



**UNIQUE HEALTH
SCHOOL**

School of Distinction



INSTITUTION CATALOG

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Unique Health School

Academic Catalog | 2025-2026

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Certified to operate by the State Council of Higher Education for Virginia

Additional information regarding this institution may be obtained by contacting the
State Council of Higher Education for Virginia (SCHEV)

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INSTITUTION OVERVIEW

Mission Statement

Unique Health School's Mission is to prepare caring and competent nursing students to become dedicated and nurturing healthcare providers. We are committed to training the best nursing student who will deliver compassionate care while meeting the healthcare needs of those we serve in our communities.

Statement of Purpose

To instruct and train the next generation of nurses by providing the following licensed nursing programs:

Practical Nursing Program (PN)

Nurse Aide Training Program (NA)

Registered Medication Aide Training Program RMA

Ownership and History

Established in 2019, the institution was the vision of the President, Mrs. Hawa Alice Kun. Along with her belief in the allied health field and the benefits it provides to people of all ages; whether a patient or a health care professional, Ms. Kun felt that a human touch to medical care was needed in the Manassas area so that patients receive the best possible care from graduates of Unique Health School. The institution is owned by Mrs. Hawa A. Kun, Mr. Leo Kun and Michelle Nedic. Mrs. Kun holds the title of Co-Owner and Director of Nursing and Mr. Kun holds the title of Co-Owner and Director of Finance.

Description of School Facility

Unique Health School campus is located in a modern, easy-to-access facility in Manassas, Virginia, with classrooms, a nursing skills lab and a faculty lounge. The institution has four classrooms or labs that are designated as follows: one (1) room that is utilized as a Lab where students perform skills and demonstrate proficiency, two (2) rooms are used for lecture classes, one (1) room has been designated as a computer lab for research.

Hours of operation: Monday to Friday 8am to 9pm **Available on call weekends**

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Academic Calendar 2025-2026

Unique Health School offers programs on a year-round basis. As such, we have a rolling admissions policy. UHS observes the following holidays and vacations:

Holiday / Vacation	Date
New Year's Day	January 1st
Martin Luther King Jr Day	3rd Monday in January
Spring Break	Spring Break is scheduled by Cohort
Memorial Day	4th Monday in May
Independence Day / Summer Break	Week that includes July 4th
Labor Day	1st Monday in September
Thanksgiving Vacation	4th Thursday & Friday in November
Winter Break	December 23rd – January 2nd
Christmas Day	December 25th

Practical Nursing (PN) Calendar

Cohort	Start Date	Anticipated End Date
Spring (Morning)	April 28, 2025	May 2026
Spring (Evening)	April 28, 2025	May 2026



NURSE AIDE TRAINING PROGRAM

Theory Hours: 70 Hours

Lab Hours: 30 Hours

Clinical Hours: 40 Hours

Class Day and Hours

Day Class

Monday- Thursday 8:00am-5:00pm

6 weeks program

NOTE* Clinical will be from 7:00am-4:00pm the last week of class

Nurse Aide Training Program Description

The Nurse Aide Training program is delivered onsite at Unique Health School. The program offers preparation for practice as a professional nurse. The program requires 140 hours for completion. Students who complete the course are eligible to sit for the NNAAP exam to become certified as a CNA in the state of Virginia.

The nurse aide training program is designed to educate and train students to gain knowledge and skills to assist patients with daily activities, maintain patient hygiene and serve a vital role on the healthcare team. The program will introduce students to theory, lab and clinical experiences. The program offers 14 comprehensive units, taught over the course of **6weeks** which allow the student to acquire the thorough knowledge and relevant required skills.

Nurse Aide Training Program Objectives

Upon completion, students are qualified to be able to work in health care settings such as long-term care nursing facilities, clinics, hospitals, physician's office and home health agencies.

Upon completion of UHS Nurse Aide Training program, students should be able to:

1. Sit for the CNA examination and practice as an entry level professional Certified Nurse Aide.
2. Assist in a broad range of areas including infection control, safety and emergency procedures.
3. Document patient care services and report observations to the nursing staff.
4. Assist doctors and nurses in diagnostic procedures and therapeutic treatments.
5. Develop communication and interpersonal skills.
6. Lastly, students will be evaluated through two methods a 70 question multiple choice exam provided by Credentia testing center and 5 skills from the Virginia Board of Nursing Nurse Aide Skills handbook.



Nurse Aide Program

Course Number	Course Title
Unit 1	The Nurse Aide in Long-Term Care
Unit 2	Communication and Interpersonal Skills
Unit 3	Infection Control
Unit 4	Safety Measures
Unit 5	Emergency Measures
Unit 6	Client Rights
Unit 7	Basic Skills
Unit 8	Personal Care Skills
Unit 9	Individual Client's Needs, Including Mental Health and Social Service Needs
Unit 10	Special Needs Clients
Unit 11	Basic Restorative Services
Unit 12	Respiratory System, Cardiovascular System, HIV/AIDS, Cancer and Care of the Resident When Death is Imminent
Unit 13	Admission, Transfer and Discharge
Unit 14	Legal and Regulatory aspects of Practice of the Certified Nurse Aide

Class Sizes

Classes

Only 10 students maximum are allowed in UHS's typical classroom.

Simulation Lab

Only 10 students maximum are allowed in UHS's Sim Lab during each lab session.

Externship

Only 10 students maximum are allowed to rotate under the supervision of one instructor during the clinical externship.



MEDICATION AIDE TRAINING PROGRAM Theory and Lab Hours: 48
Clinical Hours: 20

Class Day and Hours

Tuesday and Thursday 9:00am-5:30pm
3 weeks program

Medication Aide Training Program Description

The Registered Medication Aide program prepares the student to be able to competently administer medications safely in an assisted living facility. The program requires 68 hours for completion. Upon successful completion of required courses, the student is awarded a certificate of completion.

