instructors and all other NIMAA employees are particularly alert to possible conditions, circumstances or events.</td>
</tr>
</tbody>
</table>
GUIDELINES | DESCRIPTION
--- | ---
that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering NIMAA employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents should be reported immediately to the Student Services Program Specialist and appropriate discipline is administered.

Clinical Conduct Guidelines

Health and Safety Standards
Students must be in good health status and capable of meeting all program requirements related to physical strength, dexterity, and movement; visual and auditory acuity; and mental and emotional functioning. In the clinical area, the student may be exposed to violence, chemicals, radiation, and infectious agents that could be life threatening.

The student must be able to perform the work required in the program without limitation. The student will refrain from attending clinical hours if any illness or injury would interfere with patient safety.

Impaired Student Standard
Patient safety is an overriding principle in the delivery of healthcare. For the healthcare professional to provide safe care, he/she must be able to make sound judgments. Thought processes and decision making can be adversely affected by excessive stress, sleep deprivation, poor mental and physical health, and the use of any drugs and/or alcohol. Impaired by the aforementioned factors, the healthcare professional can easily make unsafe decisions and, therefore, jeopardize patient safety.

The student whose thought processes and decision-making ability is impaired by excessive stress, poor mental or physical health, or the use of drugs and/or alcohol will be considered unsafe to provide healthcare services and will be removed from the clinical setting. The student will be subject to review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid for such conditions that could, if left unattended, lead to disciplinary action.

As healthcare professionals, we recognize that excessive stress, poor mental and physical health, and dependency on drugs and/or alcohol are conditions that can be treated by early recognition and rehabilitation. Rehabilitated students who voluntarily withdraw from the program to resolve their issue will be encouraged to re-enter in a future cohort for successful completion of the program.
Externship Scheduling/Assignment

Externship clinical experiences are designed to help the student meet the program objectives, as it relates to total required clinical hours and skills acquired. The assigned externship site will work with each student when onboarding them to build a schedule for clinical hours. Students are expected to raise any scheduling issues with their instructor and the site supervisor at their externship site. Students are expected to make personal arrangements for transportation, job scheduling, child care, etc., in order to comply with their clinical schedule. On occasion externship schedules may be changed by the site supervisor, in coordination with the student.

Students are expected to be in assigned areas only. Students will not be in the clinical area outside of assigned times and assigned units without written permission and may not engage in any MA/patient relationship at such times.

It is unacceptable to refuse a patient assignment. This action will result in disciplinary measures which could include dismissal from the program. If the patient assignment is a relative or friend, the student must notify the site supervisor immediately.

Students are responsible for securing their own valuables while in the clinical setting.

Dress Code Standards

A core component of the NIMAA curriculum is professionalism in the workplace. Accordingly, the following are the minimum NIMAA dress code standards. Additional standards will likely be set by the student’s externship site and supersede NIMAA standards at all times. Repeatedly not meeting dress code standards could result in missed attendance, which could lead to academic warnings and/or probation for violation of the Code of Conduct.

- **Clothing:**
  - The NIMAA jacket should be worn to externship wherever possible, unless otherwise directed by the externship site supervisor and/or instructor.
  - Students who show up at clinical in violation of any uniform codes set by the externship site may be sent home.
  - Uniforms and other clothing worn to the clinic must be freshly laundered and unwrinkled. Fit must be consistent with a professional appearance and sized adequately to allow for all movements necessary for patient care.
- **Shoes:** Clean shoes that fully enclose the foot should be worn. Open heel clogs are unacceptable.
- **Undergarments** will not be exposed through the uniform.
- **Fingernails** are to be clean, short, and smoothly rounded. Nail polish and/or artificial nails are not allowed in the clinical setting.
- **Hygiene:** Good personal hygiene including a neutral smelling deodorant is expected. Perfume or cologne is not allowed in the clinical setting.
- **Makeup:** Neutral colored makeup is permitted. Makeup must not be excessive.
- Hair: Hair must be clean, off the collar, neat, and worn away from the face. Hair should not be falling in your face or into your field when working with a patient. Long hair must be secured up and off the collar.

Externship Orientation

Students are required to attend clinical orientations at their assigned externship site. Proper attire and identification badges are to be worn.

Each externship site has policies and procedures that will be discussed at externship orientation. Students are expected to follow the procedures and policies of the externship site to which they are assigned.

Student Responsibilities Regarding Personal Health Status

Prior to attending externship, students must submit proof of immunizations and screening tests required by the program, as indicated in the Immunization and Testing Requirements. NIMAA strongly encourages students to maintain health insurance. NIMAA does not provide or offer health insurance.

Protective gear is available at the externship site. The student is expected to wear appropriate protection to prevent body fluid exposure, including goggles or face shield, gloves and plastic gown, if needed. Students are professionally and ethically obligated to provide patient care with respect for human dignity. Student assignments may include patients who are at risk for contracting or have an infectious disease such as HIV, AIDS, HBV, TB, etc.

Injury and/or Body Fluid Exposure in the Clinical Setting

Every MA student must realize the occupational risk for acquiring infectious diseases involved in choosing to work in the health profession. In addition, sharp instruments and needles used in the course of administering patient care can inadvertently cause injury and exposure to blood-borne diseases. Students must always follow OSHA Guidelines with Blood Borne Pathogens/Exposure Control Plans.

Examples of incidents in the clinical areas to report include the following: any break to skin integrity, needle sticks, body fluid splashes (urine, blood, vomit), neck and back strains, sprains, assaults by patients, injuries from equipment, etc. NIMAA maintains an accident insurance policy which provides limited accident medical benefits for student injury at the externship site. It is important that the student report any injury to the site supervisor and the NIMAA Student Services Program Specialist at the time it occurs to ensure proper management and treatment.

HIPAA and Student Standards regarding Patient Information

HIPAA, or the Health Insurance Portability and Accountability Act, is a law that governs how patient information is handled. A key part of HIPAA involves maintaining the confidentiality and security of protected health information. Healthcare providers, their employees and all NIMAA students gaining professional experience at their site must ensure that patient information is protected when being used, transferred, or shared.
electronically, verbally, or on paper. The student will consider all information obtained regarding a patient as strictly confidential and will not discuss the patient with anyone except the instructors, peers assigned to the same clinical facility/area, and appropriate clinic personnel.

The student hereby recognizes that medical records, 5150 applications (Application for Assessment, Evaluation, and Crisis Intervention or Placement for Evaluation and Treatment), child abuse reporting forms, elder abuse reporting forms, laboratory requests and results, and x-ray requests and results are typical of documents that are considered privileged and should not be discussed by the student with individuals not involved with the care of the patient.

Conversations between physicians, nurses, and other allied healthcare professionals in the setting of a patient receiving care are privileged communications and may not be discussed. Computer documentation and codes for documentation or medication dispensing machines are confidential information. These are not to be shared. All report sheets must be disposed of appropriately prior to leaving the clinical site.

The patient chart is a legal document owned by the externship site. Copying of charts is forbidden, unless otherwise specified by the externship site.

Failure to observe the externship site’s HIPAA confidentiality requirements may result in dismissal from or failure in the program. If it is determined that a breach of confidentiality has occurred because of a student’s actions, that student may be liable for damages that result from such a breach. The site could terminate its participation with the NIMAA program based on a single breach of confidentiality by a student.

Electronic Device Use

Students who violate the standards for the use of electronic devices during their externship experiences, as noted in the following table, are subject to potential dismissal from NIMAA.

| Clinical Computer Access | Even though a student may be an employee at an externship organization and have access to the organization’s computer system, the student should not use the computer for organization or personal use that is not related to the NIMAA program during student externship time. Each student will be informed of the externship’s computer policy/guidelines during orientation. Failure to abide by the computer policy/guidelines may result in dismissal from the program. |
| Cellphone Use | Cell phones/pagers are to be left on silent mode during synchronous seminars and externship activity. Cell phones should not be answered during class or during externship work. Some sites do not allow the use of personal cell phones or pagers in the facility or in some units. Not following the site’s policies may result in your dismissal from the site or program. |
Use of Other Electronic Devices

In our current culture, technology has allowed a plethora of resources to be available through our cell phones and other wireless communication devices. These resources can be of great value to the student during their clinical learning experiences. However, the use of wireless communication devices also poses significant issues relating to HIPAA patient confidentiality rights. Due to the gravity of the issues, healthcare facilities have established standards for the use of these devices in patient care areas. Students must adhere to the externship site’s published guidelines for use of electronic devices to avoid violations of HIPAA and the attendant legal ramifications for themselves, their faculty, the healthcare facilities and the NIMAA program.

