



2012 Catalog

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Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
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Phone: 916.574.7720
Toll Free: 888.370.7589

As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site www.bppe.ca.gov.

This Catalog is not intended to be, and should not be construed as, a contract between Advanced Colleges of America and its students, either individually or collectively. This Catalog is updated at least once a year, therefore any changes in educational programs, educational services, procedures, or policies required to be included in the Catalog by statute or regulation that are implemented before the issuance of the annually updated Catalog shall be reflected at the time they are made in supplements or inserts accompanying the Catalog. All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of Advanced Colleges of America as of the date of printing. Consistent with sound educational practices and the requirements of the profession, Advanced Colleges of America reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to,

participation in, and graduation from Advanced Colleges of America programs. Students will be officially informed of any changes that may affect them by the Administration.

In keeping with the school policy of providing an immediate response to the needs of students and employers, the school reserves the right to make modifications to program content and the structure of curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this Catalog becomes an official part of the Catalog and supersedes any contradictory information contained herein. This Catalog will be updated at least once a year in accordance with regulatory guidelines.

This publication is prepared well in advance of the time period it covers. Therefore, changes to some programs may occur. Programs as described are subject to change with reasonable notice. Some programs offered may be canceled due to insufficient enrollment, elimination or reduction of programs, or for any other reason considered sufficient by the Advanced Colleges of America President/Executive Director or designee. Any questions regarding programs listed in this Catalog should be directed to the President/Executive Director. Policies and changes made by the Bureau for Private Postsecondary Education issued prior to publishing a new Catalog will be given to each student and staff member in the form of a memo describing the changes and the effect on the student and/or staff member.

For comments, questions and enrollment into ACA please call 888.82.ENROLL (888.823.6765) ext 1, or email an ACA Enrollment Specialist at Enroll@AdvancedColleges.us. To reach the President of ACA please email Pedram.Mizani@AdvancedColleges.us, or call 888.82.ENROLL (888.823.6765) ext 714.

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President's Message

As a family physician and the former Chief Resident of Morehouse School of Medicine Department of Family Medicine, I welcome you to Advanced Colleges of America (ACA). At ACA, we are proud to offer you the first and only State of California Bureau for Private Post-secondary Education approved Advanced Medical Assisting career bridge programs. Furthermore, what is unique about ACA is that it has been founded by physicians... enabling us to empower our students with an effective behind the scenes admission criteria practices. ACA is truly designed for the next generation of Medical Assisting, medical college entry and medical residency interviews and subsequent medical practice.

Also I am particularly sensitive to caring for the underserved, and the effects of cultural competence on patient care. It is my belief that students in healthcare programs should graduate with a vast array of clinical experiences so that they are prepared for the real world. Therefore after 10 years of research and preparation, my team and I took great care to ensure that ACA's flagship programs will teach our future healthcare professionals that the provision of health to human kind is a global effort not bound by geographical limitations. I am humbled by the tireless efforts and determination of ACA's Academicians and Program Advisory Board Members who share ACA's mission and vision that its programs must remain student centered, address community needs, remain up to date and affordable, offer physician supervised clinical externships and ensure the highest standards of cultural sensitivity and patient respect.

ACA is a hybrid education based college that uses both physician supervised clinical externships with convenient online technologies and to ensure that our students obtain the optimum and most relevant education. From our distinguished faculty; to the most technologically advanced online learning platforms that I have come across; to nationwide clinical sites that consist of teaching hospitals, primary care clinics, surgical centers, and nursing homes—ACA prepares students for their next steps in education, healthcare career placement and research. Lastly, and definitely at the top of my list of priorities, Advanced Colleges of America is an environmentally conscious organization and a green college, saving mother Earth more than 10 metric tons of CO2 each month.

Although the specific goals of every future healthcare provider are different, your decision to advance your education will be the "defining moment" for you as you begin the rest of your life with Advanced Colleges of America. Remember: the future belongs to those who prepare for it, and the time to start your future is NOW!

Again, welcome to Advanced Colleges of America! Here's to your future of excellence.

Pedram Mizani, MD, MHSA

President & Dean

Family Medicine Physician

Advanced Colleges of America – Irvine, California

About Advanced Colleges of America

Statements of Purpose, Vision, Mission and Objectives

Advanced Colleges of America is a private institution of higher learning dedicated to offering lifelong learning opportunities to a diverse population of adult learners in the United States and other countries. Advanced Colleges of America's programs, which are offered through an online learning process, provide students the opportunity to acquire practical knowledge and applicable skills at an affordable cost. ACA's education model is designed to greatly enhance students' opportunities for career advancement in their chosen field.

Advanced Colleges of America maintains the faculty, resources, and support structures necessary to assist its students in developing and enhancing their capabilities, skills, and effectiveness in their chosen professions. Based on relevant principles and theories, the focus of Advanced Colleges of America's programs will be academically sound, flexible in delivery, and designed and offered to meet the needs of students from regional, national, and international communities.

Advanced Colleges of America is committed to the traditions of scholarship, and will support and encourage its faculty and students in their intellectual pursuits. As an obligation to the communities we serve, the assets represented by our assembled educational resources and the talents of the faculty, students, and staff of Advanced Colleges of America will be shared freely with scholars, professionals, and community organizations.

Statement of Purpose

Advanced Colleges of America is dedicated to advanced study of issues germane to the medical professions. Within an academic learning environment that extends beyond the common core curricula and concentrated courses of study, the faculty and administration have defined institutional purposes as follows:

1. To function as a community of scholars wherein adult professionals can pursue their academic interests through dialogue with faculty and students;
2. To provide programs designed to challenge professional adults who seek the acquisition of further knowledge in their respective areas of inquiry;
3. To foster critical and creative thinking that identifies problems within the medical environment, and to explore academic sources for new approaches to problem resolution;
4. To promote high ethical standards in personal, academic, and professional conduct;
5. To advance international understanding and disseminate a global perspective within the fields of professional education, clinical exposure, and administration.

Statement of Vision

The Vision of Advanced Colleges of America is to establish itself as a prestigious college known globally for its quality education, its advanced graduates, who strive to become leaders in their respective fields and its highly sought after faculty who take pride in outcomes of excellence.

Statement of Mission

The Mission of Advanced Colleges of America is to provide progressive, technologically based quality education that will lead to advanced career placement opportunities for our graduates. With our Mission, we are dedicated to addressing and fulfilling the educational needs of our students with excellence and effectiveness, coupled with personalized service, while intending to meet various global challenges faced by humankind.

Advanced Colleges of America creates valuable adult employees by educating students using advanced teaching methods and technology. We work throughout the community to determine what employers need. We aim to produce students who possess those skills and exhibit those qualities. Advanced Colleges of America is dedicated to staying ahead of the ever-evolving skill set required in changing times by regularly updating our programs. We continuously study and evaluate student outcomes and institutional goal achievement, and use these results to improve our efforts for our students, staff, employers, and the community. The expectation prevails that Advanced Colleges of America's graduates, having pursued their educational program, are in a position to utilize their acquired proficiencies for occupational positions. At Advanced Colleges of America, we not only want our students "job ready," but able to "keep a job."

Objectives

Advanced Colleges of America was established to solve the unique problems faced by mature adults with family and career responsibilities, who desire to earn advanced training to prepare them for medical careers. Advanced Colleges of America diploma programs are designed in accordance with the following objectives:

1. To provide scholarly and professionally oriented education at the Diploma level for individuals preparing for, or who are engaged in, careers in medicine;
2. To require student acquisition of the core body of knowledge representative of the programs offered;
3. To address the continually changing climate in the fields of medicine;
4. To ensure relevance and practical application of course content by drawing on the expertise of program advisory committees and representatives of the medical communities;
5. To require student knowledge of current and evidenced based information in the field of medicine;
6. To stimulate and hone higher levels of intellectual, analytical, and critical thinking abilities;
7. To challenge students to study applications in medicine to develop the qualifications to conduct efficient, independent investigations;
8. To promote ethical values and foster commitment to lifelong learning; and
9. To address the impending U.S. physician shortage by helping to increase medical school admission, more advanced Medical Assistants, as training competitive candidates to enter U.S. medical residencies.

Approved by the State of California

Advanced Colleges of America is approved by the prestigious State of California Bureau for Private Postsecondary Education. Additionally, Advanced Colleges of America is the only California college that has been approved to offer:

- Advanced Medical Assisting programs
- A one of a kind Medical College Track program
- A highly specialized Medical Residency Track program
- Physician supervised clinical externship sites across the United States

An “Approval” or “approval to operate” means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students’ achievement prior to, during, and at the end of its program. Non-degree-granting institutions in the State of California receive their authority from the Bureau for Private Postsecondary Education (BPPE). The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Approved by the National Center for Competency Testing

Advanced Colleges of America is approved by the National Center for Competency Testing (NCCT). NCCT certification testing is designed to validate candidate competence, not only for the employers that hire them but for the public good. NCCT is an accredited certification program approved by the Institute for Credentialing Excellence’s National Commission for Certifying Agencies. Most healthcare facilities require that you be a Certified Medical Assistant prior to considering your application.

Environmental Statement

All of us at Advanced Colleges of America respect our planet Earth, and the natural resources she provides us with. We’ve all been dreaming about paperless offices and having all records up and running on servers in the cloud but cost, culture and complications all contribute to the lack of 100% Electronic Document and Records Management System (EDRMS) implementation. However, there are ways to move Advanced Colleges of America towards becoming almost completely EDRMS dependent. Advanced Colleges of America is fully committed to decreasing the carbon footprint of our entire workforce, our student body and vendors, and to contributing to a world that is far more environmentally conscious, and mindful towards preserved planet Earth for our children. Reducing our carbon footprint can also be seen as reducing our energy and resource usage costs and thereby improving the efficiency and costs of managing our college. It is only a matter of time that government and large organizations will be requiring evidence of effective green strategies and practical steps to not only alter an organization’s behavior, but make considerable long term cost and efficiency savings that can be measured. However, as responsible citizens of the Earth, we at Advanced Colleges of America are committed to conducting business in a manner that manages environmental issues responsibly. We fulfill this commitment by:

- Complying with environmental regulations;
- Conducting operations in an environmentally sound manner;
- Applying the principles of reduce, reuse and recycle in all processes;
- Promoting environmental responsibility among our employees and students;
- Striving to ensure that suppliers agree to comply with environmental regulations;
- Securing hundreds of clinical sites across the United States, so that students would stay close to home and decrease travel times;
- Pursuing continuous improvement in our environmental performance;
- Clearly communicating ACA's environmental policy, practices, and impact to interested parties.

Academic Year

The academic year begins on July 1st and continues to June 30th of the following year (See Appendix C).

Hybrid Education Philosophy and Technology

Education Philosophy

Advanced Colleges of America's academic programs are based on the concept that various disciplines of medicine must maintain open lines of communication so as to share various advances in all fields and specialties. As a consequence, the educational philosophy of Advanced Colleges of America is grounded on the belief that higher learning requires integration of:

1. A common core of knowledge resulting from the methods of investigation germane to a given discipline, and
2. Insights gained from related, specialized areas of the discipline, and
3. An intimate knowledge of a particular area of inquiry.

Our academic programs have been designed in accordance with this philosophy. Advanced Colleges of America holds to the belief that:

1. The central interest of the institution is the learner, and
2. Learning is an active, lifelong process, and
3. Experiencing success is crucial to the learning process, and
4. Dialogue between faculty and student can be a catalyst to learning, and quality of instruction and learning are inextricably interwoven.

Advanced Colleges of America is committed to providing the strongest possible base for a lifetime of ethical professional practice approached from an academic and educational perspective. Knowledge, techniques, skills, and insights gained from individual study are essential to professional preparation. Since learners at Advanced Colleges of America are highly motivated, well-organized, and self-directed practitioners, these qualities are readily integrated into the student's professional and personal goals of providing service to their communities.

Advanced Colleges of America subscribes to the concept of accountability for the quality and accessibility of its academic programs. As the learner's mode of acquisition undergoes change to accommodate the need to function in an increasingly complex environment and as knowledge about learning expands, Advanced Colleges of America believes that continuing program review and assessment is an essential, concurrent process. Consequently, we value feedback and suggestions from our alumni and affiliates. It is anticipated that the 21st century will reveal a globally interactive world society to which academic institutions must be continually responsive.

Education Technology

At Advanced Colleges of America, technology and associated data security is of the utmost importance. The software and online services used by Advanced Colleges of America are maintained with modern data security technologies.

Learning Management System (LMS)

An LMS is arguably the most vital component of a successfully managed distance education college; this is where students attend classes, watch videos, learn their classes, take tests, chat and complete weekly assignments. ACA's LMS maximizes the educational experience for its students. It is an easy to use and advanced platform, with access that is password protected, and has a full disaster recovery plan and risk analysis. ACA's LMS is seamlessly integrated into its online didactics, which are filled with multimedia, social capabilities and most importantly, easy to use. In cooperation with its data center a range of measures are in place to prevent a complete system breakdown. These measures include:

1. Two completely separate power supplies from two different providers;
2. Redundant network connections;
3. Strict access control;
4. Fire extinguishing systems designed not to harm hardware or infrastructure;

Student Information System (SIS)

A well designed SIS provides a safe and secure way to manage all of our student's information, such as personal history, documenting all events, uploading documents, grades, clinical externship management and ability to create a transcript, just to name a few. Utilizing the world's leading Client Relationship Management system as its base, ACA's SIS boasts the most advanced technology for Internet security available today. With industry standard Secure Socket Layer (SSL) technology, information is protected using both server authentication and data encryption, ensuring that data is safe, secure, and available only to registered users in our organization. Data will be completely inaccessible to anyone else. Our SIS provides each User in our organization with a unique username and password that must be entered each time a user logs on. Our SIS issues a session "cookie" only to record encrypted authentication information for the duration of a specific session. The session "cookie" does not include either the username or password of the user. Our SIS does not use "cookies" to store other confidential user and session information, but instead implements more advanced security methods based on dynamic data and encoded session IDs. In addition, our SIS is hosted in a secure server environment that uses a firewall and other advanced technology to prevent interference or access from outside intruders.

Electronic Signature System (ESS)

Technology today allows us to update enrollment packages, and commit by signing all documents all in one continuous event. ACA's ESS is one of the leading web-based and on-premise e-signature management system, enabling users to obtain both written and verbal authorizations. With unique, patent-pending technology, our ESS allows for the execution of any document with forensically identifiable, biometric signatures or typed 'certified' signatures, all of which significantly improves our efficiency, accuracy and strength of our document repository system.

Description of Facilities and Types of Equipment

Advanced Colleges of America is located in a commercial building complex in Irvine, California. Our facility in the Executive Park center in Irvine is a state-of-the-art facility equipped with the latest computer technology and communication tools. The area occupied by administration is approximately 3500 square feet, excluding clinical sites and outside departments. The Learning Management System (LMS) that we use for online learning is furnished by a global leader providing an individual learning platform tailored to meet the unique needs of every student and educator at Advanced Colleges of America. This LMS is an easy-to-use online system to help students and faculty stay organized, communicate via video conferencing, discussion boards and email, maintain e-Portfolios, and access course material from any web browser or browser enabled mobile phones.

