



*Exceptional Education for Today's Careers*

## Catalog Addendum

7/1/2023 - 06/30/2024

7/1/2024 – 06/30/2025

770 Mason Street, Suite 200  
Vacaville, CA 95688  
707.455.0557

[www.BlakeAustinCollege.edu](http://www.BlakeAustinCollege.edu)

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This Catalog Addendum contains new and updated information to the original publication of the 7-1-2023 to 6-30-2025 Blake Austin College Catalog. All addendum items applicable for Blake Austin College's new catalog will be incorporated in the next catalog revision.

### ***Effective September 25, 2023***

Blake Austin College has moved to:

770 Mason Street, Suite 200  
Vacaville, CA 95688

Disregard the address stated in the BAC catalog and cover page and reference the address above for Blake Austin College. The new address is also stated on the cover page of this addendum.

### *Page 10 update on Facility*

#### **Facility**

Centrally located in Solano County, Blake Austin College campus has easy access from Highway I-80 with ample parking and the right atmosphere that contributes to making our location ideal for learning. The campus, located at 770 Mason Street, Suite 200 and is a 22,700 ft<sup>2</sup> facility equipped of classroom, specific equipment, equipped laboratories, computers lab, learning resources center and offices. Blake Austin College adheres to all compliance regulations pertaining to the Americans with Disabilities Act.

### ***Effective October 1, 2023***

#### **Leave of Absence**

A leave of absence (LOA) is considered a temporary interruption in a student's program of study. LOA is restricted to medical, military, or family emergency. Students can complete the following process and upon the approval from BAC, the LOA will maintain the student's in-school enrollment status.

A leave of absence may be granted under the following conditions:

- The student meets with the Director of Academics requesting LOA
- The student will complete the Request for LOA Form
- The student will provide documentation to support the LOA reason
- There is reasonable expectation that the student will return to school
- The LOA may not exceed 180 calendar days in a twelve-month period

The student will not be charged for the duration of the leave. Students will be responsible for any previous financial arrangement made between the student and the Institution during the LOA. Failure to return from leave of absence on the scheduled date will result in termination from the Institution.

If unforeseen circumstances prevent the student from providing written request, BAC may grant the LOA if the appropriate documentation is received within 5 days from the student's last day of attendance. Unforeseen circumstances may include, but are not limited to medical and family

emergencies, military deployment, and natural disasters.

A student that is on LOA may request an extension by submitting an extension request to the Director of Academics with supporting documents before the last day of the current LOA. The total LOA cannot exceed 180 days.

A Leave of Absence can affect any Financial Aid.

**Effective January 1, 2024**

## ACADEMIC PROGRAMS

### Health Information Management, Billing, and Coding

CIP 51.0713

37.0 Semester Credits

900 Hours

45 Weeks (without holiday breaks)

*Classroom Capacity: 22*

*Lab Ratio: 22 students/instructor*

#### **Program Description:**

Health Information Management, Billing and Coding (HIMBC) provides a basic study of software applications, medical insurance and billing, medical office administration, as well as a comprehensive study of medical science of the human body including anatomy and medical terminology. The program prepares the graduate for entry-level positions in the healthcare field as a coding specialist, insurance claims specialist/representative, front desk/receptionist and billing and collections. Graduates will have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care. Upon successful completion of the program and all other graduation requirements, a Certificate of Completion in Health Information Management, Billing, and Coding program will be awarded.

<u>Course Code</u>	<u>Course Name</u>	<u>Hours</u>	<u>Credits</u>
HIMBC101	Introduction to Health Information and Medical Terminology	80	4.5
HIMBC102	Anatomy and Physiology	80	4.5
HIMBC103	Medical Administrative Procedures and Ethics	80	4.0
HIMBC104	Medical Billing and Coding I	80	3.0
HIMBC105	Medical Billing and Coding II	80	3.5
HIMBC106	Medical Billing and Coding III	80	3.5
HIMBC107	Medical Insurance, Patient Billing, and Reimbursement	80	4.0
HIMBC108	Electronic Health Records I	80	3.0
HIMBC109	Electronic Health Records II	80	3.0
HIMBC110	HIMBC Externship	180	4.0
	Total	900	37.0

**Equipment:** Computers, Electronic Health Records Software

## Program Course Descriptions

### **HIMBC101 Introduction to Health Information and Medical Terminology 60 Lecture/20 Lab**

This course provides an introduction to health records systems with emphasis on record completion, maintenance, and preservation. The course will also discuss the relationship between health information management, delivery systems, patient information privacy, regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, and the role of the HIM professional within the health care workplace.

This course also provides the student to the importance of proper use of medical terms through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathology. Patient histories and medical reports are used to establish the healthcare context in which these terms are employed. The students will understand the logic step by step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the healthcare setting.

Prerequisites: None

### **HIMBC102 Anatomy and Physiology 60 Lecture/20 Lab**

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory, blood/lymph systems, the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal, and male/female reproductive systems. Pharmacology is also included in this course.