Consequences of Code of Conduct and Academic Integrity Violations

If the offense does not result in an immediate dismissal, the procedure and sequence of discipline shall be as follows:

- First offense: Verbal or written Student Disciplinary warning from the Associate Director of Education or Student Services Specialist, including a grade of zero (0) for the assignment, if applicable (e.g. for Academic Integrity violations).
- Second offense: Written Student Disciplinary warning from the Associate Director of Education and/or Student Services Specialist.
- Third offense: Dismissal from the program.

The Associate Director of Education may dismiss the student immediately, and file any appropriate charges with local authorities, if applicable (see Dismissal Policy). Even upon dismissal for Code of Conduct violation(s), the student will be responsible to pay all outstanding tuition and fees, as described in the Refund Policy.

PROGRAM COST AND PAYMENT

Program Fees

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>FEE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25</td>
<td>The application fee is collected at the time of application. This fee will not be credited towards tuition. <em>This fee is non-refundable.</em></td>
</tr>
<tr>
<td>Tuition</td>
<td>$6,000</td>
<td>The program is 960 hours. Accordingly, the cost per hour is $6.25. Eligible for a prorated refund as per the Refund Policy.</td>
</tr>
<tr>
<td>Books and Materials</td>
<td>$540</td>
<td>This fee includes all required books and clinical materials:</td>
</tr>
</tbody>
</table>
FEE TYPE | FEE | DESCRIPTION
--- | --- | ---
• Books: $240  
• Clinical materials (jacket, stethoscope, BP cuff): $200  
• CPR certification and training: $100

*Books and clinical materials are non-refundable upon receipt. CPR certification and training are non-refundable upon commencement of the student’s CPR training.*

Other Costs | $220 | This covers the cost of the credentialing certification exam and study materials.

*This fee is non-refundable upon receipt of the credentialing exam study materials.*

TOTAL PROGRAM COST | $6,785

*In accordance with Pennsylvania regulation, Pennsylvania residents are eligible for a refund of all fees upon request.*

**Payment Schedule**

The payment schedule for the Fall and Spring cohorts is detailed in the following sections.

Students on an alternate payment schedule that has been agreed to by the NIMAA Finance Team at the time of enrollment or subsequent to the enrollment date, must stay current with the agreed-upon alternate schedule.

**Fall Cohort**

The payment schedule below defines payment due dates and options for the Fall 2021 cohort.

All payments are due at 11:59 PM Mountain Time on the due date.

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>TOTAL</th>
<th>PAYMENT SCHEDULE</th>
</tr>
</thead>
</table>
| Application Fee         | $25   | At the time of application submission  
*This fee is non-refundable.* |
| Books and Materials     | $540  | Due in full on or before August 24, 2021  
*Books and Clinical Materials are non-refundable upon receipt. CPR certification and training are non-refundable upon commencement of the CPR training.* |
<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>TOTAL</th>
<th>PAYMENT SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,000</td>
<td>Two payments as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• August 24, 2021: $2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• September 29, 2021: $3,500</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$220</td>
<td>Due in full on or before December 17, 2021</td>
</tr>
<tr>
<td>TOTAL PROGRAM COST</td>
<td></td>
<td>$6,785</td>
</tr>
</tbody>
</table>

* In accordance with Pennsylvania regulation, Pennsylvania residents are eligible for a refund of all fees upon request.

**Spring Cohort**

The payment schedule below defines payment due dates and options for the Spring 2022 cohort.

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>TOTAL</th>
<th>PAYMENT SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25</td>
<td>At the time of application submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>This fee is non-refundable.</em></td>
</tr>
<tr>
<td>Books and Materials</td>
<td>$540</td>
<td>Due in full on or before February 22, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Books and Clinical Materials are non-refundable upon receipt. CPR certification and training are non-refundable upon commencement of the CPR training.</em></td>
</tr>
<tr>
<td>Tuition</td>
<td>$6,000</td>
<td>Two payments as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• February 22, 2022: $2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• March 30, 2022: $3,500</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$220</td>
<td>Due in full on or before June 17, 2022</td>
</tr>
<tr>
<td>TOTAL PROGRAM COST</td>
<td></td>
<td>$6,785</td>
</tr>
</tbody>
</table>

* In accordance with Pennsylvania regulation, Pennsylvania residents are eligible for a refund of all fees upon request.

**Missed/Late Payments**

All payments are due at 11:59 PM MT on the due date. A late payment fee of $50 will be applied for each payment made after payment due date.

NIMAA will cancel enrollment for students who fail to make their initial program fee and tuition payment by 11:59pm MT five days after the payment due date, unless a
signed alternate payment plan has been established with NIMAA and the student is up to date with that plan.

Students falling behind in payments for more than 30 days, as per the published Payment Schedule or mutually agreed upon alternate payment schedule, may have their access suspended from the online coursework and externship work, and/or be asked to withdraw from the Institute until the payments are made current. Students falling behind in payments for more than 60 days will be dismissed from the program.

The final NIMAA program certificate and official transcript will only be awarded to students upon satisfactory completion of all academic and skill requirements and when all financial obligations have been satisfied.

**Payment Options**

NIMAA accepts payment by credit card or e-check through our student information system. Online payments will be subject to convenience fees as follows: credit card (3.09%) and e-check (1.5%). Alternatively, checks can be sent to NIMAA as follows: NIMAA, Attention: Michael Cyr, 575 Main Street, 2nd floor, Middletown, CT 06457. Checks must clearly indicate the full name of the student, program year and fees covered (e.g. books and materials). NIMAA does not accept cash payments.

Private loans with a variety of terms are available from NIMAA’s finance partners, for students who qualify. The student understands that if a separate party is financing his/her education, the student, and the student alone, is directly responsible for all payments and monies owed to the school.

Workforce funding is available for those who qualify in the states of Colorado, Indiana, Oahu County in Hawaii, Illinois, and Montana.

If student tuition and/or program fees are paid by an outside party (student loan, employer, externship organization) directly to NIMAA, those payments will be reflected in the student’s Student Information System account within 30 days of receipt of payment. It is the student’s responsibility to check the account balance and to notify the NIMAA Program Manager regarding any issues.

**REFUND POLICY**

*Note: this policy applies to all applicants and students except those residing in Pennsylvania.*

NIMAA will provide a full refund for any payments made by any applicant not accepted to the school, excluding the non-refundable application fee.

Students who cancel the Enrollment Agreement by notifying NIMAA within five business days after (1) signing the agreement or (2) making an initial payment but before commencement of classes, are entitled to a full refund of all tuition and fees paid (except the non-refundable application fee). Subsequent to this five-day cancellation
period, an applicant requesting cancellation prior to the start of classes is entitled to a full refund of all monies paid minus the cancellation charge of $100.

Books and Materials (jacket, stethoscope and blood pressure cuff) are non-refundable. CPR and credentialing exam and study material fees are refundable until which time that CPR training has commenced for a student, after which they are non-refundable.

All refunds are based on the last date of attendance, as defined in Important Terms Relating to Withdrawal.

Students will receive a full refund of Tuition paid (except for the nonrefundable application fee) if NIMAA discontinues a program/standalone course within a period that a student could have reasonably completed it. This provision does not apply if NIMAA ceases operation.

Refund Table

The following table defines the refund to be provided based on the time of withdrawal or dismissal. This table applies to all students except those residing in Pennsylvania.