The course introduces the student to concepts of safe medication administration, infection control, patient rights, vital signs and basic nursing skills. The program offers 8 comprehensive units, taught over the course of 3 weeks, which allow the student to acquire the thorough knowledge and relevant required skills.

Registered Medication Aide Training Program Objectives

Upon completion, students are qualified to be able to work in health care settings such as long-term care nursing facilities, clinics, hospitals, physician's office and home health agencies.

Upon completion of UHS Nurse Aide Training program, students should be able to:

1. Sit for the Medication Aide Certification examination and practice as an entry level Medication Aide.
2. Apply the concepts, knowledge and skills to efficiently administer medication safely.
3. Understand roles and responsibilities of the Medication Aide, including law and regulations governing the practice.
4. Demonstrate knowledge of safe medication administration principles.
5. Demonstrate an understanding of client's rights, privacy, and confidentiality.
6. Demonstrate knowledge in infection control measures and medication administration.
7. Lastly, students will complete a 70 question multiple choice exam provided by PSI testing center in order to evaluate concept understanding.



Medication Aide Program

Course Number	Course Title
Unit 1	Legal and Ethical Issues
Unit 2	Preparing for safe Administration of Medication
Unit 3	Pharmacology Basics
Unit 4	Administration of prepared Instillations and Treatment
Unit 5	Documentation
Unit 6	Administration
Unit 7	Special Issues in Medication
Unit 8	Insulin Administration
Unit 9	Final review and Exam

Class Sizes

Classes

Only 10 students maximum are allowed in UHS's typical classroom.

Simulation Lab

Only 10 students maximum are allowed in UHS's Sim Lab during each lab session.

Externship

Only 10 students maximum are allowed to rotate under the supervision of one instructor during the clinical externship.



PRACTICAL NURSING PROGRAM

Theory Hours: 847 Hours

Lab Hours: 85 Hours

Clinical Hours: 412 Hours

Evening Class

Monday- Thursday 4:00pm-9:00pm

12 Months

Class Day and Hours

Day Class

Monday-Thursday 8:00am-2:30pm

12 Months

Practical Nursing Program Description

The practical nursing program is a comprehensive program designed to educate and train students to gain knowledge and skills to safely care for patients across the life span. The program will introduce students to theory, lab and clinical experiences. Course work covers human anatomy & physiology, concepts in nursing, disease processes, pharmacology and the duties, responsibilities, laws and regulations of a practical nurse. Students should develop the skills needed for entry level job.

The program requires 1,344 hours for completion. Students who graduate from this program will receive a Practical Nursing Diploma and are eligible to take the NCLEX- PN Examination offered by the Virginia Board of Nursing. Upon completion, students are qualified to be able to work in health care settings such as long-term care nursing facilities, clinics, hospitals, physician's office and home health agencies.

Practical Nursing Program Objectives

Upon completion of UHS PN program, students should be able to:

1. Sit for the NCLEX examination and practice as an entry level professional Practical Nurse.
2. Apply knowledge acquired to safely and competently care for clients with illnesses and conditions across the life span.
3. Utilize critical thinking skills in assessment, planning, intervention and evaluation of clients.
4. Demonstrate behaviors that reflect personal, professional growth and accountability for nursing practice.
5. in the implementation of a nursing care plan within the scope of a Practical Nurse.
6. Organize, prioritize, plan and deliver safe nursing care.
7. Exhibit professional behaviors, including good work ethics in the role of a graduate Practical Nurse.
8. Demonstrate effective communication and interpersonal skills with clients and the health care members.



9. Assume ethical and legal responsibility in nursing care delivery.
10. Upon, successful completion of each course students will complete a proctor assessment through ATI testing to properly evaluate concept understanding. Upon completion of all core courses students will complete a Comprehensive Exit Exam prior to Graduation in order to evaluate concept understanding and NCLEX-PN readiness.

Practical Nursing Program

Course Number	Course Name	Clock Hours
HSC 101	Anatomy and Physiology	130
HSC 101	Nutrition and Diet	26
PN 100	Nursing Trends	25
PN 101	Basic Concept in Nursing	230
PN 201	Pharmacology	115
PN 202A	Medical-Surgical Nursing I	170
PN 202B	Medical-Surgical Nursing II	160
PN 203	Gerontology	90
PN 204	Mental Health Nursing	88
PN 301	Maternal Child Nursing	64
PN 302	Pediatric Nursing	66
PN 303	Medical-Surgical Nursing III	170
PN 304	Leadership and Management	10
	TOTAL	1,344

Class Sizes

Classes

Only 10 students maximum are allowed in UHS's typical classroom.

Simulation Lab

Only 10 students maximum are allowed in UHS's Sim Lab during each lab session.

Externship

Only 10 students maximum are allowed to rotate under the supervision of one instructor during the clinical externship.



Practical Nursing Course Descriptions

HSC 100 | Anatomy and Physiology

In this course, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, tissues, and the principles of homeostasis. Students are introduced to the organization and structure of the human body. These principles are applied to the study of the following systems: integumentary, skeletal, muscular, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with regard to anatomy and physiology; diagnostic, lab, and surgical procedures; and pharmacology.

110 theory clock hours

20 lab clock hours

Pre-requisites: None

HSC 101 | Nutrition and Diet

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

26 theory clock hours

Pre-requisites: None

PN 100 | Nursing Trends

This course is designed for students to study the trends and issues which effect current nursing practice. Topics include the evolution of nursing, professional opportunities for the practice of nursing, the legal and ethical relationships in nursing, the economics of health care, the interpersonal relationships among health care professionals and current issues.