Instructional Methods

ACA is a “Hybrid Education” college; our “hybrid” campus incorporates creative uses of technology, with nationwide clinical sites and human interaction in order to deliver programs for Medical Assisting, medical college and medical residency in a new social era. Using both advanced online classroom technologies (e-learning) and on-ground physician supervised hands-on clinical externships (outpatient & inpatient clinical settings), ACA delivers powerful healthcare instructional methods that have demonstrated effectiveness for adult learners. This type of hybrid education delivery system encourages contact between students and faculty, allows for prompt feedback, develops reciprocity and cooperation among students, and uses active learning techniques. ACA’s LMS also includes weekly online assessments and synchronous chat, asynchronous online threaded discussion, e-mail, online exams, and hands-on clinical Externships in a multi-disciplinary fashion. Students may complete the courses on their own weekly schedule, with the exception of scheduled functions (online chats, homework assignments due, exams, etc.) Throughout the program, faculty stay connected with students using the LMS’s internal video-telephone conference tool as well as webinars, emails, chat, text messaging and social media.

However, this model is not made for everyone: every prospective student must undergo the [ACA 8 step enrollment process](#), which is designed to pre-qualify its students prior to accepting any enrollments. Other resources:

- Visit www.advancedcolleges.us/college-security to read more about ACA's Learning Management System, Student Information System and Electronic Document and Signature Processing;
- Visit www.net.educause.edu/ir/library/pdf/EQM0313.pdf to read about hybrid education.

Upon provisional enrollment, students are registered for at least one online didactics course of 3 units each term. If available, a student may be registered for more than one course each term. Ongoing assistance is provided to each student whenever requested or deemed appropriate by faculty or staff. Students must earn a minimum overall Grade Point Average (GPA) of C (or 2.0) in order to graduate with an Advanced Medical Assistant Diploma and a GPA of 3.0 or better for graduates of AMA-MCT to be considered for direct medical school entry into our affiliated medical school.

Online Library

Advanced Colleges of America has a contract with the Library & Information Resources Network (LIRN). The primary function of the LIRN electronic library is to provide access to electronic research resources to ACA staff and faculty as well as its students. This resource is seamlessly integrated into our student LMS, so that students and faculty may access the library with ease through the Internet.

Online Student Equipment Requirements

Minimum equipment requirements for PC systems are:

- Desktop or Laptop with 1.3 GHz Processor, 2 GB RAM, 130 GB Hard Drive and DVD Drive;
- Please note that related software for Medical Assisting courses is in a PC format, therefore Microsoft Operating System with Windows XP or higher is required. If a student is working from a Macintosh, it is the student's responsibility to have access to a conversion software product such as Parallels Desktop 3.0 for MAC or VMware Fusion (MAC).
- Internet browser and Internet access – DSL, broadband or WIFI (wireless);
- Soundcard and speakers, web cam and microphone;
- Anti-virus and Microsoft Office software, or access to Google Documents.

Minimum Equipment Requirements for Macintosh Systems

The above system requirements apply to Macintosh as well, with the exception of the Windows XP or higher Operating System.

Screen Resolution

We recommend setting your screen resolution to 1440 x 900 pixels.

Browser Requirements

Every student will need one of the following browsers installed on his/her computer: Internet Explorer 8 or higher, Google Chrome, Firefox 3.6 or Safari 4.0. A web browser is a software application that presents the information of the World Wide Web (WWW) information that comes from the uniform resource identifier (URI). A web page contains text, hyperlinks, graphics, videos, etc.

- *Windows Users*
 - Recommended Version: (Windows Internet Explorer; [Microsoft Internet Explorer 7.0](#))
 - Recommended Version: (Mozilla Firefox; [Mozilla Firefox 3.0](#))
 - Supported versions: (Windows Internet Explorer; [Microsoft Internet Explorer 6.0](#))
 - Supported versions: (Mozilla Firefox; [Mozilla Firefox 2.0](#))
 - Supported versions: (Windows Internet Explorer; [Microsoft Internet Explorer 8.0](#))
- *Mac OS Users*
 - Recommended Version: (Safari; [Safari 3.0](#))
 - Recommended Version: (Mozilla Firefox; [Mozilla Firefox 3.0](#))
 - Supported versions: (Safari; [Safari 2.0](#))
 - Supported versions: (Mozilla Firefox; [Mozilla Firefox 2.0](#))

Faculty and Staff

The academic strength of Advanced Colleges of America lies in its ability to access academically rich resources through a wide and flexible network of faculty members. We hire only those faculty members who have excellent academic backgrounds and experience in the fields in which they want to teach. The following group of faculty members has collaboratively designed the curriculum, reviewed the course outlines, and is responsible for delivery of the program in terms of guiding students and grading student work products. Affiliated physician from network for clinical externships are note listed below.

Faculty

Dr. Pedram Mizani, MD, MHSA

President & Chief Clinical Officer

Family Medicine

Residency, Morehouse School of Medicine – Chief Resident

M.D., St. Matthews University School of Medicine

M.H.S.A., St. Joseph’s College of Maine

B.A., California State University Fullerton

Dr. Angelique Serbia, MD

M.D., Tulane University School of Medicine

B.A., University of California, Berkeley

NCCT Certificate in Medical Assisting

Certificate in Phlebotomy

Dr. Michelle M. Davis, Ph.D., M.S.

Ph.D., Holistic Health Science, Madison University

M.S., Physician Assistant Studies, University of Nebraska Medical Center

B.S., Physician Assistant Program, University of Nebraska Medical Assistant Program

Diploma in Medical Assistant/Surgical Technologist, Academy of Health Sciences

Tara Schickel, BSN, MPH, RN

Master’s Public Health, California College for Health Sciences

B.S., Nursing, IU Southeast

Staff

Dr. Pedram Mizani, MD, MHSA

Dr. Angelique Serbia, MD

Julie Kim

Supervisor of Academic Administration

Ryan Badin

Assistant to Supervisor of Academic

Administration

Jenifer Machado

Senior National Externship Coordinator

Medical Development Department

Lyle Beltran

National Externship Coordinator

Sarah Shinn

Career Development Editor and Adviser

Emerald Dang

Medical College Track Manager

Enrollment Specialist

Sunny Chon

Enrollment Specialist

Diploma Programs of Study and Course Descriptions

Diplomas in Advanced Medical Assisting

The future holds many challenges for today's educators: with the passing of the healthcare reform act in early 2010 and the American Medical Association's announcement of a 125,000 physician shortage by 2020, the U.S. workforce will most likely fill the hundreds of thousands of new healthcare jobs in the very near future. Furthermore, U.S. healthcare professionals are experiencing today's staffing crisis directly and personally: every day, this shortage reduces the quality of their work and constrains their ability to deliver high quality healthcare. It is up to today's educators to respond effectively to the immediate and urgent need for healthcare providers.

Although many strategies have been proposed, the 2009 Feasibility Study conducted by ACA illustrates that one of the soundest ways to address this healthcare staffing crisis is to provide the most advanced training—not just to U.S. vocational healthcare and future medical students, but also to the estimated 100,000 U.S. Citizens and/or Green Card holders who formerly practiced medicine in their countries of origin (International Medical Graduates –IMGs) and yet have not been able to secure medical residency positions in the U.S. To this end, the students of Advanced Colleges of America will be held to the highest professional standards and will be expected to deliver top quality care and cultural sensitivity to patients of various ethnic and national backgrounds. ACA programs offered through online learning as well as insured hands-on clinical externships provide students the opportunity to acquire extensive practical knowledge and applicable skills at an affordable cost. Consequently, ACA's academic programs greatly enhance students' opportunities for career advancement in their chosen healthcare field.

To meet this need, ACA offers 3 unique programs that prepare its students for the fastest growing segment of the healthcare industry, utilizing Advanced Medical Assisting as their base foundation:

1. For Medical Assisting: Advanced Medical Assisting - Medical Specialty Track (AMA–MST)
2. For Medical College: Advanced Medical Assisting - Medical College Track (AMA–MCT)
3. For Medical Residency: Advanced Medical Assisting - Medical Residency Track (AMA–MRT)

For Medical Assisting: Advanced Medical Assisting Medical Specialty Track (AMA-MST)

- **PROGRAM LENGTH:** 37 Units (912 hours)
- **AVERAGE COMPLETION TIME:** 12 months
- **IDEAL CANDIDATE:** Dedicated individuals who are looking to secure their career as a Medical Assistant with significantly greater clinical experience when compared to the average Medical Assistants (known as Advanced Medical Assistant).
- **PROGRAM STRUCTURE:**
 1. 13 Weeks of On-ground Hands-on Clinical Externships: 456 clinical hours or 9.5 clinical units, simultaneously completed with

2. 50 Weeks or Ten 5-Week Terms of Online Didactic: 504 classroom hours or 30.5 didactic units

○ **ONLINE COURSES:**

1. AMA 111 – Introduction to Medical Assisting, Medical Laws & Ethics – 3 units
2. AMA 121A – Medical Terminology, Anatomy and Physiology – 3 units *
3. AMA 121B – Medical Terminology, Anatomy and Physiology – 3 units *
4. AMA 122 & 122L – Clinical Medical Assisting + Lab – 3.5 units
5. AMA 131 – Professional Externship and Career Development – 3 units
6. AMA 132 – Psychology of Human Relations*
7. AMA 141 – Pharmacology and Office Emergencies*
8. AMA 142 – Medical Office Business Procedures and Management – 3 units
9. AMA 151 – Computer Software Applications & Electronic Records in Healthcare – 3 units
10. AMA 152 – 21ST Century Primary Care Medicine and Disaster Preparation – 3 units

* May be eligible to receive 9.5 units of credit with possession of a valid Medical Doctorate degree.

- **CLINICAL EXTERNSHIPS:** The Program Advisory Board of ACA believes that Medical Assistants should be well trained and prepared for a vast array of clinical and administrative responsibilities that will be expected by their future employers. Since Advanced Medical Assisting graduates may choose to practice in sites across the United States, the college designed the externships to give a condensed, yet broad scope of experience to students in specialties that our country needs most. AMA–MST students must successfully complete 2 required core 4-week clinical blocks, choosing two specialties (Family Medicine and/or Internal Medicine and/or Pediatrics) + one additional 4-week clinical block in primary care + 0.5 required unit of Medical Administrative Core in Billing and Coding. The AMA–MST enable its graduates to gain 3X the clinical exposure than an typical Medical Assistant (13 weeks at ACA versus the national average of 4 weeks), our 2009 survey indicates that they may be better prepared for the real world with additional hands-on exposure in various primary care disciplines. Last but not least, ACA’s clinical externships are physician supervised, which ensures that a Medical Doctor is the sole supervisor of ACA Clinical Externs while in externships.

- **OCCUPATION & JOB TITLES FOR AMA–MST:** *Advanced Medical Assistant.* An Advanced Medical Assistant is a Medical Assistant who has had more clinical experience than the average Medical Assistant and who specializes in Family Medicine, Internal Medicine, or Pediatrics.

- **PROGRAM SUMMARY:** Advanced Medical Assisting was designed by attending physicians who are leaders in medical education. Utilizing some of the fundamental components of education obtained in medical schools, graduates of this program are able to obtain advanced primary care specialization in the fields of Family Medicine, Internal Medicine, or Pediatrics. In addition to the most up-to-date and interactive online didactics, the AMA–MST program features 13 weeks of hands-on clinical externships across the United States.

- **DISCUSSION:** The scope of practice for Medical Assistants is not clearly defined in all states. In some states Medical Assistants have a clearly stated scope of practice, but in other states there are no laws governing this matter. Several websites for Medical Assistants state that a Medical Assistant can perform clinical and administrative tasks to keep the work-flow going,

if supervised by a physician or other health care practitioner. Other states allow a Medical Assistant to determine the urgency of a visit and set the visit length for appointment scheduling purposes by using an office protocol provided by the supervising physician. The state of California allows Medical Assistants to administer medications topically, sublingually, vaginally, rectally, or by injection, or to operate laser equipment. In summary, a Medical Assistant may be expected to perform duties that would be considered routine and expected in one state and yet illegal in another. Such degrees of variation in the scope of a Medical Assistant's practice are at the forefront of issues related to the training of future Medical Assistants at Advanced Colleges of America; hence the creation of ACA's advanced levels of didactics as well as hands-on clinical experience--indeed the advent of Advanced Medical Assisting.

- **PROGRAM OBJECTIVES:**
 1. To prepare students to provide excellent ancillary patient care, under physician supervision;
 2. To prepare students to practice Medical Assisting in their state of choice;
 3. To prepare students to perform basic and advanced administrative and clinical Medical Assisting functions;
 4. To provide students with proper problem-solving skills, leading to providing excellent quality healthcare to the patients;
 5. To meet the expectations of the healthcare industry seeking to recruit high quality health care professionals;
 6. To ensure that students understand and practice all the measures of patient safety;
 7. To provide students all the tools necessary to perform financial management duties in the medical office;
 8. To provide students with the skills to perform drug administration;
 9. To provide students with health care assessment skills;
 10. To provide students with the critical thinking skills needed to understand and navigate through the accelerating changes in the health care industry.
- **CAREER PLACEMENT** – The primary objectives of Advanced Colleges of America are career placement for our students immediately following graduation; pre-graduation career evaluations during Externships. Student Service Coordinators at Advanced Colleges of America are trained and supervised by physician members of the American Academy of Family Physicians who have been involved in the continual progress of each student from the very beginning of his/her education. ACA will help with finding and preparing for job interviews and with establishing credit (if enrolled in ACA financial assistance re-payment program).

For Medical College: Advanced Medical Assisting Medical College Track (AMA-MCT)

- **PROGRAM LENGTH:** 46 Units (1056 hours)
- **AVERAGE COMPLETION TIME:** 15 months
- **IDEAL CANDIDATE:** A career bridge program for highly motivated pre-health (pre-med) students who have completed at least 60 units of undergraduate studies, and would like to significantly improve their U.S. healthcare exposure, gain practical clinical experience and

seek admission into medical school. Haven't completed 60 units of undergraduate studies quite yet? Read about AMA-MST to AMA-MRT transfer option and requirements.