<table>
<thead>
<tr>
<th>IF STUDENT ENROLLMENT IS TERMINATED...</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of classes but after the 5-business day Enrollment Agreement cancellation period</td>
<td>Full refund of all monies paid minus the cancellation fee ($100)</td>
</tr>
</tbody>
</table>
| Within the first 30 days after classes begin, inclusive of the 30th day (up to or equal to 14% of the program) | • 90% of full tuition minus the cancellation fee ($100)  
• Full refund of Other Costs (credentialing exam and study materials), if paid |
| After the 30th day of class but before the end of Term 1, inclusive of the last day of Term 1 (>30 days but less than 25% of program) | • 75% of full tuition minus the cancellation fee ($100)  
• Full refund of Other Costs (credentialing exam and study materials) if paid |
| After Term 1 but before the end of Term 2, inclusive of the last day of Term 2 (>25% of the program but less than 50%) | • 50% of full tuition minus the cancellation fee ($100)  
• Full refund of the Other Costs (credentialing exam and study materials) if paid |
IF STUDENT ENROLLMENT IS TERMINATED...

<table>
<thead>
<tr>
<th>AFTER TERM 2 BUT BEFORE THE END OF TERM 3, INCLUSIVE OF THE LAST DAY OF TERM 3 (&gt;50% OF THE PROGRAM BUT LESS THAN 75%)</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 25% of full tuition due less the cancellation fee ($100)</td>
<td></td>
</tr>
<tr>
<td>• No refund of Other Costs (credentialing exam and study materials)</td>
<td></td>
</tr>
</tbody>
</table>

| AFTER THE LAST DAY OF TERM 3 | NO REFUND; NO CANCELLATION CHARGE |

Refund Examples

Note: The following refund examples do not apply to Pennsylvania students.

Example 1:

Student A signed an Enrollment Agreement but decided to cancel enrollment before the start of classes (September 3). Student A has paid for Books and Materials ($540) and the first Tuition installment ($2,500).

Student A is eligible for a full refund of Tuition paid, as well as Books and Materials ($540) minus the cancellation fee of ($100).

Refund = Tuition + Books & Materials - Cancellation Fee

Refund = $2,500 + $540 - $100

Refund = $2,940

Example 2:

Student B enrolled in the NIMAA program and withdraws from the program in the third week (before the 31st day). Student B has paid for Books and Materials ($540) and the first Tuition installment ($2,500). Student B has received all of his books and clinical materials. CPR training has not yet commenced, and the student has not yet received the credentialing exam study materials.

Student B is eligible for a 90% refund of full Tuition and a full refund of the CPR Training and Certification fee ($100). Student will be charged a $100 cancellation fee. Books and Clinical Materials ($440) are non-refundable.
Refund = Tuition paid x 90%
+ 
    CPR Training and Certification

Cancellation Fee

Refund = $5,400 ($6,000 * 90%)
+ 
    $100
- 
    $100

Refund = $5,400

Given that Student B has paid $2,500, which is less than the refund total, a full refund of tuition paid- $2,500 - will be provided to the student. The refund due for the CPR training and certification of $100 and the cancellation fee of $100 cancel each other out, resulting in no further refund.

Example 3:

Student C enrolled in the NIMAA program and withdraws from the program after the 30th day but before the last day of Term 1. Student C has received all of her books and clinical materials. CPR training has not yet commenced, and the student has not yet received access to the credentialing exam study materials. Student C has paid a total of $6,760 for full Tuition ($6,000), Books and Materials ($540) and Other Costs ($220).

Student C is eligible for a refund of the following:

- 75% refund of full Tuition ($6,000)
- A full refund of the CPR Training and Certification fee ($100).
- A full refund of Other Costs ($220)

Student C owes the cancellation fee ($100). Her Books and Clinical Materials payments ($440) are non-refundable.

Student C's refund will be calculated as follows:

Refund = Tuition x 75%
+ Other Costs
+ 
    CPR Training and Certification
- 
    Cancellation Fee
**Refund** = $4,500 ($6,000 x 75%)
  + $220
  + $100
  - $100
**Refund** = $4,720

**Example 4:**
Student D enrolled in the NIMAA program and withdraws from the program after Term 1 but before the last day of Term 2. Student D has paid a total of $6,540 for Books and Materials ($540) and Tuition in full ($6,000). Student has not yet paid for Other Costs. Student D has received all of his books and clinical materials and undergone CPR training and certification.

Student D is eligible for a 50% refund of Tuition less the cancellation fee ($100). His full Books and Materials payment is non-refundable.

Student D’s refund will be calculated as follows:

**Refund** = Tuition X 50%  
  - Cancellation Fee

**Refund** = $3,000 ($6,000 x 50%)  
  - $100
**Refund** = $2,900

**Example 5:**
Student E enrolled in the NIMAA program and withdraws from the program in the middle of Term 3. Student E has paid in full for Books and Materials, Other Costs and Tuition. Student E has received all of her books and clinical materials; undergone CPR training and certification; and received access to the credentialing exam study materials.

Student E is eligible for a 25% refund of Tuition less the cancellation fee ($100). Books and Materials and Other Costs are non-refundable.

Student E’s refund will be calculated as follows:

**Refund** = Tuition X 25%  
  - Cancellation Fee
Refund = $1,500 ($6,000 x 25%)  
- $100

Refund = $1,400

Example 6:
Student F enrolled in the NIMAA program and is dismissed from the program in the middle of Term 2. Student F has paid in full for Books and Materials and Tuition. Student has not yet paid for Other Costs. Student F has received all of his books and clinical materials and undergone CPR training and certification.

Student F is eligible for a 50% refund of Tuition less the cancellation fee ($100). His Books and Materials payment is non-refundable.

Student F’s refund will be calculated as follows:
\[ \text{Refund} = \text{Tuition} \times 50\% - \text{Cancellation Fee} \]

Refund = $3,000 ($6,000 x 50%)  
- $100

Refund = $2,900

Refund Guidelines

1. All refunds will be made by NIMAA within 30 days from the date of determination, which is the date NIMAA determined the student is no longer in school (see Withdrawal Policy), except that refunds to Pennsylvania students will be made within 30 days of the last day of attendance.

2. If a third party paid for Tuition and/or Fees on the student’s behalf, such as a lender or parent, the refund transaction will be made to that third party in the amount of the refund due (but in no event greater than what the student or third party paid on the student’s behalf). If there is an excess balance of the refund after payment to that third party, that amount will be refunded to the student.

3. Any outstanding financial obligations by the student at the time of withdrawal/dismissal must be paid within 30 days from the date of withdrawal/dismissal.

The policy for granting credit for previous training shall not impact the refund policy.
State-Specific Refund Policies

The following policies supersede the corresponding NIMAA refund policy for students residing in the states specified.

Pennsylvania

Refund Policy

NIMAA will provide a full refund for any payments made by any applicant not accepted to the school.

Students who cancel the Enrollment Agreement by notifying NIMAA within five business days after (1) signing the agreement or (2) making an initial payment but before commencement of classes, are entitled to a full refund of all tuition and fees paid.

As specified in the dismissal policy, failure to meet attendance requirements is cause for dismissal.

Subsequent to this five business day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a full refund of all monies paid.

All refunds are based on the last date of attendance, as defined in Important Terms Relating to Withdrawal. All refunds will be made within 30 days of the last date of attendance.

Students will receive a full refund of tuition paid if NIMAA discontinues a program/standalone course within a period that a student could have reasonably completed it. This provision does not apply if NIMAA ceases operation.

Refund Table

The following table defines the refund to be provided based on the time of withdrawal or dismissal.

<table>
<thead>
<tr>
<th>IF STUDENT ENROLLMENT IS TERMINATED...</th>
<th>% of Program Completed</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of classes but more than 5 days after signing the enrollment agreement</td>
<td>0%</td>
<td>Full refund of all monies paid</td>
</tr>
</tbody>
</table>
| Within the first 5 weeks of the program | 5 of 29 weeks; up to 17% of the program | • 90% of full tuition  
• Full refund of Other Costs (credentialing exam and study materials), if paid |
IF STUDENT ENROLLMENT IS TERMINATED...