Prerequisites: None

### **HIMBC103 Medical Administrative Procedures and Ethics 45 Lecture/35 Lab**

This course provided the procedures to effectively and efficiently function in a medical office environment and the office operations required in meeting industry demands. The students will utilize Microsoft applications for information, communication, and execution of work processes. This course also introduces basic ethical and legal principles governing healthcare practice including privacy, safety, patient rights, malpractice, and disclosures.

Prerequisites: HIMBC101, HIMBC102

### **HIMBC104 Medical Billing and Coding I 20 Lecture/60 Lab**

This course introduces the ICD-10-CM coding system understanding the breakdown of diagnostic coding. Performance objectives include assigning the ICD-10-CM code using specific guidelines.

Prerequisites: HIMBC101, HIMBC102

### **HIMBC105 Medical Billing and Coding II 30 Lecture/50 Lab**

This course will introduce the principal mechanics of coding procedures according to CPT (Current Procedural Terminology) and its relationship to the medical profession's financing administration at an introductory level.

Prerequisites: HIMBC101, HIMBC102, HIMBC104

### **HIMBC106 Medical Billing and Coding III 30 Lecture/50 Lab**

This course will explore more complex issues related to ICD and CPT coding for both acute and non-acute health care settings. Prospective payment systems and DRG's (Diagnosis Related Groups) will be introduced as well as coding for prospective payment utilizing computer encoders and groupers will be emphasized.

Prerequisites: HIMBC101, HIMBC102, HIMBC104, HIMBC105

**HIMBC107                      Medical Insurance and Reimbursement                      40 Lecture/50 Lab**

This course provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis on the use of spreadsheet and database programs and the manipulation and use of health information.

This course also introduces the student to the different types of medical forms utilized in a health care facility and the proper completion of the forms. The forms include encounter forms. Advanced Beneficiary Notices, Medical Releases of Information, patient registration forms, and CMS 1500 claim forms. Students will also be able to describe multiple insurance programs, as well as obtain an understanding of the differences between the plans, plan eligibility requirements, and the recognition of insurance terminology.

This course will explore the standard procedures involved in billing patients for their financial responsibility and the standard collection process according to the Fair Debt Collection Practices Act and Telephone Consumer Protection Act.

Prerequisites: HIMBC101, HIMBC102

**HIMBC108                      Electronic Health Records I                      20 Lecture/60Lab**

This course provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis on the use of spreadsheet and database programs and the manipulation and use of health information.

This course will cover the characteristics and qualities needed to project a professional image in order to enter the workforce. The purpose of this course is to develop our students by providing them with the confidence, professional resources, and the tools necessary to gain employment after graduation. Topics will include interpersonal skills development, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette.

Prerequisites: HIMBC101, HIMBC102

**HIMBC109                      Electronic Health Records II                      20 Lecture/60 Lab**

This course will provide instruction and application in data content structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; various registries and ancillary departments.

This course will cover the characteristics and qualities needed to project a professional image in order to enter the workforce. The purpose of this course is to develop our students by providing them with the confidence, professional resources, and the tools necessary to gain employment after graduation. Topics will include interpersonal skills development, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette.

Prerequisites: HIMBC101, HIMBC102, HIMBC108

**HIMBC110                      HIMBC Externship                      180 Hours Work-Based Activities**

This course is designed to provide practical on-the-job experiences that augment the students' in-class experiences. The students are required to complete 180-hours of work-based activities at a facility or facilities that meets the objectives of the program. Students must pass the required number of skills at externship, complete all required hours and complete the required number of competencies to pass this course.

Prerequisites: HIMBC101, HIMBC102, HIMBC103, HIMBC104, HIMBC105, HIMBC106, HIMBC107, HIMBC108, & HIMBC109

## ADMISSIONS INFORMATION

### Admissions Requirements and Conditions

Prospective students must meet the following minimum requirements for admission into all Blake Austin College programs:

- U.S. citizen or eligible noncitizen (Visa services are not provided, BAC will not vouch for any student status and any associated fees.)
- At a Minimum:
  - High School Graduate, Successful completion of High School equivalency (GED), or Official Home Study Transcripts from a Home Study Program that is equivalent to the High School level and is recognized by the student's home state.
  - Transcripts must be verified that the High School is accredited by a Department of Education recognized accrediting agency.
  - All Foreign Transcripts must be evaluated/validated from a member organization of a national association of credential evaluation services.
- Complete Blake Austin College Application for Admission
- Take and pass Entrance Assessments
  - Math
  - Reading Comprehension
  - Vocabulary
- Completion of Financial Aid requirements
- Attend the institution's General Student Orientation

NOTE: BAC does not admit Ability-To-Benefit students.

#### Entrance Assessment Score Requirement

Program	Math %	Reading Comp %	Vocabulary %
Health Information Management, Billing, and Coding	80	75	75

\*The HESI Exams first attempt is provided by Blake Austin College. Additional exam attempts are paid for by applicant.

The Entrance Assessment may be taken more than once if the assessment requirements are not met on the first attempt. The timeframe between attempts are provided below:

- Second Attempt may be taken 24 hours after completing the first attempt
- The third and final attempt may be taken 1 week from the second attempt
- Three attempts may be made within a 4-week period.