- **PROGRAM STRUCTURE:**
 1. 13 Weeks of On-ground Hands-on Clinical Externships: 456 clinical hours or 9.5 clinical units, simultaneously completed with
 2. 60 Weeks or Thirteen 5-Week Terms of Online Didactic: 648 classroom hours or 39.5 didactic units
- **ONLINE COURSES:**
 1. AMA 111 – Introduction to Medical Assisting, Medical Laws & Ethics – 3 units
 2. AMA 121A – Medical Terminology, Anatomy and Physiology – 3 units
 3. AMA 121B – Medical Terminology, Anatomy and Physiology – 3 units
 4. AMA 122 & 122L – Clinical Medical Assisting + Lab – 3.5 units
 5. AMA 131 – Professional Externship and Career Development – 3 units
 6. AMA 132 – Psychology of Human Relations
 7. AMA 141 – Pharmacology and Office Emergencies
 8. AMA 142 – Medical Office Business Procedures and Management – 3 units
 9. AMA 151 – Computer Software Applications and Electronic Records in Healthcare – 3 units
 10. AMA 152 – 21ST Century Primary Care Medicine and Disaster Preparation – 3 units
 11. ENG 101 – English Composition I – 3 units
 12. ENG 102 – English Composition II – 3 units
 13. **NEW FOR 2012:** Addition of AMA 133 – CODiE award-winning Research Methods – 3 units
- **CLINICAL EXTERNSHIPS:** The Program Advisory Board of ACA believes that AMA-MCT graduates should be well trained and prepared for a vast array of clinical and administrative responsibilities that will be expected by their future employers, all while positioning themselves to become significantly more competitive when applying to medical school. As such, ACA designed its externships to give a condensed, yet broad scope of experience to students in clinical sites that are physician supervised and pre-med relevant (such as rotating with Medical School Associated Professors, or Residency Program Faculty), yet filled with community service and exposure to research. AMA-MCT students must successfully complete 2 required core 4-week clinical blocks, choosing two specialties (Family Medicine and/or Internal Medicine and/or Pediatrics) + one additional 4-week clinical block in primary care + 0.5 required unit of Medical Administrative Core in Billing and Coding. Not only will AMA-MCT enable its graduates to gain 3X the clinical exposure than an typical Medical Assistant (13 weeks at ACA versus the national average of 4 weeks), our 2009 survey indicates that they may be better prepared for the real world with additional hands-on exposure in various primary care disciplines. Last but not least, ACA's clinical externships are physician supervised, which ensures that a Medical Doctor is the sole supervisor of ACA Clinical Externs while in externships.
- **OCCUPATION & JOB TITLES FOR AMA-MCT:** (*Pre-med*) *Advanced Medical Assistant*. The primary intention of an AMA-MCT graduate is to gain ample healthcare related experience prior to medical college enrollment, and to even receive credit for some of the work done at ACA towards their 90 required pre-med credits at an ACA affiliated medical school. An

Advanced Medical Assistant is a Medical Assistant who has had more clinical experience than the average Medical Assistant and who specializes in Family Medicine, Internal Medicine, or Pediatrics.

- **PROGRAM SUMMARY:** ACA is the only college in the State of California with a BPPE approved medical college track focused Advanced Medical Assisting program. This program is designed for pre-health (particularly pre-med) students and their families who are looking to ensure that the practice of medicine is truly the right path to take, all while completing the required building blocks for a successful medical school application. Alternatively, students may elect to secure direct admission into ACA affiliated offshore medical school after graduation. Graduates of AMA – MCT will gain ample experience prior to medical school enrollment, and even receive credit for some of the work done at ACA towards their 90 required pre-med credits, if they chose the direct offshore medical school enrollment route.
- **DISCUSSION:** According to the American Academy of Medical Colleges (AAMC), “Medical schools are looking for the finest minds and the most motivated students who have a strong and demonstrated interest in working with people. It takes a special type of person to even dream of a career in medicine, and it takes hard work and commitment to make it to medical school. Today, about half of those who apply are accepted—and more than 96 percent of entering medical students go on to obtain their MD degrees.” AMA-MCT will help its graduates become well rounded for their medical school applications. In addition, many of the 50% who were not accepted into medical school are highly qualified, but were unable to secure a medical school seat simply due to lack of availability. By offering an alternative yet direct path into an American-based international medical school, graduates of AMA–MCT will be given a second chance to clinically prove themselves to the medical community, as well as show their commitment to serving the human race by applying as Advanced Medical Assistants.
- **PROGRAM OBJECTIVES:**
 1. To identify highly qualified students who would be strongly considered for medical college entry;
 2. To provide excellent ancillary patient care, under supervision;
 3. To offer its students a step-by-step, systematic approach to conducting research.
 4. To instill the value of using critical thinking, efficient research techniques, and the Internet to produce an in-depth white paper;
 5. To prepare students to practice Medical Assisting in states with the most stringent standards, or proceed to medical school;
 6. To prepare students to perform basic and advanced administrative and clinical Medical Assisting functions;
 7. To provide students with proper problem-solving skills, leading to providing excellent quality health care to the patients;
 8. To meet the expectations of the healthcare industry seeking to recruit high quality healthcare professionals;
 9. To ensure that students understand and practice all the measures of patient safety;
 10. To provide students all the tools necessary to perform financial management duties in the medical office;

11. To provide students with the skills to perform drug administration;
 12. To provide students with healthcare assessment skills;
 13. To provide students with the critical thinking skills needed to understand and navigate through the accelerating changes in the healthcare industry;
 14. To provide students with the skill sets needed to perform successfully during medical school.
- **CAREER PLACEMENT:** The primary objectives of AMA-MCT is to help its graduates gain medical school admission (and direct admission if they maintained a grade point average of 3.0 to our affiliated medical school); to achieve career placement immediately following graduation as a Medical Assistant; to obtain pre-graduation career evaluations during Externships; and to acquire ongoing education in U.S. medical residencies. Attentive, caring and highly trained staff within ACA's Career Development Department will help each student to avoid pit-falls, learn to compete in today's job or college placement market, and plan ahead for a prosperous life. Through its healthcare curriculum, career placement services and direct clinical exposure, AMA-MCT graduates will be more confident when applying, and ultimately interviewing at medical schools for admission. If AMA-MCT students elect to not pursue medical school, they will be prepared for job interviews and get help with establishing credit (if enrolled in ACA financial assistance re-payment program).

For Medical Residency: Advanced Medical Assisting Medical Residency Track (AMA-MRT)

- **PROGRAM LENGTH:** 46 Units (1248 hours)
- **AVERAGE COMPLETION TIME:** 10 months
- **IDEAL CANDIDATE:** International Medical Graduates (IMG) or U.S. Medical Graduates (USMG) who want to establish their U.S. medical identity, and to significantly improve their chances of securing U.S. medical residency interviews confidently, and to ultimately practice medicine in the United States.
- **PROGRAM STRUCTURE:**
 1. 21 Weeks of On-ground Hands-on Clinical Externships: 744 clinical hours or 15.5 clinical units, simultaneously completed with
 2. 55 Weeks or Eleven 5-Week Terms of Online Didactic: 552 classroom hours or 33.5 didactic units
- **ONLINE COURSES:**
 1. AMA 111 – Introduction to Medical Assisting, Medical Laws & Ethics – 3 units
 2. AMA 121A – Medical Terminology, Anatomy and Physiology* - 3 units
 3. AMA 121B – Medical Terminology, Anatomy and Physiology* - 3 units
 4. AMA 122 & 122L – Clinical Medical Assisting + Lab – 3.5 units
 5. AMA 131 – Professional Externship and Career Development – 3 units
 6. AMA 132 – Psychology of Human Relations*
 7. AMA 141 – Pharmacology and Office Emergencies*
 8. AMA 142 – Medical Office Business Procedures and Management – 3 units
 9. AMA 151 – Computer Software Applications and Electronic Records in Healthcare – 3 units

10. AMA 152 – 21ST Century Primary Care Medicine and Disaster Preparation – 3 units
11. **NEW FOR 2012:** Addition of AMA 133 – CODiE award-winning Research Methods – 3 units

* May be eligible to receive 9.5 units of credit with possession of a valid Medical Doctorate degree.

- **CLINICAL EXTERNSHIPS:** The Program Advisory Board of ACA believes that AMA-MRT graduates will be trained to be able to exhibit satisfactory performance in various U.S. clinical settings in preparation for applying to U.S. medical residency. ACA's externships are based on Advanced Medical Assisting with an emphasis on Medical Residency relevant clinical experiences and as such, ACA designed its externships to give a condensed, yet broad scope of experience to students in clinical sites that are physician supervised and residency relevant (such as rotating with Residency Program Faculty, or Teaching Hospital Guarantees), yet filled with community service and exposure to research. AMA-MRT students must successfully complete the required cores (4-week clinical blocks) by choosing any two specialties of Family Medicine and/or Internal Medicine and/or Pediatrics + one additional 4-week clinical block in primary care + 2 electives (in two 4-week increments or one 8-week) + 0.5 required unit of Medical Administrative Core in billing and coding. Not only will AMA-MRT enable its graduates to gain up to 5X the clinical exposure than a typical International Medical Graduate or returning USMG when applying to residency (21 weeks), our 2009 survey indicates that they may be able to secure a higher number of interviews and provide better care to patients during internship. ACA's clinical externships are physician supervised, which ensures that a Medical Doctor is the sole supervisor of ACA Clinical Externs while in externships. The special schedule for this program allows the medical graduates to begin clinical training at the same time they are taking their online classes, starting from term 1. Upon approval from the Dean of the College or the Program Supervisor, students may complete their externship clinical blocks at an ACGME accredited medical residency program, an AOA accredited medical residency program, or an ACA affiliated clinical site. In order to receive credit, approval must be received prior to the start of the externship.
- **OCCUPATION & JOB TITLES FOR AMA-MRT:** (Pre-residency) Advanced Medical Assistant. The primary intention of an AMA-MRT graduate is to gain ample healthcare related experience prior to medical residency application. An Advanced Medical Assistant is a Medical Assistant who has had more clinical experience than the average Medical Assistant and who specializes in Family Medicine, Internal Medicine, or Pediatrics.
- **PROGRAM SUMMARY:** ACA is the only college in the State of California with a BPPE approved medical residency track focused Advanced Medical Assisting program. According to the Educational Commission for Foreign Medical Graduates (ECFMG), assimilation and acculturation have been named as the most challenging barriers to the practice of medicine by international medical graduates (and arguably returning USMG) in the United States. Utilizing Advanced Medical Assisting as its base, ACA's AMA – MRT is designed to provide pre-residency candidates with extensive didactics, acculturation and multidisciplinary U.S. hands-on practical clinical experience that is highly prized by U.S. medical residency admission committee members. Graduates of AMA – MRT will be able to duly work as National Certified Medical Assistants ([upon passing of the NCCT exam](#)) in order to retain their patient care exposure, and significantly increase their chances of securing medical

residency interviews due to a complete medical residency application reorganization. AMA-MRT must not be used in order to obtain a PTAL (California Letter) clinical requirement, as we cannot guarantee such outcome.

- **DISCUSSION:** The practice of medicine in the U.S. differs from any other country in the world: physicians in other countries enjoy a tradition of being the final word in care and not being questioned by their patients or attorneys. Unfortunately, due to the litigious nature of medical practice in the United States, our physicians are constantly questioned by attorneys and various officials and even by an ever increasing number of patients who may go to their doctor's visit with the perceived "self-diagnosis" already downloaded from the internet. This fact, along with differing technology, medications, cost of care, and treatment protocols, produces an environment to which IMGs may experience difficulty transitioning, adapting, assimilating, and acculturating. Residency Directors view this transition period as a liability in that first-year medical residents who are IMGs and have never experienced a U.S. healthcare facility till their first day of residency are nevertheless held to the same standards and expectations as a U.S. medical graduates with years of U.S. healthcare and cultural exposure. To make matters worse, IMGs without any personal U.S. healthcare network (family or friends who are already practicing physicians in the U.S.) have an enormously difficult time gaining true "U.S. hands-on clinical experience" that would help them assimilate into the U.S. healthcare culture, and thus put the minds of Residency Directors at ease. In 2006, 228,665 out of 902,053 physicians practicing medicine in the United States were IMGs (from 127 different countries) accounting for 25.3% of the total physician count.
- **PROGRAM OBJECTIVES:**
 1. To better prepare students for the first year of U.S. medical residency;
 2. To help each students understand the complex nature of U.S. medical residency entry;
 3. To help students who choose medical residency to provide better patient care;
 4. To help secure more residency interviews, including those in competitive medical fields;
 5. To help students who formerly practiced medicine elsewhere to become acculturated to U.S. healthcare;
 6. To provide the critical thinking skills needed to understand and navigate through today's accelerated changes in the health care industry;
 7. To give students the advanced U.S. clinical skill sets necessary to excel in the medical internship environment;
 8. To provide training above and beyond clinical skills in order to perform basic and advanced administrative Medical Assisting roles;
 9. To provide our students with proper problem-solving skills, so that they may provide high quality care to patients according to U.S. clinical standards;
 10. To disseminate employment-seeking techniques and advanced interviewing skills to students, so that they can make a positive impression during each potential interview;
 11. To ensure that students understand and practice all the measures of patient safety, confidentiality, healthcare reform, medico-legal healthcare and disaster preparation;
 12. To provide students with the tools needed to perform financial management duties in the medical office;

13. To provide students with the skills to become critical thinkers, provide basic yet accurate healthcare assessments, and perform drug administration under the direct supervision of a licensed physician;
 14. To enable the students who decide not to pursue medical residency more secure advanced careers in the healthcare industry
- **CAREER PLACEMENT:** Although currently residency candidates who are both international medical graduates and returning U.S. medical graduates can apply to U.S. medical residency programs with slight to no U.S. clinical experience, in reality only those with extensive documented U.S. clinical experience are seriously considered for U.S. residency. With the help of seasoned Enrollment Specialists, AMA–MRT students complete 21 weeks of U.S. externships supervised by U.S. licensed physicians, side by side with other 3rd and 4th year medical students. Ultimately, graduates of this program will find themselves strategically placed in a competitive position when applying to U.S. primary care medical residency programs, mainly due to their advanced level of training and clinical skill sets compared to thousands of other residency applicants who do not have the advantage of notable pre-residency preparatory U.S. clinical training and acculturation.

Online Didactics

- **AMA 111 Introduction to Medical Assisting, Medical Laws & Ethics**
3 units / 48 hours

This course covers the role of the Medical Assistant, including professionalism, duties and responsibilities, and working within various medical specialties. Also covered in this course are documentation, communication skills, medical law and ethics, medical office management, and compliance with federal and state guidelines. Federal, state and local health laws and regulations and regulatory issues affecting the role of the Medical Assistant will be covered. Professional liability, risk management and quality assurance are also covered.

- **AMA 121A Medical Terminology, Anatomy and Physiology (A)**
3 units / 48 hours

This course covers medical terminology, anatomy and physiology. The formation of medical terms from the word root, combining form, prefixes and suffixes is covered. Common medical abbreviations are covered. In order to assist in preparation for externships, the terminology relating to the medical specialties of cardiology, hematology and immunology, dermatology and orthopedics are covered.

- **AMA 121B Medical Terminology, Anatomy and Physiology (B)**
3 units / 48 hours

This course covers medical terminology, anatomy and physiology. In order to assist in preparation for externships, the terminology relating to the medical specialties of neurology, urology, reproductive specialties, endocrinology, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine will be covered.
Prerequisite: AMA 121A-Medical Terminology, Anatomy and Physiology.

- **AMA 122 Clinical Medical Assisting**
3 units / 48 hours

This course covers skills and knowledge required for the Medical Assistant to identify and practice clinical Medical Assistant duties in the medical office. Topics include, but are not limited to, assisting with minor surgery, assisting with physical exams in a variety of medical specialties, clinical laboratory testing procedures, radiology, electrocardiology and pulmonary function testing, and physical therapy and rehabilitation. Aseptic techniques, infection control and sterilization are covered.

- **AMA 122 (L) Clinical Medical Assisting (Lab)**
0.5 units / 24 hours

This course covers the hands on skills needed for the Medical Assistant to practice clinical Medical Assistant duties in the medical office.
Prerequisite/Corequisite: AMA 122-Clinical Medical Assisting.