<table>
<thead>
<tr>
<th></th>
<th>% of Program Completed</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>After week 5 through</td>
<td>Weeks 6-8; greater than 17% and up to 28% of the program</td>
<td>• 75% of full tuition</td>
</tr>
<tr>
<td>the end of week 8</td>
<td></td>
<td>• Full refund of Other Costs (credentialing exam and study materials) if paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After week 8 through</td>
<td>Weeks 9-15; greater than 28% and up to 66% of the program</td>
<td>• 50% of full tuition</td>
</tr>
<tr>
<td>the end of week 15</td>
<td></td>
<td>• Full refund of the Other Costs (credentialing exam and study materials) if paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After week 15 through</td>
<td>Weeks 16-22, greater than 66% through 76% of the program</td>
<td>• 25% of full tuition</td>
</tr>
<tr>
<td>the end of week 22</td>
<td></td>
<td>• No refund of Other Costs (credentialing exam and study materials)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After week 23</td>
<td>Weeks 23 and after; greater than 76% and up to 100% of the program</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

WITHDRAWAL POLICY

Sometimes conditions or circumstances beyond the control of students and NIMAA require that students withdraw from NIMAA. Any student who wishes to withdraw prior to or after enrollment should notify the NIMAA Student Services Program Specialist who will document the withdrawal. NIMAA does not require students to provide written notification of withdrawal, however such notice is preferred, wherever possible. Non-attendance does not constitute an official withdrawal and will be subject instead to the sanctions noted in the Attendance Policy.

Withdrawal does not eliminate a student’s debt to the school.

Leave of Absence

Due to the construct of the NIMAA program, students who require a leave of absence due to medical or personal problems that prohibit them from attending school should request to withdraw from the program. Students will then be considered for re-admittance to the program in a different cohort, subject to the Re-Admittance Policy.
Important Terms Relating to Withdrawal

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Withdrawal</td>
<td>Students planning to withdraw should meet with the Student Services Program Specialist to complete an official withdrawal form.</td>
</tr>
<tr>
<td>Unofficial Withdrawal</td>
<td>If a student stops attending the program, NIMAA will make every attempt to contact the student to determine if the student plans to return. If a student misses more than the maximum time per the Attendance Policy and fails to request and receive approval for the absences, the student will be dismissed.</td>
</tr>
<tr>
<td>Withdrawal Date</td>
<td>The withdrawal date is the last date of attendance according to NIMAA’s attendance record. This is the date used to determine the student’s refund, where relevant, as per the Refund Policy. If a student has been officially dismissed because of attendance and has continued to attend during the appeal process, the last date of attendance is used to determine the withdrawal date.</td>
</tr>
<tr>
<td>Last Date of Attendance</td>
<td>The last date a student had academically related activity, which may include online coursework or externship attendance.</td>
</tr>
<tr>
<td>Date of Determination</td>
<td>The date NIMAA determined that the student withdrew or was dismissed. The official date of determination of a student shall be determined in the following manner:</td>
</tr>
<tr>
<td></td>
<td>• The date on which NIMAA receives verbal or written notice of the student’s intention to discontinue the training program; or</td>
</tr>
<tr>
<td></td>
<td>• The date on which the student violates published school policy, which provides grounds for dismissal.</td>
</tr>
<tr>
<td></td>
<td>• The date on which it was determined that the student would not be able to meet the standards for satisfactory academic progress.</td>
</tr>
<tr>
<td></td>
<td>• The Institute dismisses the student for failure to meet attendance requirements as defined in the Attendance Policy; and/or</td>
</tr>
<tr>
<td></td>
<td>• Failure to meet financial obligations to the Institute.</td>
</tr>
</tbody>
</table>

Transcripts for Withdrawn Students

Students who withdraw from NIMAA will receive a “W” grade for any course currently in progress. Students will also receive a “W” grade for any future courses in which the student did not begin attendance. Externship hours will reflect actual hours completed at the time of withdrawal.
Intent to Retract Withdrawal

Any student who requests to withdraw from NIMAA and subsequently chooses to retract his/her withdrawal request must do so in writing within three business days from the date the official notification was provided by the student to the Student Services Specialist.

Students intending to retract their official withdrawal notification must be eligible to return to school. Any student whose return would occur after a violation of the published attendance policy, whose return would violate the scheduled return requirements of another policy, or who was dismissed or scheduled to be dismissed from school for other reasons, is not eligible to retract the official withdrawal and return to school.

DISMISSAL POLICY

All students are expected to maintain a satisfactory level of academic achievement; to conduct themselves according to the NIMAA Code of Conduct; and attend the synchronous seminars and externship regularly. NIMAA reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress (see the Satisfactory Academic Progress (SAP) Policy).
2. Exhibits conduct NIMAA deems detrimental to the individual, other students, the community, or the school (see the Code of Conduct Policy).
3. Fails to meet attendance requirements (see the Attendance Policy).
4. Fails to meet financial obligations to NIMAA as agreed upon.

Students who are dismissed from the program will be refunded as per the NIMAA Refund Policy. Dismissal does not eliminate a student’s debt to the school. Any outstanding fees to the school are expected to be paid according to the timeline as noted in the Payment Schedule.

Students will be notified of their dismissal in writing by the Associate Director of Education, with a copy placed in the student’s permanent academic file.

RE-ADMITTANCE POLICY

If a student withdraws from a program or if a student is dismissed due to any reason other than disciplinary reasons, the student may be considered for re-admittance to the program provided the student has no financial obligations from the student’s previous enrollment with NIMAA.

Additionally, the student must demonstrate to the Associate Director of Education that the student will meet Satisfactory Academic Progress standards and adhere to the following conditions:

- The student must complete a form requesting re-admittance to NIMAA. Upon completion, this form will be kept in the student’s academic file.
• The student must submit a written personal statement regarding the reasons for withdrawal, how the situation has changed or was resolved, and the reasons why the student is prepared for re-admittance into the program.

• The student must demonstrate an awareness that re-admittance is granted based on availability in the program.

• The student must express an understanding that the decision regarding re-admittance will be based upon factors such as prior grades, attendance, and financial status with NIMAA, conduct, and the student’s commitment to completing the program.

• If a re-admitted student was on Academic Warning or Academic Probation at the time of his/her previous withdrawal or dismissal, the student will be placed on that same status at the time of re-entry.

Students applying for re-admittance to the program do not need to re-apply or pay the admissions application fee, unless as otherwise noted in this policy. A student will only be considered for re-admittance to the program year following withdrawal or dismissal. Beyond the first year following withdrawal or dismissal, students will be expected to undergo the full Admissions Process.

**Re-Admittance after Academic Integrity Violation(s)**

Students who have been dismissed from NIMAA because of an academic integrity violation and who wish to re-enter the program must re-apply for admission and submit a personal statement describing evidence of successfully resolving the conditions that caused the academic integrity violation. The student may be required to meet with the Student Services Program Specialist to discuss his/her personal statement and to ensure the student is prepared to re-enter the program and be successful. The Associate Director of Education will review the student’s application for readmission and personal statement and inform the student in writing of the decision regarding the student’s academic eligibility for admission. The re-admission decision of the Associate Director of Education is final.

**Re-Admittance Process**

• Student completes the Re-Admittance Form in the NIMAA Student Information System along with a personal statement identifying the reason for withdrawal, how the situation that precipitated the need for withdrawal has been changed or resolved for the student to successfully complete the program.

• Student must pay a $25 application fee.

• The Student Services Program Specialist will review the student’s application and personal statement and conduct a re-admittance interview with student.

• The Associate Director of Education will review student’s re-admittance form, data, and communication from the Student Services Specialist. The Associate Director of Education may meet with the student to discuss re-admittance.