25 theory clock hours

Pre-requisites: HSC 100, HSC 101

PN 101 | Basic Concept in Nursing

This course establishes the foundation for students to transition into the role of the Licensed Practical Nurse (LPN). Students will gain insight, analyze, and apply best practices in the provision of quality health care to patients addressing basic human needs, infection control, principles of medication administration and safety. Students will explore the legal and ethical aspects of the LPN as it is applied to the healthcare delivery systems, integrating current patient trends such as cultural and religious sensitivity; communication techniques; and psychosocial concepts.



130 theory clock hours

20 lab clock hours

80 clinical clock hours

Pre-requisites: HSC 100, HSC 101.

PN 201 | Pharmacology

This course explains the role of the practical nurse in relation to pharmacology. The student is exposed to information about drug classifications, sources, actions, side effects, adverse reactions, contraindications, and dosage. Introduction of medications, procedures, regulations, and issues for the administration of drugs are emphasized. Special attention is given to issues of medications.

100 theory clock hours

15 lab clock hours

Pre-requisites: PN 100, PN 101

PN 202A | Medical-Surgical Nursing I

This course provides information to the practical nursing student on basic medical-surgical principles and skills. This is the first course that introduces principles of clinical application of medical-surgical nursing and uses an interdisciplinary approach to provide care to adult clients who require medical-surgical nursing care. The use of critical thinking to make problem-solving decisions and the use of information technology is also presented. Medical-surgical concepts include the diseases and disorders of the respiratory, cardiac, neuro, digestive, endocrine, hematologic, immunologic, sensory, and musculoskeletal systems. Pre and postoperative care skills, principles of managing pain and oncology care as well as nutrition and diet therapy are also presented. The course also includes health promotion and the wellness/illness continuum, basic health teaching as well as continuity of care for clients who have common medical and surgical disorders.

100 theory clock hours

20 lab clock hours

50 clinical clock hours

Pre-requisites: PN 100, PN 101

PN 202B | Medical-Surgical Nursing II

This course provides information to the practical nursing student on basic medical-surgical principles and skills. The student is introduced to principles of clinical application of medical-surgical nursing and uses an interdisciplinary approach to provide care to adult clients who require medical-surgical nursing care. The use of critical thinking to make problem-solving decisions and the use of information technology is also presented. Medical-surgical concepts include the diseases and disorders of the respiratory, cardiac, neuro, digestive, endocrine, hematologic, immunologic, sensory, and musculoskeletal systems. Pre and postoperative care skills, principles of managing pain and oncology care as well as nutrition and diet therapy are also presented. The course also includes health promotion and the wellness/illness continuum, basic health teaching as well as continuity of care for clients who have common medical and surgical disorders.



100 theory clock hours
10 lab clock hours
50 clinical clock hours

Pre-requisites: PN 202A

PN 203 | Gerontology

This course provides a theoretical overview of concepts related to the aging adult. It introduces the impact of aging on society and the health care industry overall. This course investigates the demographics in aging in America, legislative issues affecting older adults as well as the common theories of aging. Body systems, aging, and related nursing interventions complete the course objectives.

50 theory clock hours
40 clinical clock hours

Pre-requisites: PN 202A, PN 202B

PN 204 | Mental Health Nursing

This course focuses on the development of effective therapeutic communication skills while identifying nursing care for psychosocial self-care limitations. Course content includes basic mental health and mental illness concepts, community health concepts, coping methods, and mental health disorders across the life span.

48 theory clock hours
40 clinical clock hours

Pre-requisites: PN 202A, PN 202B

PN 301 | Maternal Child Nursing

In this course, students are taught the role of the practical nurse in addressing the needs of childbearing families. Topics include health promotion, ethics, communication, and complication management for the antepartum, intrapartum, and postpartum patient and the neonate.

48 theory clock hours
16 clinical clock hours

Pre-requisites: PN 204

PN 302 | Pediatric Nursing

This course is designed to provide the students with an understanding of the stages of growth and development through the different stages of childhood and application of the nursing process to these stages. The course focuses on the use of the nursing process to provide health teaching and secondary preventive care in a variety of in-patient settings to children experiencing health problems.

50 theory clock hours
16 clinical clock hours

Pre-requisites: PN 301



PN 303 | Medical Surgical Nursing III

This course focuses on nursing practice with adults experiencing a wide range of acute and chronic alterations in health. Health promotion strategies and health care principles are examined with an emphasis on: fluid and electrolyte imbalances, acid-base imbalances; endocrine system disorders; musculoskeletal and neurological disorders; care of the patient with integumentary disorders and peri-operative care is addressed including: surgical procedures, pre-operative care, post-operative care, aseptic technique, and complications associated with surgery.

50 theory clock hours

120 clinical clock hours

Pre-requisites: PN 202A, PN 202B

PN 304 | Leadership and Management

The course focuses on the concept of leadership within the contexts of professional's health systems. Role management, work ethics, conflict resolution, role transitioning from student to PN are explored.

10 theory clock hours

ADMISSIONS INFORMATION

General Admissions Requirements

Nurse Aide Training Program:

- Student must be at least 18 years of age or older
- High School Diploma Preferred
- Admission application and nonrefundable application fee \$75.00
- Valid Identification card (driver's license, state ID, Passport)
- Social Security card
- Criminal Background check
- TB Test (PPD test/ chest X-ray)

Registered Medication Aide Training Program:

- Student must be at least 18 years of age or older
- High School Diploma or GED
- Must have completed a Nurse Aide Training Program- Copy of Certificate of Completion from an approved Board of Nursing CNA program
- Admission application and nonrefundable application fee \$75.00
- Valid Identification card (driver's license, state ID, Passport)
- Social Security card
- Criminal Background check
- TB Test (PPD test/ chest X-ray)



Practical Nursing Program:

- Student must be at least 18 years of age or older
- High School Diploma or GED
- Admission application and nonrefundable application fee \$75.00
- Valid Identification card (driver's license, state ID, Passport)
- Social Security card
- Criminal Background check
- 5 Panel Drug Screening
- Valid BLS- CPR From the American Heart Association
- TB Test (PPD test/ chest X-ray)
- COVID vaccine record/Notorized Exemption Form
- Flu vaccine record/ Notorized Exemption Form

How to Apply

1. Complete the Unique Health School application form and pay the nonrefundable application fee.
2. Provide copies of ID:
 - 2 copies of the front and back of a government issued identification (e.g. driver's license or passport). The original must be presented to admissions.
 - 2 copies of the front and back of the applicant's Social Security Card. The original must be presented to admissions.
3. Submit proof of high school graduation or GED equivalency. If in a foreign language, HS Diploma must be translated.
4. Complete an admissions interview.
5. Submit to a 5 panel drug test.
6. Submit to a Level II Background screen.
7. The candidate is expected to fulfill all financial obligations before commencing his/her respective program.



Foreign Students

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, the transcript and all other documentation from foreign countries must be professionally translated and certified by a service to be at least the equivalent of a U.S. high school diploma. Copies will be made and maintained in the applicant's file. This proof must be provided prior to the start of class.

Acceptance Process

A prospect is officially considered a Unique Health School student once s/he meets all of the following criteria:

- 1 Prospect has completed and submitted all the admissions requirements.
- 2 Prospect has either paid the balance due upfront or prospect has paid the registration fee and the minimum tuition deposit.
- 3 The student will be notified of their acceptance and enrolled for a New Student Orientation.

If the institution does not accept an applicant, all fees (with the exception of the registration fee) paid by the applicant to the academy will be refunded.

Readmission

Unique Health School encourages previously withdrawn students to return to school to complete their education.

Former students whose education was voluntarily interrupted may apply for readmission. Students must complete a new enrollment form and after being assessed, students may need to retake certain classes.

Students who desire to be readmitted must interview with UHS's Director of Nursing.

Criminal History

It is the policy of Unique Health School to ensure that all enrolling students are aware of the potential impact and consequences of past criminal behaviors.

Individuals who have been convicted of a felony or certain other crimes may not be eligible to apply for state and/or regional licensure upon graduating from Unique Health School. As part of UHS application process, applicants will be asked if they have a criminal record, and if so, an applicant who has a criminal record will be denied enrollment Unique Health School.

Students enrolled at UHS are required to submit to a Level II background check and a 5-panel drug test at the time of enrollment.



Graduation Requirements

To be eligible for graduation from the **Practical Nursing program**, a student must successfully complete the curriculum by earning at least a minimum of academic grade of 75% (C) or better in all courses.

- PN students must pass the Comprehensive Exit Exams
- Complete Requirements of curriculum and all school requirements
- Resolve all financial obligations
- Maintain appropriate attendance record in all classes
- Be professional in all classes and areas of the program
- All required items must be completed prior to being considered for graduation

To be eligible for graduation from the **Nurse Aide Training program**, a student must successfully complete the curriculum by earning at least a minimum of academic grade of 80% (B) or better in all courses.

- Complete Requirements of curriculum and all school requirements
- Resolve all financial obligations
- Maintain appropriate attendance record in all classes
- Be professional in all classes and areas of the program
- All required items must be completed prior to being considered for graduation

To be eligible for graduation from the **Medication Aide program**, a student must successfully complete the curriculum by earning at least a minimum of academic grade of 80% (B) or better in all courses.

- Complete Requirements of curriculum and all school requirements
- Resolve all financial obligations
- Maintain appropriate attendance record in all classes
- Be professional in all classes and areas of the program
- All required items must be completed prior to being considered for graduation

Transfer of Credits Policy

UHS will not accept of credits another post-secondary institution or credits for Life/Work experience. Students will enroll from the beginning of a course or program.

The transferability of credits you earn at UHS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from UHS is also at the complete discretion of the institution to which you may seek to transfer.

If the credits 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UHS to determine if your credits will transfer.



Clinical Requirements

UHS has clinical agreements with clinical sites in which students will be appropriately placed in, depending on the subject of study. Students will work directly with an assigned preceptor who will teach and oversee all clinical requirements. The following outlines the rules of clinical course work:

1. Students will be on clinical site under the direct supervision of a preceptor from the site.
2. Students are expected to conform to preceptor's rules and rules and regulations of the facility.
3. Prior to clinical attendance, students must submit documentations, background checks and current TB/Chest x-ray, etc.
4. A current CPR card for healthcare providers from the American Heart Association is needed.
5. If these items are not in the student's file, the student will not be allowed to participate in clinical.
6. Student clinical assignments and clinical schedules shall be prepared prior to each rotation and given to students in advance. It's the student responsibility to follow the schedule.
7. Students will maintain professional appearance, demeanor, behavior and attitude while at clinical facility.
8. Students must arrive at clinical site on time and check in with preceptor.
9. If a student misses a clinical day, the student must arrange a make-up day with clinical coordinator.
10. Students must maintain confidentiality of patients during patient care.

Student Right to Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, it is the policy of UHS to make readily available information concerning the graduation rate of all students. UHS will calculate and disclose institutional completion or graduation rates to all prospective and current students annually.

The Crime Awareness and Campus Security Act of 1990 requires that the institution prepares information on current campus law enforcement policies, crime prevention programs and campus security statistics. UHS will publish and distribute annually a report of campus security policies and crime statistics to all current students and employees and provide copies of the report to applicants for enrollment or employment upon request. This information is available upon request from the Campus President.