- **AMA 131 Professional Externship & Career Development**
3 units / 48 hours

This course introduces concepts and information required for the advanced Medical Assistant to obtain and successfully participate in a professional practice experience or externship related to Medical Assisting duties in the medical office or hospital environment. Skills for obtaining employment, including medical residency (for AMA-MRT students) are developed.

- **AMA 132 Psychology of Human Relations**
3 units / 48 hours

This course introduces human behavior. It looks at both normal behavior and abnormal behavior. It includes the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology. This course is designed so that students understand the stages a terminally ill patient goes through, how to interact with terminally ill patients and their families, including resources for further exploration of these topics. In addition to basic psychology, this course is designed to prepare students for how U.S. healthcare culture differs from the rest of the world (e.g., the patient-centered practice of medicine in the U.S. versus the doctor-centered practice of medicine all over the world but not in the U.S., utilizing the Education Commission for Foreign Medical Graduates' ECFMG Acculturation Program.

- **AMA 133 Research Methods**
3 units / 48 hours

New for 2012, this CODiE award-winning offers a complete interactive online course with a step-by-step, systematic approach to conducting research. Emphasis is placed on using critical thinking, efficient research techniques, and the Internet to produce an in-depth white paper.

- **AMA 141 Pharmacology and Office Emergencies**
3 units / 48 hours

This course is comprised of concepts and information required for the Medical Assistant to demonstrate an understanding of pharmacology, administer drugs, recognize office emergencies, and performs basic first aid procedures. Apothecary and metric system mathematics will be studied. Common abbreviations used with medications will be taught. Reference guides for medication drugs will be studied.

- **AMA 142 Medical Office Business Procedures and Management**
3 units / 48 hours

This course focuses on the knowledge and skills surrounding financial management for the Medical Assistant. The topics include banking and bookkeeping functions, insurance claims submission, and medical billing and coding.

- **AMA 151 Computer Software Applications & Electronic Records in Healthcare**
3 units / 48 hours

This course provides the student with a basic understanding of computer technology in health care and the use of electronic technology and electronic health records.

- **AMA 152 21st Century Primary Care Medicine and Disaster Preparation**
3 units / 48 hours

This course covers the skills and knowledge required for the Medical Assistant to provide patient education and follow safety measures in the medical office environment. It will also cover the skills and knowledge required by the Medical Assistant to provide safety measures in times of disaster (such as natural and man-made disasters). Patient education relating to health promotion, disease prevention, diet and nutrition will be covered. Patient education for patients with special needs will be covered. The student will learn the ACGME General Competencies. Sterilization techniques, medical asepsis, and surgical asepsis will be covered.

- **AMA 161 English Composition I**
3 units / 48 hours

This is an introductory English course that teaches the students how to write clear, concise, well organized, and adequately developed and documented essays following the guidelines of standard usage, grammar, mechanics, sentence style, and diction. Each week, students will write essays in response to articles from various academic disciplines, receive a detailed critique, rewrite the draft, and submit the edited version for further review. An incremental approach allows essays to increase in complexity and length each week, utilizing a variety of writing strategies, such as narrative, comparison/contrast, definition, illustration, description, explanation, and analysis. In addition to feedback by the instructor, the students will share feedback with each other, encouraging an awareness of audience reception in the writing process.

- **AMA 162 English Composition II**
3 units / 48 hours

The writing techniques acquired in English Composition I are now applied to the writing of an introductory level research paper, which evolves in weekly segments, culminating in a clearly focused final essay. APA documentation style will be used, and all components of clear written expression will be taught, including thesis, organization, development, sentence style, diction, and standard practices of grammar and usage. Interactive live chat and discussion with the instructor and fellow students will provide insight and fresh perspectives on the students' work in progress.

Prerequisite: AMA 161-English Composition I

Clinical Externships

Graduates of Advanced Colleges of America will have ample preparation prior to the beginning of their careers. They will be able to provide care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. As such, externships conducted through Advanced Colleges of America are comprised of intensive, multi-disciplinary, and multi-modular course concepts and information required in order to identify and practice administrative and clinical Medical Assistant duties within various U.S. healthcare settings and eventually within primary care U.S. medical residencies.

Medical Specialty Track:	9.5 Medical semester units (456 clinical hours)
Medical College Track:	9.5 Medical semester units (456 clinical hours)
Medical Residency Track:	15.5 Medical semester units (744 clinical hours)

The Core Competencies as set forth by the Accreditation Commission for Graduate Medical Education (ACGME) will function as the infrastructure for externships conducted in all three tracks. Once externs have completed their assignments, feedback on both reliability and task performance is an essential component of the student's final evaluation by the school. It determines whether the student will be allowed to graduate, charting skills, level and application of knowledge, and incorporation of the principles of Medical Assisting into the medical practice. The externship is an important component of each program insofar as a passing grade will be required for each clinical block prior to graduation. Most importantly, Medical Assisting students must use this opportunity to market themselves as potential employees of a medical practice and leave several copies of their professionally revised Curriculum Vitae with the physician and the office manager.

For graduation from a Medical Specialty Track, the following must be completed:

- *Externship 200, 201, 202 and 203; or*
- *Family Medicine Specialty Track: Externship 200, 201, 202 or 203, and 211*
- *Internal Medicine Specialty Track: Externship 200, 202, 201 or 203, and 212*
- *Pediatrics Specialty Track: Externship 200, 201 or 202, 203, and 213*

For graduation from a Medical Residency Track, the following must be completed:

- *Base – any combination of Medical Specialty Track, and*
- *Combination of any two additional externships 201, 202, 203, 221, 222, and 223*

- **Externship 200 Billing and Coding**
0.5 units / 24 hours
The Billing & Coding Externship will teach students how to make patient charts, verify insurance, check on claims status, correct and resubmit rejected claims, generate past due notices, submit claims to clearing houses, answer multi-line phone systems, and observe other office activities such as scheduling and medical record abstraction and retention in an outpatient setting.

- **Externship 201 Family Medicine**
3 units / 144 hours
The clinical environment of Family Medicine is especially enjoyed by many advanced Medical Assisting students. This clinical block generally emphasizes patient care in an outpatient setting, while offering a valuable experience for the Medical Assisting students in that they learn about and explore the various opportunities available in a primary care setting. The range of patients and procedures varies greatly, depending on the location of the rotation. The Medical Assisting student will gain familiarity with the front as well as the back office. While some Family Medicine offices offer training in techniques such as stress testing, flex sigmoidoscopies, and colposcopies, some do not. In many settings, the Medical Assisting student will spend most of the time seeing patients, obtaining a focused problem-oriented history, and performing non-invasive physical exams. Family Medicine offers an outstanding opportunity to develop and refine rapport with patients and family members, communication skills, and patient-interviewing techniques important for acculturation into the U.S. healthcare system. In addition, the Medical Assisting student may have an opportunity to watch procedures being performed, such as wound debridement and the removal of sutures, warts, and toe nails. The overall goal is to provide our Medical Assisting students with a solid foundation in the comprehensive health care of the entire family primarily in outpatient settings and to provide each physician and their patients with unparalleled assistance.

- **Externship 202 Internal Medicine**
3 units / 144 hours
Clinical Externship in the field of Internal Medicine is the cornerstone of any medical career, regardless of which specialty one ultimately chooses. The emphasis of this externship is on advancement of knowledge, familiarity with the skills, attitudes, and behaviors that form the core of Internal Medicine—essential for the success of all Medical Assistants. The overall goal is to provide our Medical Assisting students with a solid foundation for the comprehensive health care of adults in both inpatient and outpatient settings and to provide each Internist and their patients with valuable assistance in meeting the daily requirements of a well-run medical practice.

- **Externship 203 Pediatrics**

3 units / 144 hours

The Medical Assisting student needs to be prepared to assist Pediatricians, who manage infant to 18 year-old patients in the United States. Additionally, the student must develop skills in performing focused non-invasive physical examinations, giving oral and written presentations, and writing comprehensive and applicable patient notes for their own records, to be reviewed by the supervising physician for grading and feedback. In some cases the student may observe his/her attending physician perform certain procedures, such as lumbar punctures. Medical assisting students are encouraged to interact with children, and to build rapport with each child. As with any other specialty, extensive reading and literature searches will help the student learn more about his/her patients. Often Pediatrics practices offer a relaxed atmosphere in which extensive participation is encouraged. The overall goal is to provide our students with a solid foundation in the comprehensive health care of Pediatrics, which may be fulfilled in both inpatient and outpatient settings, and to provide each Pediatrician and their patients with much-needed help in carrying out the daily duties of the clinic.

- **Externship 211 Family Medicine Elective**

3 units / 144 hours

It is the belief of Advanced Colleges of America that in the-not-so-distant future, Family Physicians will be in even greater demand due to the increasing population and the rising need for adequate care. These factors plus the shortage of Family Physicians offers the perfect opportunity for Advanced Medical Assistant students to acquire and market their skills, and make themselves available to an existing pool of Family Physicians who are eager to hire well prepared and highly qualified Medical Assistants. This course is designed for Medical Assisting students who are interested in gaining 144 additional hours of Externship in Family Medicine, for the purpose of becoming a more competent and experienced (hence Advanced) Medical Assistant for Family Medicine and other General Practice Physicians. During this elective, there will be a greater focus on primary care medicine and its relation to other medical disciplines. Efficiency with patient triaging will be stressed in preparation for a greater demand for patient care in an era of care provider shortage. Students will gain exposure to trauma level 2 and 3 emergencies and urgent care, conduct more detailed medical exams, and perform a greater number of diagnostic laboratory procedures. The student may further expand his/her exposure to complex billing and coding procedures, as well as gain improved triage efficiency both by phone and in person.

Prerequisite: Externship 201

- **Externship 212 Internal Medicine Elective**

3 units / 144 hours

This course is designed for Medical Assisting students who are interested in gaining 144 additional hours of Externship in Internal Medicine, for the purpose of becoming a more competent and experienced (hence Advanced) Medical Assistant in an Internal Medicine practice. During this elective, there will be a greater focus on improved efficiency with patient triaging, general identification of more diverse pathologies, and more advanced methods of assisting the Internist in order to ensure a more positive experience for both the patient and the care providers. Medical assisting students may also gain exposure to the

subspecialties of Internal Medicine, such as Cardiology, Pulmonology, and Emergency Medicine, conduct more detailed medical exams and diagnostic laboratory procedures, and further expand their exposure to complex billing and coding procedures, as well as gain improved triage efficiency both by phone and in person.

Prerequisite: Externship 202

○ **Externship 213 Pediatrics Elective**

3 units / 144 hours

In order for Pediatricians' offices to be efficient beyond the immediate care of their patients, they need pediatric Medical Assistants who perform administrative and clinical functions so that the doctors can focus on the care of patients. An elective externship in Pediatrics will enable a Medical Assisting student to better prepare him/herself to perform both the administrative and clinical responsibilities with ease. During this elective, greater emphasis will be placed on setting up appointments, performing accounting tasks (bookkeeping, billing, etc.), handling patients' medical records, filling out insurance forms, and welcoming patients. Clinically, students will be prepared to explain and prepare Pediatric patients for examination and/or treatment, aid doctors during examinations, and also perform fundamental lab tests on site, including assisting the physician during lumbar punctures. During this elective, greater emphasis will be placed on acquiring the sensitive and empathic communication skills needed when interacting directly with children and their families.

○ **Externship 221 Psychiatry**

3 units / 144 hours

The field of Psychiatry is in need of clinically competent Medical Assistants who help Mental Health specialists perform their work. The Psychiatry Externship is designed to help students develop both administrative skills and knowledge in the field of Psychiatry. Although primarily in outpatient settings, this clinical Externship may include inpatient visits, substance abuse counseling, off-campus experiences as well as lectures, case presentations, and administrative duties of a Medical Assistant. The mental health Medical Assistant student will learn how to become an important member of any Psychiatry health care team, assisting with the management and treatment of in- and out-patients. The student will also learn how to effectively communicate and work with psychiatrists, social workers, psychiatric nurses, and psychologists, to provide comprehensive mental health treatment for patients. The main focus of this Externship will be to collect and record psychosocial and physical data, assist with the care and treatment of psychiatric, drug, and alcohol patients, and counsel clients/patients with personal, behavioral, or psychological problems.

○ **Externship 222 Surgery**

3 units / 144 hours

In this clinical externship, students will learn how to assist Surgery providers and other members of the health care team in clinical offices or hospitals, by performing a variety of front- and back-office patient-related tasks in order to ensure smooth patient interaction and work flow. In addition to extensive exposure to basic Surgery medical knowledge, the Medical Assisting student will learn how to perform a variety of patient care procedures within the Medical Assistant scope of practice, including, but not limited to, injections (per

HCA certification requirements), EKGs, ear lavage, and blood draws in pre- and post-op patients. Students will also become proficient in measuring patients' vital signs (weight, height, blood pressure, pulse, respiration, temperature) and learn how to manage rooming and patient flow. Pre-visit preparation, assisting with the patient encounters, and post-visit duties in a Surgery practice will be stressed. Surgeons have frequent schedule changes that impact patient flow; therefore, students will be taught how to best manage patient flow in such situations. Autoclaving and stocking surgical instruments as well as assisting in the insertion and removal of sutures will be taught.

- **Externship 223 Obstetrics & Gynecology**
3 semester units / 144 hours

A clinical externship in Obstetrics & Gynecology will prepare a Medical Assisting student to offer both clinical as well as administrative assistance in practices that focus on women and pregnancy. Front desk administrative duties will be taught and best practices stressed, such as answering phone calls, making appointments, sending and receiving faxes and emails, and charting in patient files. Many practices will allow the student to collect specimens, prepare and send cultures, as well as prepare and send lab request forms for lab pickups. Other skills will be taught, such as taking vital signs and preparing patients for examination, maintaining and setting up patient rooms by preparing syringes, dressings, and other needed resources that ensure a satisfactory patient visit. Students will learn how to sterilize tools for the doctor's use, perform injections, and assist doctors with pap smears and vaginal cultures, assist in removal of sutures from Cesarean Sections, and assist during procedures such as Colposcopy, Endometrial/Vulva Biopsy, and Cryotherapy.

Credit Definition

Advanced Colleges of America offers classes based on semester credits and educational hours. Each semester credit unit is defined as 16 lecture hours, or 48 lab hours, or 48 externship hours.

Admissions Criteria and Financial Information

General Admissions Policy

Advanced Colleges of America offers a hybrid education program with on-site Clinical Externships and online educational programs to applicants who qualify in accordance with published admission standards. Our classes are offered in asynchronous mode with some elements of synchronous learning. For example, each class has real time chat sessions with the students. Asynchronous online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient for the student's personal schedule within a range of time as defined by the instructor. Our Learning Management System is an easy-to-use online system to help students and faculty stay organized; communicate via video conferencing, discussion boards and email; maintain electronic copies of their skill sets and practical achievements through training (e-Portfolios); and access course material from any web browser or browser enabled mobile phones. An attitude of openness and a propensity for engaging in inquiry are expected of all applicants.

How to Enroll

Advanced Colleges of America accepts students on a continuous enrollment basis. Applications for admission are available through the Enrollment Department as well as online through our website at www.AdvancedColleges.us, and may be submitted at any time during the year.