• The Associate Director of Education will make a re-admittance determination and communicate that to the student.
If the student is approved to re-enter, student must then follow the required policy/protocol for enrollment and continue with Admissions:

- The student may be required to meet with the Student Services Program Specialist for a Re-Admittance Evaluation Meeting to discuss program readiness and may be required to develop a success strategy plan to adhere to while continuing in the program.
- Student’s academic week of re-entry in the program will be determined by the student’s previous academic progress, successful term completion of 60% or greater, clinical skills completion, and instructor evaluation of student’s academic/clinical progress.
- On re-admittance students will need to complete all required clinical externship hours; a student may be required to complete all 240 hours required regardless of hours completed during the previous enrollment.
- Once a student is approved by the Associate Director of Education to re-enter the program, the student may be required to remediate or audit previous completed course/material, clinical skills, and/or clinical skills based on the evaluation of previous academic and clinical standing by the Associate Director of Education.
- A student on re-admittance may be required to complete a course or term previously taken based on significant curriculum or course description revisions to meet current program requirements.
- Re-admitted students will be required to pay student fees according to the Fee Schedule. Fees for books and materials may be waived if the student is in possession of materials previously purchased through NIMAA and those materials are in good working order and equivalent to materials required at the time of reentry.
- Re-admitted students owe Other Costs in full if those costs were not paid during their previous enrollment. (E.g. if they withdrew before the due date for Other Costs).
- Re-admitted students will not be charged for courses previously completed. Their overall tuition will be reduced by the cost of completed courses which will be calculated by multiplying the clock hours of the completed course(s) by the per clock hour cost as stated at the time of reentry.

STUDENT GRIEVANCE PROCEDURE

Note: Complaint and grievance are used here interchangeably. To simplify, we use “grievance” throughout this policy.”

The NIMAA student grievance process is designed to assist students who may have a complaint or may have experienced what could be unfair or unlawful treatment. Students are encouraged to approach issues and concerns openly with faculty, the Student Services Specialist, and administration. NIMAA recommends that students bring any grievance directly to the person/persons to whom the grievance refers. If the issue is academic in nature, students are encouraged to talk directly with their NIMAA
instructor. Students may bring any concerns to the Student Services Specialist. If the issue is not remedied, the student is encouraged to complete a NIMAA Grievance Form in the NIMAA Student Information System outlining the nature of the grievance and deliver it to the Student Services Specialist via email to studentservices@nimaa.edu. The Student Services Program Specialist will review the grievance and will make an appointment with the student to review the issues within fourteen (14) days of receipt of the grievance form. All parties may be asked to participate in an open and honest discussion to resolve the issue. A student may ask for an appeal of any decision in accordance with the Appeals Policy.

NIMAA has no policy discouraging or prohibiting individuals from filing grievances or inquiries with the State Department of Higher Education and will take no action to discourage or prohibit such filings.

Attempting to resolve any issue with the School first is strongly encouraged.

Complaints may be filed at any time by students or their guardians online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance at http://highered.colorado.gov/dpos, 303-862-3001.

Pennsylvania Students

NIMAA is registered by the Pennsylvania Board of Private Licensed Schools; questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Licensed School, Pennsylvania Department of Education, 333 Marker Street, 12th Floor, Harrisburg, PA 17126-0333.

APPEALS POLICY

Appeals include those appeals related to code of conduct, academic integrity, final grades, attendance violations, failure to meet SAP and failure to meet financial obligations.

All appeals must be submitted online through the NIMAA Student Information System in the Academic Appeal Form, which will be initially reviewed by the Associate Director of Education. Alternatively, appeals can be submitted via a standard letter. The appeal letter must include the following:

- The specific issue the student is experiencing
- The date of the decision the student is appealing (e.g. grade, program dismissal, academic probation)
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision (meeting with instructor, Student Services Specialist, etc.)
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the decision was incorrect. Copies of all documents relating to the appeal (excluding
information that might violate the Family Educational Rights and Privacy Act (FERPA) or student confidentiality - e.g. information related to disability or medical documents) shall be placed in the student’s academic file, and the decision of the Associate Director of Education shall be noted in the student’s record in the NIMAA Student Information System.

Appeals must be submitted within five (5) calendar days of the date the student has notice of the adverse decision; or, five (5) calendar days after unsatisfactory resolution with the instructor and/or Student Services Specialist. Once a formal appeal is filed, no action based on the adverse decision may be taken until the appeal process is complete.

The NIMAA Appeals Committee shall render a written decision within five (5) calendar days of the date the appeal was received and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. The Appeals Committee may override certain rules and policies at their discretion if mitigating circumstances prevail.

If a student still deems that the decision rendered is not a satisfactory one, the Appeals Committee may forward the appeal and all documentation to the NIMAA Senior Management Team within 10 days of the decision of the Appeals Committee. The Senior Management Team will at that time verify that all the correct procedures were followed and are in compliance with the Withdrawal Policy. The NIMAA Senior Management Team will have 10 days to verify the appeals process and ensure compliance with NIMAA policy. If the decision of the Appeals Committee is upheld by the NIMAA Senior Management team, it is considered final and no further appeals are permitted.

Note: When an appeal is denied, the date of any academic warning, probation or dismissal from the program shall be the date of the academic decision that was appealed.

**STUDENT SERVICES**

**Orientation**

NIMAA provides an orientation for all new students prior to their first online lesson. The purpose of the orientation is to brief new students on the rules, regulations and policies of the school to include a discussion of expectations of participation, navigation of the learning management system, and issues related to academic integrity.

**Academic Advising**

Academic advising may be initiated by NIMAA personnel or the student when the need is identified.

**Non-Academic Student Support**

The NIMAA Student Services Program Specialist provides guidance and program information for prospective and current students, as well as graduates. The Student Services Program Specialist helps students in monitoring their educational progress and in providing non-academic support for student success, such as time management.
strategies. The Student Services Program Specialist can be contacted at the following email: studentservices@nimaa.org.

Accessibility for Students with Disabilities
Students with disabilities who require assistance are encouraged to disclose this information to the Admissions representative in order to determine a plan of action for support services. Such requests should be made at the time of or prior to the enrollment process.

Clinical Externship sites are generally able to accommodate students with disabilities providing they do not limit the student’s ability to do the core functions of the Medical Assistant position.

Library Resources
NIMAA provides students with online resources through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). NIMAA subscribes to the LIRN Core Collection of databases to provide access to online reference books, journal, magazine and news content and to the LIRN Medical Module to provide journal, magazine, news, and dissertation content in biomedical science, nursing, and allied health.

Students can access the LIRN database content 24/7. For research assistance and training, students and faculty may contact librarians@nimaa.edu.

Student Information System
NIMAA uses Regpack as its Student Information System (SIS). Regpack is accessed from the following link: https://www.regpacks.com/nimaa19 and is used by students to do the following and more:

- Submit the NIMAA Admissions application;
- Pay NIMAA fees and tuition;
- Complete all necessary NIMAA forms (e.g. immunizations, media consent, catalog acknowledgement, enrollment agreement); and
- Report and track on externship and seminar attendance.

NIMAA students will always receive clear communications from NIMAA Administrative and Faculty regarding tasks required of them in Regpack.

Regpack is used by NIMAA Administration and Faculty to communicate with students, as well as document and track student data including, but not limited to, the following:

- Student admissions applications, including interview data and admissions decisions;
- NIMAA to student communications;
• Student financial information;
• Student grades and attendance;
• Student faculty and student services advisements; and
• Student administrative data (e.g. externship assignment, CPR certification).

**Learning Management System**

NIMAA uses the Moodle Learning Management System (LMS) as its online platform supporting all online coursework. The NIMAA Moodle instance is accessed from the following URL: https://education.weitzmaninstitute.org. All students will be provided a username and password to access the LMS after signing an enrollment agreement, prior to school start.

**Technical Support**

All technical support questions involving NIMAA platforms, such as the Moodle LMS and Regpack SIS, should be sent to the following email address: it@nimaa.org. Technical support is available yearlong, Monday through Friday from 9am EST through 6pm EST.

**Student Records**

Student records will be maintained electronically at the administrative site for six years from the last date of attendance. Transcripts are maintained indefinitely.

**English Language Services**

NIMAA does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

• The admissions interview; and
• NIMAA’s receipt of prior education documentation as stated in the Admissions Policy.

**Placement Assistance**

NIMAA offers employment assistance to graduates, which may consist of job lead referrals and/or development of professional skills such as interviewing techniques and resume writing.

NIMAA makes no guarantee, expressed or implied of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll.
CERTIFICATION/CREDS abilities are required in states to work in the field, is often required by employers, and is encouraged for graduates. During the onboarding process, students will be informed of credentialing requirements for their state.