TUITION & FEES

Practical Nursing Program

Tuition/Fee	Dollar Amount
Tuition	\$22,000.00
Application Fee (non-refundable)	\$75.00
Books	\$800.00
Laboratory	\$300.00
Technology Fee	\$300.00
Lab bag	\$100.00
Uniform	\$100.00
ATI Package	\$1,000.00
Liability Insurance Fee	\$100.00
Graduation Package	\$300.00
Total Cost	\$25,075.00



Nurse Aide Training Program

Tuition/Fee	Dollar Amount
Application Fee (Non-Refundable)	\$75.00
Tuition	\$1,100.00
Books	\$50.00
Technology Fee	\$300.00
Uniform	\$50.00
Total Cost	\$1,575.00

Registered Medication Aide Program

Tuition/Fee	Dollar Amount
Application Fee (Non-Refundable)	\$75.00
Tuition	\$600.00
Books	\$45.00
Technology Fee	\$50.00
Total Cost	\$850.00

Student will be responsible for the following expenses

- PPD (skin test) and or Chest X-Ray Hepatitis (HBV) prior clinical rotation
- Criminal background check
- PSI/VA BOARD OF Nursing Application exam fee
- The above-mentioned fees apply to any student seeking re-admission to any UHS programs



CANCELLATION AND REFUND POLICY

Cancellation Policy: UHS has and uniformly applies a published cancellation and refund policy that complies with all state and federal agency requirements.

1. **Rejection of Applicant:** If an applicant is rejected for enrollment, a full refund of all monies will be paid to the applicant, excluding the non-refundable registration fee.
2. **Three-Day Cancellation:** An applicant who provides written or verbal notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid within 45 calendar days.
3. **Cancellation more than Three Days:** An application requesting verbal or written cancellation more than three days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid within 45 calendar days, less a maximum tuition fee of 10% of the stated cost of the course or \$100, whichever is less.
4. **Program Cancellation:** If UHS cancels a program after execution of an enrollment agreement by a student, UHS will refund all monies paid by the student.

Refund Policy: Tuition refunds will be determined as follows. Refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code:

Proportion of Program taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No refund

The following policies apply to the PN program.

Withdrawal Date: The withdrawal date is the earlier of:

1. The date the student notifies the institution in writing or by email of his/her intent to withdraw.
2. The date UHS, due to violation of policy, withdraws the student.
3. If a student fails to return from LOA, then the withdrawal date is the last day the student attended prior to going on LOA.
4. In the event the student does not attend classes for 14 consecutive days, the student will be withdrawn on the 15th day, and the 15th day of consecutive absences will be considered the withdrawal date.

Refunds: Refunds shall be issued within 45 days of the withdrawal date.

Late Payment and Return Check Policy and Fees:

At UHS, monthly payments are due on the 15th of each month. A \$30 late fee will be applied should 1) the payment be made after the 20th of each month OR 2) the student fails to pay the full amount of the monthly payment due as stipulated in the student's Institutional Payment Plan.

Non-Sufficient Funds Policy:

If a payment by check or draft is not honored by the drawee, then the student will be charged a \$30 fee.



STUDENT ACADEMIC POLICIES

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is designed to measure incrementally, that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree, a student must meet the following minimum standards of academic achievement and successful course completion while enrolled at UHS:

Maximum Program Length: The student must complete the Practical Nursing program in no more than 2100 hours – 150% (1400 program hours x 1.5). Failure to complete a program within the time frame specified will result in the student being dismissed by the School. The student must complete the Nurse Aide Training program in no more than 180 hours – 150% (120 program hours x 1.5). Failure to complete a program within the time frame specified will result in the student being dismissed by the School. The student must complete the Medication Aide program in no more than 102 hours – 150% (68 program hours x 1.5). Failure to complete a program within the time frame specified will result in the student being dismissed by the School.

Successful Course Completion: A student must successfully attend the minimum number of hours and maintain at least a “C” or 2.0 GPA in the Practical Nursing program, and at least a “B” or 3.0 GPA in the Nurse Aide Training program based upon the maximum time frame in order to remain enrolled as a regular student, as shown in the table below. A student who completes only the minimum requirements as shown will clearly require the maximum time frame to complete a program.

Warning: As a general rule, any student whose GPA is below the minimum GPA at a specified measuring point of 25% will be counseled by the School and documented in the student’s file.

Probation: As a general rule, any student whose GPA is below the minimum GPA at a specified measuring points of 50% and 75% will be placed on academic probation by the School. A standard period of probation is three months. However, if the student's academic achievement and course completion rate matches or exceeds the minimums described above during the probationary period, the student will be considered to be making satisfactory progress. Any student whose academic achievement or course completion rate is determined to be sub-standard at the end of the probationary period at an evaluation point will be suspended from regular status.

Academic Dismissal: Students who fail to show improvement or achieve the minimum cumulative GPA of 2.0 while on Academic Probation will be subject to Academic Dismissal from the institution. The Program Director will make the decision on placing students on Academic Dismissal and will notify the affected students in writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

Extended Enrollment: If approved by the Program Director, a student may continue as a non-regular student for a period not to exceed one evaluation period in order to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees. In no case



may a student extend beyond the maximum program length in order to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum time frame for completion of the program.

Reinstatement as a Regular Student: If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Program Director will make this determination based upon a review of the student's academic transcript and an interview with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point.

Course Repetitions, Incomplete and Withdrawals: A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of "C" or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Hours for both courses will be used in computing the total course completion hours. Both grades remain as a permanent part of the student's transcript. However, in no case may a student extend beyond the maximum program length in order to complete the program and receive the original credential.

An "I" is assigned when course work is not completed in the appropriate times due to circumstances beyond the student's control. Any "I" not removed by the student will be automatically converted to the otherwise earned grade, typically an "F". An "I" is not calculated in the GPA but is counted in the course completion percentage.

The School does not currently offer any pass/fail courses and the School does not issue "W" grades.

Students who withdraw during the drop-add period and enroll in another course will receive no grade in the original course. Students may not withdraw from a course after the drop-add period without financial penalty.