Institutional Admissions Requirements

In addition to the Programmatic Admissions Requirements below, the following general conditions must be met by each candidate prior to consideration for Provisional Enrollment into ACA:

- **Age:** Be at least 18 years of age evidenced by means of an official English translated (where applicable) and fully legible government issued form of identification at the time of initial signing of school enrollment documents.
- **Previous Education:** Must have graduated from high school and possess an official English translation of (where applicable) a high school diploma, a General Equivalency Diploma (GED), or a high school proficiency examination, while ACA waits to receive your official English translation of the high school transcript. Exceptions to this policy will be made for prospective students who possesses and provides a notarized proof of a higher degree (i.e. Medical Doctorate, Masters, Bachelors).
- **U.S. Immigration:** Must be a legal resident or citizen of the United States if completing any portion of the college when residing in the United States. We accept all visas except for B, C, M, J and F2. Advanced Colleges of America does not currently sponsor visas, and I-20's may not be transferred into Advanced Colleges of America. Students have an ACA acceptable immigration status in order to be eligible to do externships regardless of the track you have enrolled in. Students are admitted to Advanced Colleges of America with the full intention of graduation and program relevant job placement. The online portion of ACA programs are geographically neutral by design, so legal U.S. immigration status is not a requirement for admission. However since students must complete the clinical externships portion of ACA

programs within the U.S., and U.S. border entry can never be guaranteed, notarized proof of legal U.S. immigration status (U.S. Citizenship or Permanent Residency, or all visas except for B, C, M, J and F2) must be secured prior to enrollment. Alternatively, prospective students may apply to have their clinical externship experiences transferred after completing them at any of the following approved organizations prior to enrollment:

- Any ACGME accredited medical residency program; or
 - AmeriClerkships Medical Society.
- **Hybrid Online Education Pre-qualification:** Must pass the [ACA Distance Education Questionnaire](#) with a score of 50 or better.
 - **Internet and Computer Skills:** Every student will need basic computer and technical skills to participate in all ACA track programs. These skills include but are not limited to the ability to use a mouse and successfully scroll up and down on a web page, as well as right click; and good keyboarding/typing skills; and familiarity with Windows PC or Apple Mac environments; and the ability to resize, minimize, and close windows; and the ability to surf the net, use online chat and video-telephone conference (using a program such as Skype or Google Talk).
 - **Computer Equipment:** In addition to computer skills, every student will also need adequate hardware and software to participate in their online course work:
 - Must have Internet connection (high speed recommended), a computer (preferably a laptop with mobile broadband access), and
 - Access to Microsoft Office software (Word, Excel, and PowerPoint), or Google Documents (online document management), and
 - Have a web browser software with certain plug-ins like Adobe Flash, in order to view scanned materials or to play audio or video when necessary.

Programmatic Admissions Eligibility Requirements

In addition to the Institutional Admissions Requirements above, the following specific conditions must be met by each candidate prior to consideration for Provisional Enrollment into an ACA program:

1. **Advanced Medical Assisting - Medical Specialty Track (AMA-MST):** Institutional requirements only.
2. **Advanced Medical Assisting - Medical College Track (AMA-MCT):** In addition to the above Institutional Eligibility Requirements, prospective candidates must have completed a minimum of 60 UNITS of college credit with a cumulative GPA of 3.0 or above.
3. **Advanced Medical Assisting - Medical Residency Track (AMA-MRT):** In addition to the above Institutional Eligibility Requirements, prospective candidates must have:
 - Graduated from a medical school that appears in Education Commission for Foreign Medical Graduates (ECFMG) International Medical School Directory (IMED – <https://imed.faimer.org/>), or be ECFMG Certified;
 - Graduated no more than 7 years from date of entry into ACA, or 10 years with proof of meaningful patient contact (minimum 40 hours/week for a total of 6 months) in the 3 years prior to ACA entry.
 - Maximum of 5 attempts total to pass USMLE Step 1, 2CK and CS and be ECFMG certifiable with no more than 1 attempt on more than one USMLE exam.

4. **AMA-MST to AMA-MCT Transfer:** Should a prospective student who has completed between more than 30 UNITS, but less than 59 UNITS of college credit through an approved school not meet the minimum 3.0 GPA requirement for direct admission into AMA–MCT, the student may first enroll in the AMA – Medical Specialty Track. Upon successful completion of 9 UNITS within AMA – Medical Specialty Track with a cumulative GPA of 3.0 or above, the student may become eligible for transfer into AMA – Medical College Track. Transfer approval from MST to MCT will be applicable to a student who has completed and met one of the following criteria:
 - Completion of 9 UNITS of online didactics with an overall GPA of 3.0 or above
 - Successful completion and graduation from AMA–MST with an overall GPA of 3.0 or above (applicable to those who have completed 29 UNITS of college credit or less from an approved school, or those who do not fulfill the minimum GPA requirement upon completion of 9 UNITS of online didactics within AMA–MST).
5. **AMA-MST to AMA-MRT Transfer:** Should a prospective student with a qualifying MD degree not meet the Programmatic Enrollment Requirements for AMA-MRT, that student may first enroll in the AMA–MST. Upon successful completion of 9.0 UNITS within AMA-MST, and meeting the following criteria, the qualified AMA-MST student may become eligible for transfer into AMA – Medical Residency Track:
 - Meet all other qualification criteria for AMA-MRT, except for year of graduation or attempts at the USMLE.
 - Completion of 6 units of online didactics (AMA 111 and AMA 131) + 1 (3 units; 144 hours) Clinical Externship block with an overall G.P.A. of 3.0.

If a student does not meet one of the above two criteria for AMA–MST to MRT Transfer Approval, the student will continue in the AMA-MST program and will finish up with only 13 weeks of the clinical externships. Upon meeting the above conditions, prospective students will complete an interview with an Enrollment Specialist. Although unlikely, ACA reserves the right to request an in-person interview in Irvine, California.

Application and Enrollment Procedures

**No enrollments will be accepted during the week prior to the start of the upcoming term.*

Upon completion of the ACA Enrollment Package + Payment of Application FEE + Distance Learning Questionnaire with a score of 50+ & Down Payment Fee, students are **Provisionally Enrolled** (pending application and document review):

1. Electronically Signed Enrollment Application (or apply online at www.advancedcolleges.us/apply-online)
2. Completed Distance Learning Questionnaire with a score of 50+
3. Electronically Signed FERPA Waiver (optional)
4. Electronically Signed School Performance Fact Sheet
5. Electronically Signed Schedule of Tuition and Fees
6. \$45 Student Enrollment Application Fee (non-refundable); a Late Enrollment Fee of \$75 will be applicable to students enrolling at the second week mark prior to the start of the next term

7. Down Payment Fee: which consists of tuition deposit of 5% (will be applied toward tuition balance) plus all mandatory & other fees (maybe refundable)
8. Electronically Signed Application for Credit, and Credit Check Fee of \$35 per credit applicant (if applicable)
9. Electronically Signed Credit Card Authorization (if applicable)
10. Meeting the above Admissions Requirements and having submitted the following:
 - a. Soft Copy Proof of U.S. Immigration Status: Permanent Residency, Citizenship or approved visa(all but B, F2, M, J, C & D), and
 - b. AMA-MCT and AMA-MST: Soft copy of transcript(s) from high school, diploma, GED, and any post-secondary schools, and
 - c. AMA-MRT:
 - i. **If applying for transfer credit(s)** Soft Copy of transcripts of post-secondary schools, or clinical evaluations from approved institutions, and
 - ii. Soft Copy of original (or official English translation of) Medical Doctorate Degree or ECFMG Certificate

After Provisional Enrollment to Advanced Colleges of America, the following are required for the **Fully Enrolled Certified (FEC)** stage, which is required in order for students to be scheduled for clinical externships with ACA:

1. Notarized Hard Copy of Transcripts of post-secondary schools, or clinical evaluations from approved institutions.
2. Notarized Hard Copy of original (or official English translation of) Medical Doctorate Degree or ECFMG Certificate.
3. Notarized Hard Copy of Transcripts of high school, Diploma, GED, and any post-secondary schools (MCT /MST)
4. Notarized Hard Copy U.S. Immigration Status – Permanent Residency, Citizenship or approved visa (all but B, F2, M, J, C and D)
5. Electronically Signed TFC Loan Contract signed and Approval Disclosure Forms (if applicable), and personal guarantees for the student and co-signer, if any, Signed Enrollment Agreement and Student HIPAA Confidentiality Agreement; and
6. Digital Passport Photo
7. Proof of personal health insurance
8. Professionally reviewed and revised Curriculum Vitae (CV) - included in tuition and fees; you will be asked to complete the CV questionnaire online shortly after your PE stage.
9. Completion of the “New Student Clinical Orientation: Acculturation, HIPAA and Residency Ready Plan Overview + HIPAA Test” webinar (register by visiting www.advancedcolleges.us/webinars):
 - a. Receive HIPAA Certificate upon successfully passing the HIPAA Test
 - b. Receive the ACA Acculturation Certificate by completing the entire orientation webinar
10. Online Certificates:
 - a. ACA Acculturation and HIPAA Certificates (from #4 above), and
 - b. Heartsaver CPR Certificate (Part 1), and
 - c. Heartsaver First Aid Certificate (Part 1), and
 - d. HeartCode ACLS Certificate (Part 1), and

- e. HeartCode PALS Certificate (Part 1), and
- f. Blood borne Pathogens Certificate

11. Proof that you are:

- g. Immunized to Mumps, Measles and Rubella (MMR), and
- h. Immunized to Varicella
- i. Immunized to Hepatitis-B
- j. Immunized to Tetanus every 10 years
- k. Free of Tuberculosis via:
 - i. An annual negative PPD, or
 - ii. A positive PPD and negative chest x-ray, or
 - iii. A negative QuantiFERON-TB Gold

Fastart Service

A student may take advantage of expedited placement in externships by requesting Fastart, or for late submission of documents for clinical externships by enrolling in the ACA Fastart 1 service, which enables the student to begin their externships within eleven business days of Provisional Enrollment, with prior approval. Additional fees will apply; please see APPENDIX A for pricing and processing.**

Joint Enrollment

If you and one other person (friend, family member, or acquaintance) wish to both enroll in AMA-MRT, or AMA-MCT, or AMA-MST to AMA-MRT or AMA-MCT Transfer programs at the same time, you are eligible to each receive a \$100 rebate per online didactics term upon the following:

1. Both jointly enrolled student start dates for each term must be the same, and
2. Both jointly enrolled student must be enrolled, and in complete good standing, and
3. Both jointly enrolled students must enroll in the same program, and
4. Both jointly enrolled student must complete each term with a grade point average of 3.0 or better (grade of B or better), and
5. Both jointly enrolled students are responsible for filling out and submitting the appropriate rebate form(s), and
6. Any deviation from the above, even once will nullify both student's "Joint Enrollment" status and void all payments and benefits for both "Joint Enrollment" students.

The rebate is for the online didactic portion only, and will be applied to both jointly enrolled student's tuition or any open balance, after meeting the above requirements at the end of each term. All rebate form submissions are subject to verification.

Academic Excellence Award

The ACA Academic Excellence Award is given to top students who demonstrate outstanding academic performance during their online didactics coursework. The student who receives the highest grade per online class per term will receive a \$75.00 credit for the tuition paid for the online didactic class in which academic excellence was demonstrated, to be applied to the tuition of the next term, or any other outstanding balances. If there are no outstanding

balances, the student will receive a check for the same amount as indicated above for their achievement. In order to qualify for this award, the final grade must be over 90%. In the event of a tie, the award will be split between the students.

Awarding Credits for Experiential Learning

Advanced Colleges of America allows transfer credit based on previous externship experience. See details in the Transfer Policy.

Open Enrollment: for Medical Residency Track Only

AMA-MRT Students may either start with externships or online didactics. Externships will start every Monday (depending on availability) throughout the year. Didactics will start the following term. Students will start one (1) course the following term and may double up on their courses depending on course availability.

Nullification of Application

An applicant's file that fails to progress to Provisional Enrollment status or beyond will be closed and deemed nullified after 12 months of the submission of the original online application. Please refer to ACA's Tuition Refund Policy for details surrounding refunds. To be reconsidered, the applicant must then reapply for admission, pay the application fee in effect at the time of the reapplication, and submit all required documents.

English Language & Visa Services

Although international students are encouraged to apply, all courses are taught in English. All materials are written in English and all student responses are to be in English. Advanced Colleges of America does not offer courses taught in any other language nor does it offer language services to foreign students. All applicants must meet the same admission requirements as U.S. citizens as outlined in <http://advancedcolleges.us/requirements>.

Students whose native language is not English may be required to take the Test of English as Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The following minimum scores must be obtained for the TOEFL: 550 for the PBT (paper-based test); 230 for the CBT (computer-based test); and 89 for the iBT (internet-based test), for the IELTS: Minimum Band Score of 6.0 demonstrating general effective command of the English language, or demonstrate English proficiency through other measures established by the school. Detailed information will be provided through the admissions office. The TOEFL or IELTS requirement may be waived for those students who have completed their education in English from a Foreign Country.

Advanced Colleges of America does not currently sponsor any type of visas. Students who are not citizens, green card or visa holders may enroll in ACA's didactics (maximum AMA-MST), however must complete his/her clinical externships through approved clinical site.

Transfer of Credit

1. Transfer of credit from other institutions is encouraged. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first term of enrollment. Competency-based credit is granted for knowledge and/or skills acquired through previous externship experience. Transfer credit for externship may be determined by written examination, and/or practical examinations, and/or articulation arrangements with other institutions providing externship.
2. Evaluation of credits for transfer to a program will require a notarized hard copy of the transcript that reflects the course being evaluated. If the transcript is in a language other than English, a certified English translation must be obtained and turned in. Transfer of credit documentation, when requested, should be submitted to the Office of Admissions.
3. Graduation requirements are determined by combining the transfer credits allowed and the required academic work to be successfully completed at Advanced Colleges of America. Students may request a copy of the transfer evaluation from the Office of Admissions.
4. For the purposes of direct medical school entry for graduates of AMA-MCT program, Advanced Colleges of America has entered into an Articulation Agreement with the University of Sint Eustatius, School of Medicine (www.eustatiusmed.edu), located in the Netherlands Antilles (Caribbean).
5. Should a prospective student who has completed between more than 30 UNITS, but less than 59 UNITS of college credit through an approved school not meet the minimum 3.0 GPA requirement for direct admission into AMA-MCT, the student may first enroll in the AMA – Medical Specialty Track. Upon successful completion of 9 UNITS within AMA – Medical Specialty Track with a cumulative GPA of 3.0 or above, the student may become eligible for transfer into AMA – Medical College Track. Transfer approval from MST to MCT will be applicable to a student who has completed and met one of the following criteria:
 - Completion of 9 UNITS of online didactics with an overall GPA of 3.0 or above
 - Successful completion and graduation from AMA-MST with an overall GPA of 3.0 or above (applicable to those who have completed 29 UNITS of college credit or less from an approved school, or those who do not fulfill the minimum GPA requirement upon completion of 9 UNITS of online didactics within AMA-MST).
6. Should a prospective student with a qualifying MD degree not meet the Programmatic Enrollment Requirements for AMA-MRT, that student may first enroll in the AMA-MST. Upon successful completion of 9.0 UNITS within AMA-MST, and meeting the following criteria, the qualified AMA-MST student may become eligible for transfer into AMA – Medical Residency Track:
 - Meet all other qualification criteria for AMA-MRT, except for year of graduation or attempts at the USMLE.
 - Completion of 6 units of online didactics (AMA 111 and AMA 131) + 1 (3 units; 144 hours) Clinical Externship block with an overall G.P.A. of 3.0.