REQUEST OF OFFICIAL TRANSCRIPTS
NIMAA maintains academic records of all work completed at the Institute. Upon graduation, students who are in good financial and academic standing are entitled to receive one (1) free copy of their official transcript. The final official transcript will be sent to the student automatically within 14 business days of the date of graduation.

There is a $5.00 charge for all subsequent official transcript requests. Payments for transcript requests should be submitted through the alumnus’ Student Information System account, via the Request for Transcript form. Please allow 2-4 weeks for processing and receipt of transcripts. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. Individuals ineligible to receive an official copy of their transcript may request an unofficial copy, which will be issued within five business days of the request. The word “unofficial” will be watermarked on the transcript. Student transcripts from other institutions in NIMAA’s files may not be released to any individual or institution.

TRANSFER OF CREDIT POLICY
Acceptance of Credits on Transfer
Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department or the Council for Higher Education Accreditation, including military training, will be evaluated with the following considerations:

- All requests for transfer credits must be accompanied by an unofficial transcript and received by NIMAA prior to the student’s start date. NIMAA must receive the student’s official transcript within thirty (30) days post-enrollment or transferred credits may be forfeited and the student will have to take the respective course at NIMAA.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are sufficiently comparable to that of a related NIMAA course.
- A grade of “C” or better or a grade of “Pass” must have been earned in the course.
- Students who transfer in credits must complete:
  o A minimum of 60% of the online coursework required for graduation at NIMAA.
  o The complete externship requirement (240 hours) for SAP at a NIMAA externship organization.
• Credits from another institution accepted by NIMAA shall be counted as both hours attempted and completed for calculation of pace and maximum timeframe. *Grades associated with these credits are not included in calculating cumulative grade point average.*

• A decision regarding a prospective student’s transfer of credit evaluation will be provided within 14 calendar days.

• A student who receives transfer credits will have the program tuition charge prorated based upon the remaining number of credits (where credits are equivalent to clock hours as defined in *Course Descriptions*) the student must earn in order to graduate.

When credit transfers are approved by NIMAA, the student will still be required to audit (complete) all NIMAA coursework they received credit for. The student’s grades for audited coursework will not be included in the cumulative grade point average but will be checked for completion.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student’s responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

NIMAA does not accept advanced placement credit or grant credit for experiential learning or life experience.

**Transfer of Credit to Other Schools**

NIMAA does not imply or guarantee that credits completed at the Institute will be accepted by or transferable to any other school, college, university, or institution. It should not be assumed that any hours for courses described in this catalog can be transferred to another institution. Hours earned in the online or externship courses are unlikely to transfer to another institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at NIMAA should contact the educational institution to which they seek admission to inquire about their policies on credit transfer.

**CATALOG ACKNOWLEDGEMENT**

Students must acknowledge receipt and review of the catalog in NIMAA’s online Student Information System.

Student electronic signature in the system is accessible to both students and NIMAA administration.
ADDENDUM A – FACULTY CREDENTIALS

Susan Klos, Curriculum Director and Full-Time Instructor

- MA certificate, Ridley-Lowell Business and Technical Institute; New London, CT; September 1999
- Certified Medical Assistant, American Association of Medical Assistants (AAMA)
- Associate’s Degree, General Studies, Gateway Community College; New Haven, CT; June 2010
- B.A, General Studies, University of Connecticut; Storrs, CT; June 2016
- Former MA instructor, Porter and Chester Institute, 2014-16
- Examination proctor for the National Healthcare Association
- Certified Postsecondary Instructor, National Center for Competency Testing, October 2020
- 15 years MA work experience

Tiffany Heath, Full-Time Instructor

- Associate’s Degree, Medical Assisting, Springfield Technical Community College; Springfield, MA, January 1997
- Practical Nursing Diploma, Stone Academy, 2019
- Former Curriculum Developer, Educational Supervisor, and Instructor for the Administrative Health Specialist and MA programs, Porter and Chester Institute, 2006-2017
- Examination proctor for the American Association of Medical Assistants, American Medical Technologist, and National Healthcare Association, 2008-present
- Subject Matter Expert and Co-Author of Medical Assisting textbooks, 2010-12
- Certified Medical Assistant, American Association of Medical Assistants (AAMA)

Itzel Gutierrez, Full-Time Instructor

- MA certificate, PIMA Medical Institute; Chula Vista, CA; April 2015
- Clinically Certified Medical Assistant, National Healthcare Association (NHA)
- Associate’s Degree, Health Care Administration; Chula Vista, CA; April 2017
- Former Lab Skills Trainer; Salud Family Health Centers, Fort Lupton, CO 2018-2019
• Substitute MA Instructor; PIMA Medical Institute; March 2019- Current

**Jennifer Cole, Full-Time Instructor**

- Certified Medical Assistant, American Association of Medical Assistants (AAMA)
- Master of Education, American Intercontinental University, 2015
- Bachelor of Science in Healthcare Management, Anthem College, 2006
- Associate of Science in Medical Assisting, High Tech Institute, 2005

Medical Assisting Diploma, Porter and Chester Institute, 1998

**Dawn Chambers, Full-Time Instructor**

- Certified Medical Assistant, American Association of Medical Assistants (AAMA)
- Master of Public Health, Purdue University Global, 2019
- Master of Healthcare Administration, Purdue University Global, 2017
- Bachelor of Science in Healthcare Administration, Kaplan University, 2014
- Associate of Applied Science, Medical Assistant, Kaplan University, 2010
CATALOG ADDENDUM

Below are listed updates to the NIMAA Catalog – Volume 5 since its publication on February 15th, 2021.

Effective January 1st, 2022 for Spring 2022 Students only:

Pages 9-10:

Replace the existing Board of Directors and Administrative/Educational Staff Table with the following:

**Board of Directors**

| **Chairperson:** | Mark Masselli, Community Health Center, Inc. |
| **Treasurer:**    | Mark Keeley, CPA, Community Health Center, Inc. |
| **Secretary:**    | Natasha Quinn, Community Health Center, Inc. |
| **Members:**      | Dr. Tillman Farley, Salud Family Health Center, Inc. Jeanine Peterson, Hamilton Health Center |

**Administrative Staff/ Educational Staff**

| **CEO/School Director:** | Elena Thomas Faulkner |
| **Clinical Director:**   | Mary Blankson |
| **Chief Financial Officer:** | Mark Keeley |
| **Director of Business & Partnership Development:** | Lori Nichols |
| **Associate Director of Education:** | Betty Murphy |
| **Distance Education Manager** | Carolina Rose |
| **Business Manager:** | Ali Murray |
| **Externship Organization Specialist:** | Kim Cosner |
| **Admissions Representatives:** | Dawn Chambers Jennifer Cole Itzel Gutierrez Tiffany Heath Kate Prell Maddie Snyder |
| **Student Services Program Specialist:** | Kate Prell |
| **Program & Recruitment Specialist:** | Maddie Snyder |
| **Curriculum Director:** | Susan Klos |
**Instructors:**

<table>
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<tr>
<th>Instructor</th>
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<tbody>
<tr>
<td>Itzel Gutierrez</td>
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<td>Tiffany Heath</td>
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<td>Susan Klos</td>
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<td>Jennifer Cole</td>
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<tr>
<td>Dawn Chambers</td>
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<tr>
<td>Lucia Mendisabal</td>
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**Student Information Coordinator:**

<table>
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<tr>
<th>Coordinator</th>
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<tr>
<td>Tiara Edwards</td>
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**Systems Consultant:**

<table>
<thead>
<tr>
<th>Consultant</th>
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<tr>
<td>Tami Bonnett-Admi</td>
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**Page 17:**

**Immunization and Testing Requirements**

**COVID-19 booster shots are required for all students:**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
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<tr>
<td>COVID-19 Vaccine</td>
<td>- Two (2) doses (Moderna or Pfizer vaccine) or a single dose (Janssen), or other COVID vaccine, AND a booster dose.</td>
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**Satisfactory Academic Progress (SAP) Policy**

NIMAA has established standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative components in incremental measures of progress. These requirements apply to all students (full or part-time).