Mitigating Circumstances and Leaves of Absence: The Program Director may, in his/her discretion, grant leaves of absence or waive interim satisfactory standards for circumstances involving poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. No waivers will be granted for graduation requirements.

Application of Standards: The satisfactory progress standards apply to all students enrolled at the School in a regular status.

Remediation: The School does not currently have a remedial program. All courses attempted at the School affect the calculation of the student's satisfactory progress.

Grievance Resolution (Appeal)

Any student who feels that a grade has been erroneously awarded, that an action to place him/her on probation or suspension is improper, or that has any other grievance, may appeal that action to the



Program Director. This appeal must be in writing and must be made within five (5) days of the action in question.

The Program Director will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Program Director may include the following: denial of any change in grade or action, change

of grade, removal from probationary status, or reinstatement in the case of suspension. Students wishing to appeal the final determination may contact the State Council of Higher Education for Virginia (SCHEV), 101 N. 14th St. 10th Floor, James Monroe Building, Richmond, VA 23219; (804) 225-2600.

Re-Admission After Suspension for Unsatisfactory Progress

Suspended students will be eligible for re-admittance after one period of evaluation specific to the course of enrollment. An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a satisfactory grades "C" or better after one period of evaluation will result in dismissal.

The School reserves the right to suspend or dismiss a student if such action is considered to be in the best interest of the student or the School, or if it has been found that the student has gained admission through false records or fraud.

Grading System

Grades will be determined through quizzes, tests, projects, participation, assignments, examinations, lab or externship performance and/or task completion. Students are provided a final course grade at the end of each course or grading period. A permanent record of each student's progress is maintained in the administrative office. Letter grades are assigned numeric equivalents so that each student's progress may be reflected in terms of a cumulative grade point average (CGPA). The CGPA is the weighted average calculated by multiplying the quarter credit(s) or hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total quarter credit hours. Grades, grade point equivalents and sample CGPA calculations are as follows. Students must achieve a cumulative GPA of 2.0 or higher to be eligible for their program of study.

Grading Scale			
Grade	Percentage	Grade Points	Achievement
A	90 - 100	4	Superior
B	80 - 89	3	Commendable
C	75 - 79	2	Satisfactory
F	< 75	0	Fail
I	N/A	0	Incomplete
R	N/A	0	Course was retaken
W	N/A	0	Withdrawn



Attendance

Students are expected to participate and regularly attend lectures, lab and clinical sessions. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin. Attendance is monitored for all class and clinical sessions and is recorded as actual time attended.

Managing Attendance

1. Student attendance is recorded daily in the attendance log by the instructor.
2. If an absence from a class, clinical, skills lab experience is anticipated, the student should notify the faculty member in the course prior to the class and as soon as the student realizes there is a conflict that cannot be avoided. Excused absences will be handled accordingly by the instructors.
3. Arriving 15 minutes after your scheduled class start time is considered tardy. An accumulation of three (3) tardiness will convert into one absence.
4. If a student misses 30 consecutive days (including weekend and holidays) or more in a course, the student will be withdrawn from that course and will be counseled on readmittance.
5. The Program Director will monitor attendance regularly and will contact and counsel students that display irregular attendance patterns. Failure to attend courses regularly and on time will result in being dismissed from a course.
6. Students may appeal to the Program Director if they wish to be reinstated into a course. If it is up to the discretion of the Program Director and the course faculty to make the final decision.

Make-Up Policy

Make-up work and exams are given only for exceptional circumstances such as documented illness, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by program director. Students will be required to present supporting documents such as court letter, doctor's note, etc. Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

Leaves of Absence

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. A student seeking a LOA must submit a request to the Program Director. The Leave of Absence cannot exceed 180 days in any 12-month period.

A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. The LOA can begin upon the completion of the active course term. Students ready to resume their studies after a leave of absence must contact the Program Director. Upon the student's return from the leave of absence, the student will be permitted to complete the coursework from where they left prior to the leave of absence. If a student does not resume attendance on, before or at the end of an approved leave of absence, then the student will be withdrawn from the institution and may need to reapply into the program.

Withdrawal Policy

UHS has and uniformly applies a published Withdrawal policy that complies with all state and federal agency requirements.

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Program Director. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted in person, by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should



include the date the student anticipates the leave beginning and ending. If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

3. A student will be determined to be withdrawn from the school if the student misses 14 consecutive instructional days and all the days are unexcused.
4. All refunds must be received within 45 days of the determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations. The last date of attendance is when the school determines that the student is no longer in school.

Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Academic Dishonesty

UHS will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

Instructors are expected to maintain appropriate standards in the area of academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Program Director.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Program Director.

Students are expected to maintain appropriate standards in the area of academics:

1. To follow faculty instructions regarding exams and assignments.
2. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
3. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Program Director.

The consequences of academic dishonesty, depending on the severity of the infraction, may result the student to:

1. Receive a zero "0%" grade on the test, paper or exam;
2. Have their course grade lowered and/or possibly fail the course;
3. Under the standards of student conduct a student will be dismissed from the institution

The Program Director will communicate directly with students whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.



Students Rights and Responsibilities

The Constitution and the laws of the United States and the Commonwealth of Virginia give students many legal rights and liberties. UHS policies and regulations provide students many privileges as well. Students may exercise these rights and privileges as long as they do not interfere with the rights of others or the schools' ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.
5. Advocate for change in any law, policy, or regulation.

UHS expects students to balance expression of their rights with observance of their responsibilities. Students have the responsibility to:

1. Attend school regularly and on time and follow the assigned schedules.
2. Follow rules, procedures, and processes.
3. Dress appropriately.
4. Respect the authority of staff members.
5. Respect the rights and property of others.
6. Respect others' beliefs and differences.
7. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
8. Resolve disputes peacefully.
9. Refrain from bullying or hurting other students.