If a student does not meet one of the above two criteria for AMA-MST to MRT Transfer Approval, the student will continue in the AMA-MST program and will finish up with only 13 weeks of the clinical externships.

7. For the purposes of establishing a baseline transfer standard for clinical externships that would be similar in nature to the college's AMA-MRT, Advanced Colleges of America has entered into an Articulation Agreement with AmeriClerkships Medical Society (www.americlerkships.org) for complete clinical externship management. Dr. Pedram Mizani is the President of both AmeriClerkships Medical Society and Advanced Colleges of America.
8. Clinical externships must be authorized by ACA approved Externship Coordinators prior to start. All clinical externships must be completed under the supervision of, and evaluated by affiliated U.S. licensed physicians. The professional medical liability insurance coverage for all non-authorized clinical externship blocks will be nullified and the student will be responsible for any associated liability, and will not receive credit for this clinical externship.
9. Due to their advanced medical degrees and already completed studies (at an institution that offers course and clinical work that are more advanced than that of Advanced Colleges of America, such as a medical school or a medical school affiliate who manages medical student and medical graduate clinical rotations/clerkships/externships/experiences), students may transfer credit for the following 3 classes (totaling 9 units) and externships (totaling up to 12 units), in any combination (up to 30% of the program maximum). Students may be approved to transfer credit for the following combination of ACA courses:
 - a. AMA 121 Medical Terminology, Anatomy and Physiology
 - b. AMA 141 Pharmacology & Office Emergencies
 - c. AMA 132 Psychology of Human Relations

If approved, such credit will be reflected on a modified student tuition invoice.

Minimum Requirements for the Evaluation of Transfer of Credit

Credits evaluated for transfer from other educational institutions must have been:

- Earned in a course where the content is equivalent to the corresponding Advanced Colleges of America course, which must be approved prior to registering for the course.
- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of Education, or the Council for Higher Education Accreditation, or the California Bureau for Private Post-secondary Education, and
- Earned in courses a "C" (70%) or higher, and
- A grade of at least 70% on a physician signed clinical evaluation, and
- The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

Maximum Number of Credits Permitted for Transfer

The maximum number of credits accepted for transfer to Advanced Colleges of America program is 30 percent of the required number of credits to complete the particular program.

Reconsideration of a Transfer of Credit Evaluation

Students may request a review of a transfer of credit evaluation by submitting a written request to the Office of Admissions within 30 days of receiving an evaluation. Recognizing that transfer

of credit evaluations are based on a number of important factors, written requests for their review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

Notice Concerning Transferability of Credits, Diploma or Other Documents

The transferability of credits earned at Advanced Colleges of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, or diploma, or any other document that you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or documents that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at ACA will meet your educational goals. This may include contacting an institution to which you may transfer after attending ACA in order to determine if your credits or diploma will be accepted for transfer.

For the purposes of direct medical school entry for graduates of AMA-MCT program, Advanced Colleges of America has entered into an Articulation Agreement with the University of Sint Eustatius, School of Medicine (www.eustatiusmed.edu), located in the Netherlands Antilles (Caribbean). For the purposes of establishing a baseline transfer standard for clinical externships that would be similar in nature to the college's AMA-MRT, Advanced Colleges of America has entered into an Articulation Agreement with AmeriClerkships Medical Society (www.americlerkships.org) for complete clinical externship management. Dr. Pedram Mizani is the President of both AmeriClerkships Medical Society and Advanced Colleges of America.

Cancellation/Withdrawal

Students may withdraw from the program and receive a refund as outlined in the school's Tuition Refund Policy. ACA is very sensitive to each person's unique life challenges, and will take extra ordinary measures in order to ensure that its enrolled students are offered an exceptional level of support throughout their enrollment with ACA. In order to minimize cancellations and withdrawals, Advanced Colleges of America subjects all of its prospective applicants to an 8 step enrollment process (visit <http://advancedcolleges.us/8stepstoenrollment> for details). Therefore students who find it necessary to discontinue their training are advised to meet with their Enrollment Specialist or Student Services to discuss their situation and submit written notification of their request, and schedule a personal one-on-one time with the President of ACA for professional guidance and support. Through this process, we have learned that most initial requests to cancel or withdraw stem from mis or lack of information. Some of the students who were helped by ACA through documented hard times and avoiding a withdrawal/cancellation are now in medical residency.

Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of unpaid tuition and fees due to the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school

administration by submitting a written request to the President describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the President.

Pre-requisites to clinical externships (all Programs)

1. Full Enrollment Certified Status, and
2. An Externship Authorization Approval (good academic standing with a minimum GPA of 2.0 + good financial standing) prior to each Externship course, and
3. Approval from the Program Supervisor or Dean of the College, and
4. For AMA-MST or AMA-MCT: Pre-requisite of satisfactory completion of the online didactics to begin externships may be waived if the student has documentation of prior clinical experience.

Graduation Requirements

Students must complete their specific program with an overall grade point average of 2.0 (or C), turn in a completed Externship Booklet and be cleared by all ACA Departments within the prescribed time for completion of the program in order to graduate. A student in AMA-MCT must graduate with a grade point average of 3.0 (or B) in order to be considered for direct medical school entry into one of ACA's affiliated medical school.

Documents such as Medical Residency Admission Committee Support Letter (MRACSL) or Medical School Admission Committee Support Letter (MSACSL) may play a vital role in the future of an ACA student's medical college or residency placement; additionally once submitted, such letters of recommendation may not be retracted. Therefore, ACA reserves the right to contact and retract MRACSL and/or MSACSL from the National Resident Matching Program (NRMP), and/or Electronic Residency Application Service (ERAS), and/or Educational Commission for Foreign Medical Graduates (ECFMG), and/or the medical college or residency at which interviews or positions were secured by ACA student(s) who obtained an MRACSL or MSACSL, yet failed to complete the program(s).

Transcripts

The Registrar maintains academic records of all course work completed at the school. Transcripts will be released only after receipt of completed TRANSCRIPT REQUEST FORM from a student. Students are allowed one transcript at no charge. A fee of \$15.00 is charged for each additional transcript. No official transcript(s) may be released if records are on hold for poor academic or poor financial standing or missing documentation (see Records on Hold policy). Students may request an unofficial transcript in this case. The word "unofficial" will be stamped/imprinted on the transcript.

Requesting Duplicate or Replacement copy of Transcript

To request a duplicate or replacement copy of a transcript, a request must be submitted in writing with payment of the applicable fee. Each transcript fee is \$15. The request in writing should include the following information:

1. Full name
2. Former name (if different)
3. Social Security number
4. Number of copies needed
5. Dates of attendance or year of graduation
6. Type of document requested
7. Address(es) to which the documents are to be mailed
8. Signature

Mail or email requests to:

Advanced Colleges of America
Registrar's Office
26 Executive Park, Suite 270
Irvine, CA 92614, USA

Please allow up to 14 days for processing of all requests. Same day transcript service is not available. Document requests will not be filled until all financial obligations to the school have been met. Please see "Records on Hold" below for more information.

Schedule of Tuition and Fees

By enrolling in Advanced Colleges of America, students may expect a full service college offering online eBooks + clinical externship placement + externship welcome package + online library + learning management system + student information system access + , and much more. The regular Tuition and Fees stated below are due immediately following ACA's receipt of a signed Enrollment Agreement, in 3 term increments, unless approved for Financial Assistance. Discounts are offered on occasion and will be reflected in the Enrollment Agreement.

Tuitions (MAY be financed):

- **Online Studies** – includes eBooks **\$494.00/unit**
- **Clinical Externships** – includes Externship Welcome Package **\$494.00/unit**

Mandatory Fees (MAY NOT be financed):

- **Application Fee** (should be paid separately and is not included in any financial package) **\$ 45.00**
- **Student Tuition Refund Fee** (STRF; Mandatory for California residents only): Calculated based upon total tuition **\$2.50 per \$1,000 of tuition**
- **Medical Liability Insurance** **\$550.00**

- **Graduation** **\$295.00**
- **Certification in Basic HIPAA, AHA Heartsaver® First Aid (Part 1), AHA Heartcode™ ACLS (Part 1), AHA Heartcode™ PALS (Part 1), AHA BLS for Healthcare providers Online (Part 1), AHA Heartsaver® Bloodborne Pathogens and ACA Acculturation** **\$540.00**
- **Refundable Job Placement Notification Deposit** **\$100.00**

Other Fees (MAY NOT be financed):

- **Financial Assistance Administration – Simple 9 or 12** **\$120.00**
- **Financial Assistance Administration – Simple 15** **\$200.00**
- **Financial Assistance Administration – 24 Month Low Interest** **\$240.00**
- **Credit Check** **\$35.00/SSN**
- **Unit Transfer** **\$15.00/unit**
- **Health Indemnity Plan (waived with proof of health insurance)** **Based on plan**
- **Late Enrollment (Medical Specialty and College Tracks only)** **\$75.00/term**
- **Late Payment (if on Financial Assistance)** **\$25.00**
- **Leave Of Absence** **\$250.00/term**
- **Return Check** **\$35.00/NSF**
- **Externship Schedule / Specialty Changes**
 - Days 15 to 44 prior to beginning of externship **\$129.00**
 - Days 3 to 14 prior to beginning of externship **\$199.00**
- **Transcripts** **\$15.00 per**
- **Add/Drop** **\$15.00/course**
- **Medical Residency Orientation Packages (31st package and after; for Med Residency Track only)** **\$9.00/package**
- **Personal Statement/Personal Comments Essay Revision (First 2 are included in tuition)** **\$99.00/specialty**
- **Personal Statement/Personal Comments Essay Fast Revise (Within 7 Days)** **\$103.00/document**
- **Special Processing with Transcript Fee \$10 per copy (attachments, enclosures, hold for degree, other)** **\$10.00/document**
- **Overnight Mail (Any requests for documents to be mailed out overnight on your behalf from ACA)** **\$59.00 (variable)**
- **Fastart (Clinical Externship start date within 11 days of Full Enrollment Certification)** **\$460.00**

* Advanced Colleges of America reserves the right to amend these tuitions and fees at any time with or without notice. Your actual tuition and fees may vary depending on other circumstances or special enrollments. Discounts are offered on occasion and will reflect in the enrollment agreement. Please refer to the official invoice issued by Advanced Colleges of America for your personal tuition and fees.

Financial Assistance

Tuition and fees must be pre-paid, or Financial Assistance must be pre-arranged upon becoming a provisionally enrolled student. Two types of non-federal, privately (institutional) funded financial assistance is being made available directly by Advanced Colleges of America to its prospective students for Tuition fees only:

1. Simple 1 (Payment in Full) – receive 6% discount on total tuition (excludes fees). Total tuition and fees are required to be paid in full at the time of Full Enrollment.
2. Simple 3 – receive 4% discount on each 1/3 of total tuition, at the time of payment (excludes mandatory or variable fees). The initial down payment (5% of tuition and all fees) at the time of Full Enrollment applies. The remaining balance excluding the down payment will be divided up into three payments with the first payment due 30 days after, second payment due 60 days after, and the final payment due 90 days after the the term start date.
3. Simple 9, Simple 12, and Simple 15 Zero Percent Financing – This no-interest personal loan is typically secured by student enrollment, signatures and tuition down payment (5% + Mandatory & Other Fees). There are no credit checks, co-signers or Personal Guarantees required for this loan. Although not likely, Advanced Colleges of America reserves the right to require additional documentation for loan approval on a case by case basis.
4. **24 Month Low Interest Financing** – a credit and co-signer based loan with an annual percentage rate of 7% available for any program offered by ACA. The balance (after 5% Tuition Deposit) is divided into 23 equal monthly payments, with first payment scheduled 28 days after start.

Payments from the whole must always be higher than the percentage of class completed. If a student is approved to transfer from MST to MRT, their financial assistance plan will be re-arranged accordingly.

The following items are required if applying for any Financial Assistance:

- a. Application for Credit
- b. Loan Contract
- c. Approval Disclosure Form
- d. Application and Solicitation for Disclosures
- e. Final Disclosure Form
- f. Down-payment - Tuition Deposit + Mandatory & Other Fees
- g. Although unlikely, Advanced Colleges of America reserves the right to require additional documentation for loan approval on a case by case basis.

The following additional items are required if applying for 24 month low interest financing:

- a. Co-borrower must be a U.S. Citizen or Permanent Resident.
- b. Social Security Numbers – either student or co-signer.
- c. Credit Check for Co-borrower – minimum TransUnion FICO® score of 600/850 or VantageScore® of 750/990, and no student loan defaults.
- d. Personal Guarantees – a promise made by both the student and his/her co-signer to personally repay this loan in the event of default, secured by personal assets.

Borrower(s) obtaining loans to pay for educational programs have the responsibility to repay the full loan amount plus fees and interest, less refunds. ACA's Financial Assistance Program is a private loan to students and their co-signers, and not a federal student loan; therefore ACA does not offer loan deferments, or forbearances, or any other extensions to the borrower(s) in case of financial hardship. By electing to participate in the ACA's Financial Assistance Program, the borrower(s) agree to make payments on or before each due date, and to be automatically and indefinitely suspended until student is brought back to financial good standing with ACA. ACA reserves the right to drop any student who is not in financial good standing from the Program, at its discretion. Although the duration of a program may be extended, such extension will not affect the 9 or 12 or 24 month duration of the respective student's Financial Assistance program. This program only covers Tuition; all other fees must be paid upon enrollment.

Student Services

Catalog of Entry

When a student is admitted, the school accepts the responsibility to provide the program in which the student has enrolled. To accomplish this goal, all programs are under constant review for improvement and updating to best meet job market demands. If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the Catalog at the time of the student's start date shall determine that student's graduation requirements. Restarts, however, will be required to meet new program requirements. The Catalog in force at the restart date will become the Catalog of entry.

Placement Assistance

The Career Development Department is responsible for maintaining all job referral activities and for locating jobs, including residency positions, within the local business community. The school will set up interviews for as many graduates as possible with healthcare institutions across the United States, all while the students are conducting Internet job searches using their own computers as the primary mode of securing job interviews. It is the Career Development Department's responsibility to ensure the following:

1. Develop and maintain a job network within the country;
2. Assist in job search and placement;
3. Provide readiness discussions and training in accordance with school policies and contract requirements, including access to training modules online (i.e. past recorded webinars);
4. Search for and develop employment opportunities through personal contact with employers;
5. Research and develop potential business/industry training contracts that could be serviced by the school.

Additionally, students can benefit from assistance in the following areas:

1. Preparing resumes;
2. Identifying job position openings;
3. Securing opportunities for advancement once hired;
4. Developing and utilizing a network of professional contacts who can aid the job search effort.

Career Development Services

Document Review and Revisions

Provisionally Enrolled students can take advantage of having their interview essential document(s) professionally reviewed and revised by Advanced College of America's editors within its Career Development Department as follows:

- AMA-MST: CV/Resume

- AMA-MCT: CV/Resume, Personal Comments essays (2), American Medical College Application (AMCAS)
- AMA-MRT: CV/Resume, Personal Statements (2), Common Application Form (CAF)

The document review and revisions services mentioned above are included in your tuition and fees; you may also refer to APPENDIX A for extra document revisions pricing and processing. By virtue of becoming Provisionally Enrolled, students acknowledge and agree that such custom services are NON-REFUNDABLE.