The NIMAA program includes four terms, each approximately seven weeks in length. Students will be evaluated for advisement at the end of each term and prior to reaching half of the scheduled hours in the enrollment period (end of term 2). The NIMAA Associate Director of Education will review the student’s academic history for cumulative GPA, externship hours and skills completion to determine whether the student can mathematically achieve the minimum required SAP for graduation. Withdrawal and/or dismissal will be discussed with students who will not be able to meet the minimum requirements by graduation.

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advisement and remediation assistance are both available.

**Quantitative Standard**

**Pace**

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the externship hours attempted and complete a minimum
percentage of online work at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined, along with the CGPA requirements, in the table above. As with the CGPA requirements, the quantitative standard (Pace) will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Program is 960 hours and 29 weeks, which is also the defined academic year. While SAP is assessed at the end of each term the official SAP calculation will occur at the scheduled end of the payment period which is 480 hours and 14.5 weeks.

Pages 33-34:

Academic Warning and Probation

Students will be evaluated against the GPA standard as follows:

- Students with a failing score of 63% to 72.99% at the end of each term or in the program overall at the end of Term 2 will be placed on Academic Warning. Students may not stay on Academic Warning for two consecutive terms; if the student does not successfully come off of Academic Warning at the end of a term, the student will be placed on Academic Probation for the next term.

- Students with a failing score of below 63% at the end of a term or in the program overall at the end of Term 2 will be placed on Academic Probation.

- At the end of each term, the Education team will evaluate whether the student can mathematically pass the program with a passing score of 73% or higher, based on potential scores in the remaining terms. Students who will not be able to meet the standard will be referred to the Associate Director of Education for dismissal for failure to meet the standard of Satisfactory Academic Progress.

At such time the student is placed on Academic Warning or Academic Probation, the student will be advised in writing of the status, the consequences of not meeting the SAP standards, and the requirements to be removed from Academic Warning or Academic Probation. The length of a warning or probation period is a maximum of one term. The student will be evaluated no later than the end of the Academic Warning or Academic Probation period. If the SAP standards are met, the student will be removed from warning or probation. If the student has not achieved the Standard of SAP, he/she will be referred to the Associate Director of Education for possible dismissal for failure to meet the Standard of Satisfactory Academic Progress.

Financial Aid Warning and Financial Aid Probation

Student’s Title IV eligibility may be affected by their SAP status.

- If a student is placed on academic warning at their first official SAP evaluation point, then they will also be placed on Financial Aid Warning. A student on Financial Aid Warning will be sent a letter explaining their status and that if they do not regain a good SAP status then they will lose their Title IV Aid eligibility.
• If a student fails SAP, they will no longer be eligible for Title IV Aid. The student will be given the opportunity to appeal and upon a successful appeal will regain Title IV eligibility for the next payment period or period outlined in their academic plan. If the student successfully completes their probation period, then they will be placed back in good SAP standing. If they are not successful, then they will lose Title IV eligibility.

Appeals to Dismissal for Failure to Meet SAP

A student may appeal dismissal for failure to meet the Standard of SAP. See the SAP Appeals Policy.

If the appeal is approved the student will be placed on a second one term period of probation. While on a second period of probation, the student must seek to correct his/her academic deficiencies by retaking all coursework in the term leading to an overall failing grade. The Associate Director of Education and the student’s instructor, in order to assure that the student’s educational objectives and SAP requirements are met, will closely monitor the student’s progress. The student will be evaluated at the completion of the second probation period.

• If the Standard of SAP is achieved at the completion of the second probation period, the student will be removed from Academic Probation.

If the Standard of SAP is not achieved by the completion of the second probation period, or if the original appeal was denied, the student will be dismissed. The student may apply for re-admission following NIMAA’s Re-Admittance Policy

SAP Appeals Policy

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school’s financial aid office on the designated schools Appeal Form describing why they failed to meet satisfactory academic progress by the next evaluation point. The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student’s disability, or any other allowable special or mitigating circumstances. The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the appeal is granted, the student will be placed on
Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive terms, for example 240 to 480 actual-hours evaluations, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. To comply with USDE requirements, the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

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**Attendance Requirements**

Attendance in the program is critical to student success. The NIMAA attendance policy requirements are based on the belief that a student can benefit from this program only if they attend regularly, actively participate in learning/clinical experiences, and are adequately prepared for learning opportunities. Online and clinical attendance are expected of all students. Further, a core component of the NIMAA curriculum is professionalism, and attendance is a critical part of professionalism.

NIMAA reserves the right to cancel enrollment for students who do not demonstrate sufficient attendance in the first ten (10) calendar days of the program. Sufficient attendance is defined as all of the following: attending all mandatory externship sessions, logging into the NIMAA Moodle site and completing any work due during that ten-day period.

Following the first ten (10) calendar days of the program, students not fulfilling NIMAA attendance requirements may be put on Academic Probation or dismissed at NIMAA’s discretion (see the Satisfactory Academic Progress (SAP) Policy and Dismissal Policy). More than two unexcused absences per term at scheduled externship hours and/or seminar is grounds for potential dismissal from the program, at the discretion of the Associate Director of Education. All excused and unexcused hours must be made up in accordance with the minimum attendance requirements.

**Interruptions, Course Incompletes, and Withdrawals**

If the student needs to take off more time than allotted in the contract or more than 10 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 10 consecutive calendar days of time off due to pregnancy/new mother and/or military duty, then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

**Repeats**

NIMAA does not allow repeats
Page 42: Add the following language under Academic Integrity

Copyright Infringement

All members of the NIMAA community are required to comply with U.S. Federal copyright laws and regulations. NIMAA’s full Copyright Infringement Policy referenced here is found on NIMAA’s Student Consumer Information Page. This policy includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations.

Pages 44-46:

Replace existing language with the following:

Alcohol and Drugs Policy

NIMAA’s school environment is grounded in the principles of health and safety; regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NIMAA does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, prescription drugs for which the person does not have a prescription, look-alike drugs or any mind-altering substance during school hours and while at externship facilities. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

In compliance with federal, state, and local laws, NIMAA prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any school property or school-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the school inform all members of the NIMAA community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual’s file.

Students should be aware that those found guilty of violation of the Drug-Free Policy may lose financial assistance provided by the school. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal financial aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid. Staff and students who violate these standards of conduct subject themselves to disciplinary action. If suspected of being
under the influence while engaged in clinical activity, a student may be required to submit to drug/alcohol testing.

A detailed description of the legal sanctions under state, local, and federal law, along with a description of health risks, and treatment options available may be found in NIMAA’s Student Consumer Information Page. NIMAA’s Student Consumer Information Page.

**Professional Conduct Guidelines**

**Add row with specific Sexual Harassment Policy information:**

The following table outlines NIMAA’s expected professional conduct guidelines.

<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>A student who intentionally causes or attempts to cause physical injury to another at school, during externship clinic hours or at a NIMAA function will be automatically dismissed.</td>
</tr>
<tr>
<td>Theft and Property Damage</td>
<td>Deliberately damaging, stealing or attempting to steal school, externship clinic or another person’s property on NIMAA or externship clinic grounds or during a school activity off grounds will result in automatic dismissal.</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Insubordinate behavior, such as refusing to do assigned work, defiant, intimidating or threatening behavior, or any other behavior towards NIMAA and/or externship site staff that would be considered inappropriate for the workplace will not be tolerated. Insubordination is grounds for immediate dismissal.</td>
</tr>
<tr>
<td>Foul Language Directed at Another Person</td>
<td>Improper language will not be tolerated, especially when directed at NIMAA or externship staff or fellow students in any angry, disrespectful or threatening manner.</td>
</tr>
<tr>
<td>Immorality</td>
<td>No student may engage in sexual acts during school or externship hours. No student may publish, distribute, or possess obscene or pornographic material while at externship sites.</td>
</tr>
<tr>
<td>Weapons &amp; Dangerous Instruments</td>
<td>Students are not to bring to any externship location or the NIMAA office a gun, knife, or any other item that could be used as a weapon. Students with any such items will be asked to remove them immediately and may be reported to the authorities. Failure to do so could be grounds for dismissal.</td>
</tr>
<tr>
<td>Disruption of School</td>
<td>Disruptive behavior of any type is not permitted and may result in dismissal from the program. Sleeping during seminar or clinic hours, tardiness to clinic, excessive talking during externship or</td>
</tr>
</tbody>
</table>