Grievance Policy

UHS is responsible to uphold its students' rights and ensure that the non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a policy, etc. Students are not subject to unfair action/treatment for initiating a complaint.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Campus President within 10 calendar days of the alleged incident. The grievance form is available upon request from the Campus President.
3. The Campus President shall issue a decision within 2 weeks of the grievance submission.

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to the following address:

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N. 14th Street, 9th Floor
James Monroe Building
Richmond, VA 23219



Appeal Process

Students who have been placed on Dismissal can appeal the decision based on mitigating personal circumstances. The appeal has to be submitted in writing to the Program Director, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at UHS under academic probation status. The Program Director will communicate directly with students whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

Non-Academic Disciplinary Action

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Program Director per the Grievances policy. The Program Director will communicate directly with students whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

Faculty Availability

Because being available for academic and course advising with students is an important part of an instructor's responsibilities, UHS Faculty are available for advising on a regular basis outside of scheduled course hours. Each instructor will post a copy of his or her timetable showing assigned class time and office hours. Faculty will also clearly notify students of scheduled office hours in the course outlines or in the class. If a student's timetable conflicts with the instructor's scheduled office hours, it is expected that the instructor will accommodate the student's needs for advising and academic support at a mutually agreeable time.

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STUDENT SERVICES

Records and Transcripts

Unique Health School will maintain a permanent educational record for each student. These records include admissions documents, transcript as well as financial records. Transcripts are retained indefinitely and are available to the respective student upon request. One official transcript will be provided to students upon graduation from UHS. No official academic transcript will be issued to any student who owes a balance to the institution at the time of the request. Upon payment of outstanding debt, a transcript may be issued.

Advisement and Career Services

Academic advisement is available for all students. Students are encouraged to meet with the Academic Advisor regarding their academic and externship progress, placement opportunities, community resources, and other related matters.

Unique Health School is dedicated to helping graduates find employment. All programs are designed to prepare graduates for entry-level positions. The Career Services Department will help create a professional resume, sharpen students' interviewing skills, advise on current job opportunities, and generally assist in the students' job search. Unique Health School does not guarantee employment. However, the Career Services Advisor will make every effort to assist all graduates in their job search.

Student Services

UHS provides a myriad of services and resources that ensures our students have the proper support to grow as individuals and academics in a supportive and inclusive environment. Furthermore, the institution maintains a focus on the delivery of educational services and upon acceptance into UHS, students will work directly with the Director of Student Services, who will assist with orientation, registration and assisting students in preparing for the start of classes. The Director of Student Services will be the point of contact throughout the student's academic journey and will assist with ongoing registration, academic advising, completing of academic and forms and coordinating tutoring sessions with the faculty.

Should a student encounter any academic issues which may interfere with his or her ability to complete coursework, the Director of Student Services will provide assistance in identifying appropriate solutions and professional guidance in assisting the student with progress throughout their academic journey.



Library

Our on-campus library/resource center features computers, Internet access, and our on-shelf book collection as well as our online library (LIRN), which includes medical books, journals, dictionaries, and reference materials. These tools, along with necessary software are available to help students complete their assignments.

Eligible individuals are provided access in order to support their studies, instruction, duties as employees, official business with the school, and other school activities.

On-Line Library Services are provided through LIRN , Library & Information Resources Network. Students can access numerous databases including the following:

- **LIRN Core Collection**
- **Gale eBooks**
- **Gale Databases**
- **Health & Wellness Resource Center (& Alternative Health Module**
- **ProQuest Databases**
- **ProQuest Health & Medical Complete**
- **The New England Journal of Medicine**
- **Journal of the National Cancer Institute**
- **The American Journal of Psychiatry**
- **American Journal of Public Health**

Through our Online Library services, LIRN - The Library does reserve the right to impose time limits on computer use and/or to moderate use of computers with special software or database access. Unique Health School's technology resources may not be used in a manner that violates the law or for private commercial activities that are not approved by the school. Students may not install or remove the software from the computer in the computer lab or library unless authorized by an instructor for class work. Students may not use the school's Internet connection to conduct or download any trial software nor any promotional software nor access any pornographic material.

Drugs and Alcohol Policy

UHS is committed to providing a safe, healthy learning community for all its members. The institution recognizes that the improper and excessive use of alcohol and other drugs may interfere with UHS's mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, sexual misconduct, and disruption of study space will not be tolerated. Any student who appears to be intoxicated or under the influence of illegal drugs on school premises or clinical sites will be escorted off the premises. The student may be dismissed from the school upon review of the case by the Program Director.



CLINICAL INFORMATION

Students must successfully complete all externship requirements in order to complete the program. Externships are a cooperative effort among the school, the students and the externship facilities.

Externship assignments are typically made throughout the didactic portion of the program. Students must adjust their schedules and personal lives in order to complete the externship course. Students must be prepared to travel to their externship assignments. Based on externship site availability, students may be required to complete their externship at more than one site. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to if or when other sites will be available. This may extend a student's expected graduation date. In the event of such an extension, students are expected to make use of labs and other school facilities at least eight hours per week as scheduled by the Director of Nursing.

Clinical Externship

Externship Assignments

Externship assignments are available from Monday through Sunday, at varying hours. Typically, externships begin at 7 a.m. Please be advised that externship sites with hours after 5 p.m. are extremely limited.

Students are expected to make arrangements in order to complete hours designated by the externship site. Days or times of externship may not be rearranged without permission from the school's Clinical Coordinator. Any absence incurred on externship must be reported to the Director of Nursing, the Clinical Instructor as well as to UHS's Clinical Coordinator.