Medical Residency Orientation Packages

For students who are enrolled in the AMA-MRT program, ACA will send 30 Medical Residency Orientation Packages to 30 residency programs that the student has applied to. Additional Orientation Packages can be sent out at an additional cost. An Orientation package includes your CV and a short letter describing the program you are enrolled in. ACA reserves the right to notify the residency programs that received Medical Residency Orientation Packages sent on a student's behalf upon your cancellation or withdrawal from their track program. Additionally, ACA reserves the right to ask for proof of successful submission of residency application to any of the 30 programs that it is being requested to send Medical Residency Orientation Packages to.

Medical Residency Admission Committee Support Letter (MRACSL)

For students who are enrolled in the Medical Residency Track ONLY, a MRACSL may be written on their behalf and the student can include this document as a letter of recommendation for their residency application and candidacy upon approval by the Dean of the College. Students must meet the following criteria in order to be eligible to have the MRACSL written:

- Completion of 60% of all required program units
- Good Academic and Financial Standing
- Overall GPA of 3.0 or Higher

Medical School Admission Committee Support Letters (MSACSL)

For Medical College Track students ONLY, a MSACSL may be written on their behalf and the student can include this document as a supporting document for their medical school application and candidacy upon approval by the Dean of the College. Students must meet the following criteria in order to be eligible to have the MSACSL written:

- Completion of 60% of all required program units.
- Good Academic and Financial Standing
- Overall GPA of 4.0/5.0 or better

Note to MRACSL and MSACSL Student Recipients: Documents such as Medical Residency Admission Committee Support Letter (MRACSL) or Medical School Admission Committee Support Letter (MSACSL) may play a vital role in the future of an ACA student's medical college or residency placement; additionally once submitted, such letters of recommendation may not be retracted. Therefore, ACA reserves the right to contact and retract MRACSL and/or MSACSL from the National Resident Matching Program (NRMP), and/or Electronic Residency Application Service (ERAS), and/or Educational Commission for Foreign Medical Graduates (ECFMG), and/or

the medical college or residency at which interviews or positions were secured by ACA student(s) who obtained an MRACSL or MSACSL, yet failed to complete the program(s).

Guarantee Disclaimer

Securing a satisfactory career in any industry is challenging. Advanced Colleges of America is committed to assisting graduates find suitable employment. However, its Career Development Department cannot guarantee interviews, employment or salary amount to any student, recent graduate, or alumni of ACA. ACA has partnered with vendors who may be able to develop additional job opportunities, job interviewing skills and interview follow-up techniques in a highly specialized fashion (such as medical school and residency mock interviews, which are not included in tuition and fees. Please contact the Career Development Department for more details.

Staff Interaction

Instructional staff is aware of the fact that they are to do more than "impart facts." Classroom functions must be consistently aimed at helping students prepare for future healthcare jobs. Hands-on skill building is a critical component of ACA programs and functions as a preparatory measure for future on-the-job-training, which is the impetus behind its great emphasis on clinical externships.

Placement Process

Placement includes both academic and professional career placement after graduation. The placement process starts upon the student's initial contact with the school and may resume one month prior to the student's expected graduation date. Students must request specific employment services from the Career & Alumni Services Department. It is the student's responsibility to report any employment received after graduation and to claim the Refundable Job Placement Notification Deposit by submitting the **VERIFICATION OF EMPLOYMENT FORM**.

Tutorial Programs

If a student at risk requests a tutor, Advanced Colleges of America will assist the student in finding a suitably qualified person. All tutors suggested by Advanced Colleges of America must have received a written referral from a current member of Advanced Colleges of America faculty as well as training and guidance on effective tutoring. Tutors are not guaranteed by Advanced Colleges of America to be available. In the event that a designated tutor is unavailable, Advanced Colleges of America will assist the student in finding a qualified tutor that the student can hire.

Housing

Advanced Colleges of America does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance in any shape or form.

Waivers

Current students or alumni may fill out a **Permission Waiver Form** to allow the college to use video, voice, email and/or written material for promotional purposes. Unless you request otherwise, your initials on the Permission Waiver will be considered permission for ACA to photograph, film, audio/video tape, record and/or televise your image and/or voice for use in any publications or promotional materials, in any medium now known or developed in the future without restrictions or compensation. Students will be consenting the following by signing of the Permission Waiver Form as follows:

“ACA may take photographs, video and/or recording of me for commercial purposes and, as such, photograph(s) or video/audio recording(s) may be taken of you. Unless you request otherwise, your initials will be considered permission for ACA to photograph, film, audio/video tape, record and/or televise your image and/or voice for use in any publications or promotional materials, in any medium now known or developed in the future without restrictions or compensation.”

Academic and College Policies

Non-Discrimination

As a learning institution, Advanced Colleges of America will continuously address issues of diversity and multiculturalism. Every member of the Advanced Colleges of America community is expected to engage in action that leads to the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary at Advanced Colleges of America.

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, Advanced Colleges of America prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veteran status.

Advanced Colleges of America is committed to the full participation of previously excluded or neglected classes of people. Thus, it is also the policy of Advanced Colleges of America to prohibit discrimination on the basis of sexual orientation, marital status, and parental status. Advanced Colleges of America's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of Advanced Colleges of America and its affiliates. Leaders in the Advanced Colleges of America community continuously examine all areas of the institution, make policy decisions, and implement strategies to eliminate and prevent discrimination wherever necessary. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the appropriate faculty and administrators, and as prescribed by the appropriate grievance procedure.

Sexual Harassment

It is the policy of Advanced Colleges of America to recognize that it is a violation of state and federal law for any employee or student, male or female, to sexually harass an employee or student. Advanced Colleges of America considers sexual harassment a serious offense and is firmly committed to the philosophy that every employee and student has the right to be treated with courtesy, dignity, and respect. Every employee and student is expected to adhere to a standard of conduct that is respectful to all persons within the work and learning environment. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions, and

common law causes of action prohibit sexually harassing conduct. Advanced Colleges of America enforces these laws among its employees and students.

In keeping with this commitment, Advanced Colleges of America maintains and follows a strict policy prohibiting sexual harassment, in any form, including verbal, nonverbal, physical and visual conduct, and/or reprisal. This policy applies to all employees, students, and others who use Advanced Colleges of America's facilities. Advanced Colleges of America does not tolerate sexual harassment of employees or students at Advanced Colleges of America or in any Advanced Colleges of America-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee or student, or other person has engaged in sexual harassment, that employee or student, or other person will be subject to appropriate corrective action, up to and including discharge or expulsion.

Family Education Rights and Privacy Act (FERPA)

Advanced Colleges of America respects the rights and educational records of each and every one of our students take every action possible to protect these rights and records. Hence, we voluntarily abide by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. FERPA also gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students. Please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> to learn more.

Academic Freedom

It is the policy of Advanced Colleges of America that teachers and students are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for financial return should be based upon an agreement with the authorities of the institution. Teachers and students are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their discussions controversial matters which have no relation to their subject.

Actions by faculty, staff, students, or visitors that unnecessarily and unreasonably obstruct or interfere with the teaching, research, or learning functions or other normal and necessary activities of Advanced Colleges of America, or that create an imminent threat of danger to persons or property, may constitute grounds for suspension, dismissal or termination, or permanent exclusion from the campus.

Observed Holidays

Advanced Colleges of America observes the following holidays:

- | | |
|---------------------------|----------------------------|
| 1. Columbus Day | 8. Labor Day |
| 2. Martin Luther King Day | 9. Memorial Day |
| 3. Veterans Day | 10. Thanksgiving Day |
| 4. President's Day | 11. Day After Thanksgiving |
| 5. Christmas Eve | 12. New Year's Eve |
| 6. Christmas Day | 13. New Year's Day |
| 7. Independence Day | 14. Good Friday |

Emergency Telephone Numbers

Each student must provide the school with one or more telephone numbers where a family member or friend may be reached in an emergency.

Change of Personal Data

Any change of name, address, or telephone number must be reported to the Supervisor of Academic Administration in writing, as soon as the change occurs. It is each student's responsibility to keep his/her Emergency information current at all times.

Insurance

Advanced Colleges of America requires all of its students to procure through ACA, and maintain in full force and effect during their clinical externships at ACA, professional and general liability insurances, not less than \$1,000,000 per occurrence, and \$3,000,000 aggregate, for injury and damage to persons or property resulting from the negligent acts or omissions, or willful misconduct of its students. Said general and professional liability insurance shall insure ACA and ACA students who have been officially placed in clinical externship sites at the direction of ACA Clinical Externship Coordinators, against claims, demands, losses, costs, expenses, and damage to persons or property arising out of or in connection with authorized clinical externships at each affiliated clinical site. Students will be required to enroll in this type of insurance at the time of Provisional Enrollment at ACA.

The professional medical liability insurance policy does not cover health problems, normal doctor visits, or accidents; it is intended to provide coverage for non-injury causing incidents that may occur during clinical externships in order to provide initial protection for our students' unintentional wrong doing. Students are required to purchase appropriate health insurance coverage and show evidence to enroll. If a student does not have health insurance through their own carrier, students will be given the option to purchase health insurance online and provide the appropriate evidence of the coverage in order to become fully enrolled through Advanced Colleges of America.

Instructor/Program Evaluations

At the conclusion of every course, students are asked to complete a Course and Instructor Evaluation. The evaluation asks for feedback on the student's learning, the instructor's performance, and the course overall. We ask for this information to help the school improve its educational effectiveness. This form is available online. Evaluations are reviewed by the instructor and the President for the purpose of improving the curriculum and the instructor's presentation of material. Student participation in the above-mentioned evaluations is greatly appreciated. The college will also ask its alumni and their employers to complete satisfaction surveys on a continuous basis.

Tuition Refund Policy: Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you still have the right to cancel at any time; and you have the right to receive a prorata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation by email, or certified mail or by hand delivery at the following address: Advanced Colleges of America, 26 Executive Park, Suite 270, Irvine, CA 92614, United States of America.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. Student may withdraw from ACA at any time after the cancellation period (described above) and receive a prorata refund if the student has completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
7. Documents such as Medical Residency Admission Committee Support Letter (MRACSL) or Medical School Admission Committee Support Letter (MSACSL) may play a vital role in the future of an ACA student's medical college or residency placement; additionally once submitted, such letters of recommendation may not be retracted. Therefore, ACA reserves the right to contact and retract MRACSL and/or MSACSL from the National Resident Matching Program (NRMP), and/or Electronic Residency Application Service (ERAS), and/or

Educational Commission for Foreign Medical Graduates (ECFMG), and/or the medical college or residency at which interviews or positions were secured by ACA student(s) who obtained an MRACSL or MSACSL, yet failed to complete the program(s).

8. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
 - The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
 - The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
 - The student has failed to attend class for three (3) weeks.
 - The student fails to return from a leave of absence.
9. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. Distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any observed holidays, as described above.

Student Tuition Recovery Fund

You must pay the California state imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Student Records

A digital file is maintained by the Registrar for each student and contains information pertaining to application, curriculum, finances, and transcripts. Please note that FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid or financial assistance to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Retention of Student Records

Advanced Colleges of America maintains records of names, addresses, e-mail addresses, and telephone numbers of each student who is enrolled in an educational and/or clinical program at this institution. For each student granted a diploma, Advanced Colleges of America maintains permanent digital records of all of the following:

1. The diploma granted;
2. The date on which that diploma was granted;

3. The courses and units on which the diploma was based;
4. The grades earned by the student in each of those courses.

Records on Hold

Academic records may be placed on hold for any of the following reasons:

1. Failure to submit an official transcript from a prior institution of study;
2. An unmet financial obligation to Advanced Colleges of America;
3. Missing documents;
4. Failure to return school equipment;

Until the hold is removed, individuals will not be allowed to:

1. Restart school from a withdrawal status;
2. Obtain an official transcript; or
3. Receive an official Diploma.

Appeals to this policy may be made to the President. The President will notify the student in writing regarding the outcome of the appeal.

Grading System

General Grades

Advanced Colleges of America continually evaluates students' educational progress through examination and clinical evaluation of students' knowledge, for which Advanced Colleges of America awards letter grades with corresponding grade points when applicable. Advanced Colleges of America's grading system consists of the following designations:

Letter Grade	Grade Points	Percentage	Description
A+	4.70-5.00 (depending on percentage earned)	97.0%-100.0%	Excellent
A	4.31-4.69 (depending on percentage earned)	93.1%-96.9%	Excellent
A-	4.00-4.30 (depending on percentage earned)	90.0%-93.0%	Excellent
B+	3.70-3.99 (depending on the percentage earned)	87.0%-89.9%	Very good
B	3.31-3.69 (depending on the percentage earned)	83.1%-86.9%	Very good
B-	3.00-3.30 (depending on the percentage earned)	80.0%-83.0%	Very good
C+	2.70-2.99 (depending on the percentage earned)	77.0%-79.9%	Average
C	2.31-2.69 (depending on the percentage earned)	73.1%-76.9%	Average

C-	2.00-2.30 (depending on the percentage earned)	70.0%-73.0%	Average
D+	1.70-1.99 (depending on the percentage earned)	67.0%-69.9%	Unacceptable
D	1.31-1.69 (depending on the percentage earned)	63.1%-66.9%	Unacceptable
D-	1.00-1.30 (depending on the percentage earned)	60.0%-63.0%	Unacceptable
F	<1.00	59.9% & below	Failure
I			Incomplete
IP			In-Progress
W			Withdrawal

Advanced Colleges of America uses a system of letter grades and percentages for online courses and externship courses. The range of passing grades is A to C, thus providing three specific steps with which to demonstrate a student's progress within a course. For the student to graduate, he or she must achieve a grade point average (GPA) of at least C.

I-Incomplete

If a student has not completed a course within the specified time, the instructor may grant an "I" (Incomplete) and one-month (1) extension for completion. At the end of the extended period, a final grade must be recorded.

IP-In-Progress

The grade of "IP" is assigned when the course extends for more than term.

W-Withdrawal

If a student withdraws from a course during the first week, but before the start of the second week, it is considered a "no record" withdrawal. Between the start of the second week and the conclusion of the third week, a student may withdraw from a course, but will receive a "W" on the transcript. If a student does not withdraw by the end of the third week, a grade will be given. A student who withdraws, or is withdrawn, may retake the course, but forfeits tuition previously paid for or during initial registration in the course.

F-Unsatisfactory

The instructor will record the course grade of "F" if, in the instructor's academic judgment, the quality and quantity of the work submitted indicates unsatisfactory course performance.

Grade Reports

Grades for online didactics will be emailed for review by 5:00 p.m. (Pacific Time) three (3) days after the conclusion of each week. Then final grades for online didactics will be emailed for review by 5:00 p.m. (Pacific Time) three (3) days after the conclusion of the term. Grades for clinical externship courses will be emailed within thirty (30) days after the Program Supervisor reviews each clinical evaluation.