NIMAA Catalog | Volume 5, 2021-2022
Revised February 28, 2022
<table>
<thead>
<tr>
<th>GUIDELINES</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>seminar, and disrespectful behavior to NIMAA and clinical staff, students, and patients are examples of disruptive behavior. A student shall not by use of violence, force, noise, threat, or intimidation, cause the disruption of any function of the school or its students. While not intended to be a complete list, the following acts, when done for the purpose of disrupting school, are examples of actions that can result in immediate dismissal or other disciplinary action:</td>
</tr>
</tbody>
</table>
|                             | • Occupying the NIMAA office or a NIMAA externship clinic with the intent to deprive others of its effective use.  
|                             | • Damaging any part of the school, clinic or other property.  
|                             | • Firing, displaying, or threatening use of explosives, including fireworks, on the school or clinic premises.  
|                             | • Continuously and intentionally making noise or acting in any manner so as to interfere with the instruction, administrative or clinical processes.  
| Social Media Professionalism| Students should refrain from posting material that could be viewed as malicious, obscene, threatening, and/or intimidating. Examples may include, but are not limited to offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or NIMAA policy. Posting slanderous material or negative comments about NIMAA or the Health Center in which a student attends externship or is employed, is considered unprofessional behavior.  
|                             | Posting comments regarding personal, confidential patient or student information is considered a code of conduct violation.  
| Externship Site Conduct/Professionalism| NIMAA students are required to follow all externship site policies as identified by their externship organization policies and procedures. NIMAA students will be held accountable for Code of Conduct violations for any policy infraction at the student’s externship site. Students found in violation of the externship organization’s policies, may be dismissed from the program. Further inclusion of this policy can be found on the pages that follow.  
| Sexual Harassment           | NIMAA is committed to creating and maintaining a community where all individuals who participate in the school’s programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the NIMAA prohibits sexual...
<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>harassment and sexual violence including dating violence, domestic violence, sexual assault and stalking, and that such behavior violates both law and school policy. The full policy may be found in NIMAA’s Student Consumer Information Page.</td>
</tr>
<tr>
<td>Other Harassment, Intimidation or Bullying</td>
<td>Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited both on school and externship clinic property. Students found responsible for harassment, intimidation or bullying by an electronic act may be dismissed. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices or electronic means, are inconsistent with the educational process and are prohibited at all times. No administrative, instructional or other employee of NIMAA shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, instructors and all other NIMAA employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering NIMAA employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents should be reported immediately to the Student Services Program Specialist and appropriate discipline is administered.</td>
</tr>
</tbody>
</table>
Add the following language:

Types of Federal Financial Aid

Federal Pell Grant Program
A grant -based on financial need, award by the federal government. The maximum Pell Grant is currently $6,495 for the 2021-2022 academic year.

Replace existing language with the below:

Accessibility for Students with Disabilities

The Americans with Disability Act (ADA) requires an institution of higher education to provide reasonable accommodations to a qualified individual with a documented disability unless accommodations would result in an undue burden or fundamentally alter the nature of the relevant course of programs. NIMAA is fully committed to providing reasonable auxiliary aids to qualified individuals with documented disabilities. For full policy information please NIMAA's Student Consumer Information Page.

Clinical Externship sites are generally able to accommodate students with disabilities providing they do not limit the student’s ability to do the core functions of the Medical Assistant position.

Pages 62-63:

Important Terms Relating to Withdrawal

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Withdrawal</td>
<td>Students planning to withdraw may notify the school of their intent to do so via phone call or message, email, or in-person (including video call) conversation. Students should meet with the Student Services Program Specialist to complete an official withdrawal form.</td>
</tr>
<tr>
<td>Unofficial Withdrawal</td>
<td>If a student stops attending the program, NIMAA will make every attempt to contact the student to determine if the student plans to return. If a student misses more than the maximum time per the Attendance Policy (10 days) and fails to request and receive approval for the absences, the student will be dismissed.</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Withdrawal Date</strong></td>
<td>The withdrawal date is the date the student notified NIMAA of their withdrawal, or in the absence of such notice, the last date of attendance according to NIMAA’s attendance record. This is the date used to determine the student’s refund, where relevant, as per the <strong>Refund Policy</strong>. If a student has been officially dismissed because of attendance and has continued to attend during the appeal process, the last date of attendance is used to determine the withdrawal date.</td>
</tr>
<tr>
<td><strong>Last Date of Attendance</strong></td>
<td>The last date a student had academically related activity, which may include online coursework or externship attendance.</td>
</tr>
<tr>
<td><strong>Date of Determination</strong></td>
<td>The date NIMAA determined that the student withdrew or was dismissed. The official date of determination of a student shall be determined in the following manner:</td>
</tr>
<tr>
<td></td>
<td>• The date on which NIMAA receives verbal or written notice of the student’s intention to discontinue the training program; or</td>
</tr>
<tr>
<td></td>
<td>• The date on which the student violates published school policy, which provides grounds for dismissal.</td>
</tr>
<tr>
<td></td>
<td>• The date on which it was determined that the student would not be able to meet the standards for satisfactory academic progress.</td>
</tr>
<tr>
<td></td>
<td>• The Institute dismisses the student for failure to meet attendance requirements as defined in the <strong>Attendance Policy</strong>; and/or</td>
</tr>
<tr>
<td></td>
<td>• Failure to meet financial obligations to the Institute.</td>
</tr>
</tbody>
</table>

**Page 70:**

**Student Records**

Student records will be maintained electronically at the administrative site for six years from the last date of attendance. Transcripts are maintained indefinitely.

**Add the following language:**

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights concerning their education records. FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary...
Pages 71-72:

Transfer of Credit Policy

Acceptance of Credits on Transfer

Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department or the Council for Higher Education Accreditation, including military training, will be evaluated with the following considerations:

- All requests for transfer credits must be accompanied by an unofficial transcript and received by NIMAA prior to the student’s start date. NIMAA must receive the student’s official transcript within thirty (30) days post-enrollment or transferred credits may be forfeited and the student will have to take the respective course at NIMAA.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are sufficiently comparable to that of a related NIMAA course.
- A grade of “C” or better or a grade of “Pass” must have been earned in the course.
- Students who transfer in credits must complete:
  - A minimum of 60% of the online coursework required for graduation at NIMAA.
  - The complete externship requirement (240 hours) for SAP at a NIMAA externship organization.
- Credits from another institution accepted by NIMAA shall be counted as both hours attempted and completed for calculation of pace and maximum time frame. Grades associated with these credits are not included in calculating cumulative grade point average.
- A decision regarding a prospective student’s transfer of credit evaluation will be provided within 14 calendar days.
- A student who receives transfer credits will have the program tuition charge prorated based upon the remaining number of credits (where credits are equivalent to clock hours as defined in Course Descriptions) the student must earn in order to graduate.

When credit transfers are approved by NIMAA, the student will still be required to audit (complete) all NIMAA coursework they received credit for. The student’s grades for audited coursework will not be included in the cumulative grade point average but will be checked for completion.
Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student’s responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

NIMAA does not accept advanced placement credit or grant credit for experiential learning or life experience.

Page 72:
Add the following language:

Student Consumer Information Page
To help students and families make informed decisions about higher education, NIMAA publishes a guide to sources of consumer information, school policies, and disclosures as required under the Higher Education Opportunity Act and other legislation. This page may be accessed through NIMAA’s website at: https://www.nimaa.edu/financial-aid/.

Page 73:
Addendum A – Faculty Credentials
Add the following:

Lucia Mendisabal
- Certified Medical Assistant, American Association of Medical Assistants (AAMA)
- Medical Assisting Certificate, Everest College, 2013
- Medical Skills Trainer, Salud Family Health Centers, 2019
- Immunization Program Coordinator, Salud Family Health Centers, 2019-2021
• Associate Center Director, Salud Family Health Centers, 2021