If the site or the school determines that the student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses three or more days of externship due to non-medical reasons, the student may be dismissed from the program. Students are expected to attend 100% of the required externship hours. UHS holidays, vacations and make-up days do not apply to students on externship. Students may be allowed two instances of excused clinical time throughout the length of the program but is required to make up for the missed hours. The student is responsible in contacting the Clinical Instructor and Clinical Coordinator to schedule makeup day(s) for any excused or unexcused absences. The Clinical Instructor must certify all required attendance hours.

Externship Conduct

Upon completion of academic training, each student must complete an externship in a hospital, clinic and/or long-term care facility as part of his or her nursing program. The Clinical Coordinator and the Clinical Instructor will arrange all externships. The extern site is not obligated to employ the student following completion of the externship. During the externship, students are given the opportunity to put their classroom training into practical application under actual employment conditions. While on externship, the student is under the supervision of the Clinical Instructor and the training facility. Externship assignments will correspond with the completion of required coursework. All program and catalog requirements apply including dress code, name tags, drug use, etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing the confidentiality of medical information associated with the federal Health Insurance Portability and



Accountability Act (HIPAA).

While on externship students must comply with the following extern regulations:

1. The school will assign you to an externship site. The school cannot guarantee a particular office or geographical location, though we will consider your request when making assignments.
2. You will be expected to work your assigned shift hours. Clinical externships take place from Mondays through Sundays, typically starting at 7 a.m. Depending upon state laws, a certain amount of time is required for lunch.
3. Externship is a part of your education. You will not be paid and will be withdrawn from the program if the facility reports that you were asking for or receiving pay.
4. Certain extern sites may require that you be tested for drug usage and/or be checked for any criminal background prior to accepting you as an extern.
5. You must meet the objectives on the externship check off list and on your midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require you to serve an additional externship period, or return to school for additional training, or may result in your termination from the school.
6. As part of externship requirements, you are responsible for completing and submitting forms and documents as required. Externship time sheets must be handed into the Clinical Instructor by the student at the end of the school day or first thing on the proceeding Monday morning. Midterm evaluations must be completed and delivered to the school at the halfway point of your externship. It is your responsibility to ensure that the Clinical Instructor has completed and signed all evaluations and time verification sheets and that the Clinical Coordinator has received them upon completion of your externship. Providing Unique Health Schools with inaccurate data regarding externship attendance or performance is grounds for expulsion from the school.
7. It is your responsibility to attend scheduled meetings, including site interviews, before and during your externship. You may be required to return to the campus during your externship at the direction of your Clinical Instructor.
8. Students are expected to behave in a professional manner at all times. Any conduct, which reflects discredit or disrepute upon the student, the school, or the site, will subject the student to termination from the school.
9. If you are going to be late or absent, you must notify the Clinical Instructor at least one hour prior to the start of clinicals. Continual violation of attendance policy will result in probation or withdrawal from school.
10. Immediately notify your Clinical instructor if any problems are encountered during the externship. Never walk off the site without first notifying your Clinical Instructor.
11. Tuition payments must be kept current in order for the student to be permitted to attend clinicals.
12. If you are terminated from an externship site, the Clinical Instructor will evaluate the circumstances of your termination and a decision will be made regarding your status as a student. You may be



withdrawn from school at that time. If you are allowed to continue to extern and are terminated from another site, you will be withdrawn from school.

Criteria for Assessing Student Performance While on Externship

Students must demonstrate passing scores in his/her courses including practical written exams and hands-on lab exams prior to being assigned an externship.

During the externship course, each student will be evaluated in the areas of professional performance and appearance, attendance and practical skills. To complete the externship course successfully, a student must satisfactorily perform each of the procedures outlined in the training plan and demonstrate satisfactory work habits. If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the areas in which the student is deemed to need more preparation.

During the externship course, the student may be required to return to campus for weekly scheduled meetings with the Clinical Instructor in order to gain better practical skills. If the student's work habits are not satisfactory on the first evaluation, the Clinical Instructor will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may only repeat the externship once. If failure of the externship occurs twice, the student will be withdrawn from the program.

Clinical Experience, Request for Removal of Student

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of zero and be placed on behavioral probation, which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program director will attempt to reassign the student to a different clinical site. We do not guarantee re-assignment. If we are able to re-assign the student and should a second incident occur, the program director will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not be permitted to advance to the next core course.



Policy for students with disabilities

Unique Health School recognizes the students may have disabilities that present barriers to education. We observe the American's with Disabilities Act recommendations and have employed the following policies to help meet student's needs.

Service animals: Students who rely on service animals in order to participate in and benefit from Unique Health School Services may do so while on campus. However due to the nature of the clinical atmosphere, we are not allowed to bring service animals at our partnering clinical sites.

Deaf and Blind: Unique Health School will provide students with reasonable accommodations that do not inhibit the learning of others, to help students read, hear or understand subject content. Students must notify our program coordinator at the time of enrollment of these needs so that appropriate accommodations can be made.

Wheelchair: Unique Health Schools facility does offer ramps, grand level educational space and ADA compliant spaces/ doors in our facility. We will make all reasonable accommodations for students who are in a wheelchair.

Testing Provisions and Educational Considerations: Students who will require accommodations related to learning such as additional testing time, frequent breaks, use of timers, classroom seating accommodations and etc. must notify our program coordinator at the time of enrollment so that appropriate accommodations can be made.

Policy for limited English proficiency.

Students enrolling in Unique School of Health must be able to fluently speak, read and write English and display an education level of at least 6th grade. A literacy test will be administered in English prior to admission to assess the student's ability to read, write, comprehend and understand basic math concepts. Students who fail the English portion of the test will be referred to English as a Second Language community resources or community literacy programs.



UHS STAFF AND FACULTY

Hawa Kun

Co-Owner / Director of Nursing / Instructor

Leo Kun

Co-Owner / Director of Finance

Juliet Parker

Program Coordinator / Instructor

Esther Ohemeng

Director of Student Services / Registrar

Kaleyah Baysah

Admissions