Standards for Academic Achievement

Student learning for each course in our programs is assessed by examination, student participation, and satisfactory completion of all course requirements. The course instructor is responsible for assessing and documenting that the instruction offered has led to and resulted in the achievement of the learning objectives for each course, and for administering and grading the examination questions for the courses he or she teaches. Standards for student achievement include the following:

1. Demonstration of the acquisition of basic knowledge of course content,
2. Demonstration of the acquisition of the core body of knowledge representative of the Diploma programs offered,
3. Demonstration of critical and analytical thinking appropriate to the Diploma program, and
4. Demonstration of clinical skills.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as meeting acceptable standards as defined by pre-determined objectives as defined under each track program's description. These objectives are directly correlated to the performance standards set by the institution. The elements of Satisfactory Academic Satisfactory progress are evaluated at 37.5%, 75%, 112.5% and 150% of the maximum time frame to complete a program. Quantitative progress is upheld by ensuring 25%, 50%, 75%, and finally 100% of the program are completed within these time frames. During these times, qualitative progress will also be assessed by the program supervisor and/or instructors where applicable. If satisfactory progress is not met the student will be notified and need to meet with Student Services to determine further action.

For any course to count towards a student's Satisfactory Academic Progress, the student must receive a minimum grade of 70%. Students must repeat any classes in which they earn less than a 70% grade. Course work repeated may adversely affect a student's academic progress in terms of the finishing their track program within the specified maximum time frame. Students who withdraw from the program will receive a final grade in each class interrupted by the withdrawal.

Inactive Student Status

A student would be deemed "Inactive" if they two or more of the following occur:

- When a student does not make quantitative or qualitative progress as defined above towards SAP and completion of their program; or
- When a student does not have good attendance; or

- When a student is unresponsive and there is no communication (i.e. phone, email, LMS platform) for more than 30 days;
- When a student is delinquent in their financial obligation(s) for more than 30 days.

This would not apply to students on Leave of Absences or who have the status of “Clinical Postponement” or “Online Didactics Postponement”. As a result of Inactive Status, the student will be placed on academic probation as defined (SEE Academic Probation Section below) and notified in writing of this matter detailing the necessary steps to be removed from probationary or inactive status.

Maximum Time Frame

Students must complete their programs within 1.5 times the scheduled program length. As an example, in a program that has a normal length of completion of 500 hours, if for a legitimate reason the student must take longer to complete the program, the maximum amount of time allowed is 750 hours; a AMA-MRT student who is expected to complete this program within 46 weeks and is concurrently studying for his/her United States Medical License Examinations may be allowed to complete this program within 69 weeks (a 23 week extension), applicable to both online didactics and onsite Externships.

Add, Drop and Withdrawal Policy

A student may add an online didactic course up to the conclusion of the first week of the term, but before the start of the second week. This is considered a “drop” or “no record” withdrawal. A “no record” withdrawal will not appear on the transcript. When a student drops a course, the student will be responsible for a pro-rated portion of the tuition.

Between the start of the second week and the conclusion of the third week, a student may withdraw from a course, but will receive a "W" on the transcript. If a student does not withdraw by the end of the third week, a grade will be given. It is the responsibility of the student to officially withdraw from the course when they no longer are going to proceed with the course. Failure to officially withdraw from a course will result in a grade. When a student withdraws from a course, the student will be responsible for a pro-rated portion of the tuition.

Attendance

To stay in compliance with state and federal regulations, Advanced Colleges of America is required to maintain accurate attendance records in all courses. Online courses are no different from classroom or clinical externship courses in this regard. However, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in each course syllabus.

Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student’s personal

schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. Attendance will be monitored by timely submission of discussion question responses, assignments, tests, homework, projects, etc. A student is expected to complete all assignments by the appropriate due date. An online student who submits at least one gradable activity is considered present or having attended class for that week. The week begins on Monday at 12:00 am Pacific Time, and ends the following Sunday at 11:59 pm Pacific Time.

Attendance in online programs is determined by the student's submission of coursework in accordance with the normal time schedule for the course in which the student is enrolled. Students receive the evaluation of all their coursework in three days. If a student does not attend class for three weeks they will be marked as "poor attendance." Students who fail a class due to poor attendance will be placed on attendance probation. It is understandable that extenuating circumstances may occur, such as an extreme illness, a death in the family, legal matters, or military duty. It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and appeal process. Circumstances that are NOT considered extenuating:

- Registering late for the class
- Failing to read the syllabus
- Failing to plan appropriately
- Not having the appropriate textbook or software

For purposes of this policy, days missed do not include days absent during an approved leave of absence.

Leave of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed 180 days. Requests for leave must be submitted to the ACA Program Supervisor, include an anticipated return date, and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the ACA Program Supervisor will result in immediate dismissal. Please note that any or all financial obligations during the duration of the leave of absence will not be put on hold. Therefore, it is the responsibility of the student to maintain good financial standing regardless of their leave of absence from the college. Any refund due will be made within 45 days from the end of an approved leave of absence.

The ACA Program Supervisor may grant leaves of absence and/or waive satisfactory standards temporarily for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an

approved leave of absence will not be included in the calculation of a student's maximum time frame.

Leave of absence (LOA) may be granted under special circumstances. There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 180 days;
2. Medical LOA for medical situations, up to 180 days.

Only the ACA Program Supervisor or President are authorized to grant a leave of absence. All medical leaves of absence, whether requested in advance or based on an emergency situation, must be documented by a doctor's statement. The student completes the request for **LEAVE OF ABSENCE FORM** for approval by the ACA Program Supervisor, and the Registrar updates the status of the student to reflect the leave of absence on their digital record.

Postponements

Students will be allowed to delay their online didactic terms or clinical externships upon approval by the Program Supervisor or respective staff for valid reason(s). The online didactics can be postponed up to a maximum of three terms and the clinical externships can be postponed up to a maximum of three months. Students placed on "Clinical Postponement" or "Didactics Postponement" status will still be actively engaged with other portions of their track program (i.e. Document Revisions, Virtual Residency Clinic Webinar Attendance). Students will also be required to maintain good financial standing regardless of their postponement status, including making any monthly payments for financial assistance and/or loans. Time for an approved "Clinical Postponement" or "Didactics Postponement" will not be included in the calculation of a student's maximum time frame.

Academic Probation

Students will be placed on Academic Probation if their cumulative GPA falls below 2.0. The probationary period will last through the next term after being put on probation. If, at the end of a probationary period, the student has not corrected the progress deficiencies, the students may be subject to be withdrawn at the discretion of the Program Supervisor, and may be deemed ineligible for graduation. If the student has corrected the progress deficiencies, then the President shall execute a **STUDENT NOTICE OF REINSTATEMENT** and a **STUDENT STATUS CHANGE** and send to the Registrar.

Appeal Process for Probation

Students will be notified in writing when they are placed on **Academic or Attendance Probation** and will be informed of the steps necessary to be removed from probationary status. Students will also receive attendance or academic advising, from the President or designee when they

are placed on probation. The institution will notify a student by email if he or she is being administratively withdrawn for unsatisfactory academic progress.

Appeal Process

The academic appeal process is as follows:

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The President, in consultation with the ACA Staff and Faculty, as well as speaking with the Student who is appealing this process, will review all requests, and a determination will be made to either maintain or change the extant record.
3. The student may meet with the President and anyone else he or she may designate to review the conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the President for final action.

A student placed on academic or attendance probation may review the determination, and may appeal the determination through the President whose judgment in this matter shall be final, conclusive, and binding.

Academic Difficulty

Academic support is required for students on academic probation. Students must communicate with the Program Supervisor or instructor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next term, and develop an individual plan for academic success. The student must meet the terms of the probation plan including a 2.0 GPA during the following term and/or meet the minimum GPA for good academic standing.

Dismissal

Dismissal from Advanced Colleges of America may occur if the student does not show satisfactory progress in the program in which he/she is enrolled, if the grade point average falls below that required for graduation, if the student does not comply with the requirements accompanying academic or attendance probation, if online courses are not completed as required, if the student is tardy or absent from clinical externships, if tuition and fees as listed in the Catalog are not paid, if the student engages in plagiarism or submits coursework or examinations for credit that are falsified, or if the student engages in conduct contrary to the Student Code of Conduct.

Students Right to Appeal

1. A student may appeal in writing to the President within ten (10) days of notification of academic probation or dismissal. Such appeal must contain a review of any extenuating circumstances that the student feels may apply.
2. The President shall confer with other members of the faculty and administration that may be appropriate and notify the petitioner within thirty (30) days of receipt of appeal whether reinstatement will occur or the appeal is denied.
3. Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the President letter granting the appeal. At the end of the evaluation period and at the end of every evaluation period thereafter, the student's academic status will be reviewed.
4. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial assistance until he or she regains satisfactory progress status by meeting the minimum satisfactory progress standards.

Credit Units

ACA's online classes are delivered in such a way so that they achieve the same objectives as on-ground classes. Additionally, Advanced Colleges of America's instructional model is based on the notion that the mature professional is resourceful, organized, and time conscious. As such, Students are recommended to log in regularly every week for 19.5 hours or more for every 3 unit class, and strongly urged to learn self-pacing methods with weekly deadlines, as these are essential for student's success while enrolled in Advanced Colleges of America's educational programs.

Final Grade Report

Final grade reports is prepared for each student at the end of each grading period and provided to the student no later than 10 days after the end of the grading period, online. Students may request for an official transcript from the ACA Registrar's Office.

Grievance Resolution Policy and Procedures

Students are encouraged, at all times, to communicate their concerns to instructors and the Program Supervisor for amicable solutions. Grievances must be handled as follows:

1. The student should first express concern in writing using the **GRIEVANCE RESOLUTION FORM** and submit to his/her primary instructor for resolution.
2. If the instructor cannot solve the issue, then a written request should be submitted to the Program Supervisor for resolution. If the Program Supervisor is the instructor, then the student must request to speak with ACA President directly.

3. The President will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the President will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present.
4. Any and all students or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The President will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the President explaining why he/she believes the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date.
5. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.
6. Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Immunization Waiver

A waiver may be signed in place of showing proof of immunizations against:

- Tetanus
- Varicella
- Hepatitis B

By signing this waiver you agree to the following:

"I understand that due to my participation in clinical externships at will, I may be exposed to blood-born potentially infectious materials and may therefore be at risk of acquiring diseases such as Hepatitis B Virus (HBV), Tetanus, Diphtheria, Varicella, or other infections. I know that I have the option of being vaccinated at a medical facility of my own choosing within the U.S., or any another facility recommended by Advanced Colleges of America at my expense. However, I decline all of the vaccination(s) at this time. I understand that by declining vaccination(s), I continue to be at risk of acquiring serious diseases associated with such infectious agents and I accept full responsibility for this, holding Advanced Colleges of America, its affiliate physicians and healthcare facilities, business associates, employees, and any other associated organization harmless. If in the future, I continue to participate in activities with exposure to blood or other potentially infectious materials and I want to be vaccinated, I can receive the vaccination series at my expense."

Referrals

According to the BPPE, our school cannot offer to compensate a student to act as an agent of the institution with regard to the solicitation, referral, or recruitment of any person for enrollment in the institution, except that an institution may award a token gift to a student for referring an individual, provided that the gift is not in the form of money, no more than one gift is provided annually to a student, and the gift's cost is not more than one hundred dollars (\$100).

Student Code of Conduct

Advanced Colleges of America regards and treats students as responsible individuals who are free to organize their own lives, behavior, and associations and who are subject to Advanced Colleges of America's institutional regulations. The regulations exist to ensure the rights of all members of the Advanced Colleges of America community. With respect to students, these rights and the responsibilities that accompany them include, but are not limited to, the following:

1. You retain all the ordinary RIGHTS of American citizens when you become a member of the Advanced Colleges of America community. By the same token, as a student, you continue to have the RESPONSIBILITY to abide by all Federal, State, and Municipal laws and regulations in addition to Advanced Colleges of America's own policies. Advanced Colleges of America may decide to impose and enforce its own disciplinary procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.
2. Subject to availability of Advanced Colleges of America's resources, you have the RIGHT to participate unhindered in the academic, intellectual, cultural, and social life of Advanced Colleges of America. You have the RESPONSIBILITY to respect the rights of others to do the same by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views in a peaceful manner.
3. Pursuant to the laws of the United States and the State of California, you have the RIGHT to safety and security in an environment free from harassment, intimidation, discrimination, or assault. You have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination, or assault.
4. Pursuant to the laws of the United States and the State of California, you have the RIGHT to the safety and security of your personal property. You have the RESPONSIBILITY to refrain from acts of theft, willful destruction, or vandalism of the property of others.
5. Subject to your compliance with Advanced Colleges of America policies and regulations, you have the RIGHT to the free and peaceful use of Advanced Colleges of America property, grounds, facilities, and technologies for all legitimate purposes. You have the RESPONSIBILITY to respect and maintain the integrity of such property, grounds, facilities, and technologies so that they may be equally available to others.
6. Students should never plagiarize. All work that is not of the student's original creation should contain appropriate citations. This includes citing the use of Internet sources as well. Students submitting work that is not their own will receive a grade of "zero" (0) for that

work, and face disciplinary action. For a definition and article of Plagiarism see: [Plagiarism in Colleges in USA](#) by Ronald B. Standler.

7. Students should keep the integrity of their student work to be true and of their own making and nobody else's at all times.
8. Students will not cheat: Defined as using or attempting to use unauthorized assistance, information, or study aids in any academic exercise. This can include but is not limited to, copying answers from other students, submission of the same assignment answers or other work to more than one instructor without prior approval and submission of purchased papers or projects done by others.
9. Students will not Fabricate: Defined as the falsification or invention of any information or citation in an academic exercise. This can include but is not limited to falsifying/omitting data and/or sources, otherwise violating the ethical principles of research.
10. Students shall not promote academic dishonesty: defined as knowingly assisting or attempting to help another to violate any provision of the above policies. This includes but is not limited to allowing another student to copy one's work, having another person take an exam or complete an assignment for oneself or taking an exam or completing an assignment for another student online with illegal access of another student's account information.
11. Students will not engage in the misrepresentation of academic records: defined as misrepresenting, tampering with, or attempting to tamper with any College academic document, either before or after attending ACA. This includes but is not limited to creating or altering an ACA transcript, diploma, verification of enrollment, support letters written on your behalf, or any other official college document (in this case the student(s) may also face prosecution for violation of Federal and State statutes), submitting false records or other documents such as transcripts from another institution, failure to report all previous academic work at the time of admission, forgery, alteration, or misuse of official academic documents.
12. Consequences of any of the above acts of plagiarism or cheating will result in the following:
 - For the first instance of academic dishonesty within a course, the student will receive a grade of zero for that assignment.
 - For the second instance of academic dishonesty within a course, the student will receive an "F" for the course.
 - For the third instance of academic dishonesty within the course or within the program, the student you will face suspension from the college.

Appeals to any action against cheating can be made by the following process:

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The President, in consultation with the instructor, will review all requests, and a determination will be made to either maintain or change the extant record.
3. The student may meet with the President and anyone else he or she may designate to review the conclusions.

4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the President for final action.
5. The identity of online students may be verified from time to time when they log in or when they are submitting exams, assignments, or other products.

Advanced Colleges of America Calendar

Please visit edu.advancedcolleges.us/news-events for details.