The Academic Department may allow additional testing if extenuating circumstances exist.

### Additional Admissions Requirements

#### Immunizations, Background and Drug Screening

Prospective students will be required to verify that certain immunizations have been received as well as complete a Drug and Background Screening. The goal is to provide safety to our students, clients, and community partners. To successfully meet the requirements of each program, students must participate in an externship, clinical experience, or perform client services.

### *Required Immunizations*

Hepatitis B series, Measles/Mumps/Rubella series, Varicella series, Tetanus, COVID series, and Flu Vaccine (seasonal). A Tuberculosis Skin Test and/or chest x-ray is also required. Immunization record must be received by the 7<sup>th</sup> day or enrollment will be cancelled by Blake Austin College.

### *Background Screening*

Results of the background must be received by Blake Austin College by the 7<sup>th</sup> day of enrollment. If results are not received by the 7<sup>th</sup> day, the student's enrollment will be cancelled. Your admissions representative will provide agency contractor and procedure information for obtaining the background screen. If the background screen exhibits a felony conviction the student will be denied admission. Other convictions will require review by the academic department. Acceptance will be determined based on individual programmatic externship and clinical agency requirements.

Students who knowingly falsify their criminal history are withdrawn from school and are responsible for all fees related to their background screening.

California programmatic Boards may require students to disclose Criminal Pleas/Convictions during the application for licensure process.

### *Drug Screening*

A "Clear" drug screen is required to ensure consumer protection. A "Clear" drug screen is defined as negative findings in all screened classifications. Results of the drug screen must be received by Blake Austin College by the 7<sup>th</sup> day of enrollment. If results are not received by the 7<sup>th</sup> day, the student's enrollment will be cancelled. Additionally, Blake Austin College reserves the right to perform additional drug screening at any time within the students' program and as required by our community partners. Additional drug screens are at the cost of the college, however if a student has incurred a previous positive result additional screens will be at the student's expense.

NOTE: The drug and background screen will be performed by an independent contractor. The cost is bundled for the drug screen and background screen is the responsibility of the prospective student. Information regarding the cost is provided to all prospective students during their initial meeting with the admissions department.

## **SCHEDULE OF FEES**

Program Name	Hours	Weeks	Total Cost of Program*
Health Information Management, Billing and Coding	900	37	\$18,575.00



**Effective January 17, 2024**

## **ACADEMIC PROGRAMS**

### **Diagnostic Medical Sonography**

CIP 51.0910

122.5 Quarter Credits

2060 Hours

*Classroom Capacity: 20*

*Lab Ratio: 12 students/instructor*

#### **Program Description:**

The Diagnostic Medical Sonography program provides introductory and advanced training in ultrasound procedures. The diagnostic medical sonographer explains the sonographic procedure to the patient, prepares the patient for the examination, and then administers it. The sonographer assists the physician by providing pertinent anatomical, physiological, and/or pathological sonographic data and images necessary to diagnose a variety of medical conditions and diseases.

This program offers courses in general education to provide a well-rounded set of skills in all aspects of sonography. Students will learn basic sonography knowledge and history, gain an understanding of the different ultrasound specialty areas, and complete clinical rotations at healthcare facilities.

Graduates from this associate program may work in entry-level sonography positions in private medical offices, clinics, hospitals, healthcare facilities, or diagnostic labs that offer ultrasonic imaging. The normal completion time for the day program is seventeen (17) months. Upon successful completion of the program, and all other graduation requirements, the program culminated in the awarding of a Diagnostic Medical Sonography AAS degree.

<u>Course Code</u>	<u>Course Name</u>	<u>Hours</u>	<u>Credits</u>
ANA101	Human Anatomy & Physiology	40	4.0
DMS190	Introduction to Sonography	40	3.5
DMS200	Small Parts Sonography I	30	3.0
DMS201	Ultrasound Physics I	30	3.0
DMS202	Ultrasound Physics II	50	5.0
DMS203	Abdominal Sonography I	50	5.0
DMS204	Abdominal & Small Parts Scan Lab I	120	6.0
DMS205	Small Parts Sonography II	30	3.0
DMS206	Abdominal Sonography II	50	5.0
DMS207	Abdominal & Small Parts Scan Lab II	120	6.0
DMS208	Gynecology Sonography	60	6.0
DMS208L	Gynecology Scan Lab	80	4.0
DMS209	Obstetrics Sonography	60	6.0
DMS209L	Obstetrics Scan Lab	80	4.0
DMS210	Vascular Sonography I	30	3.0
DMS210L	Vascular Scan Lab I	80	4.0
DMS211	Vascular Sonography II	30	3.0
DMS211L	Vascular Scan Lab II	80	4.0
DMS212	Clinical Rotation I	160	5.0
DMS213	Clinical Rotation II	160	5.0
DMS214	Clinical Rotation III	240	8.0

DMS215	Clinical Rotation IV	240	8.0
ENG101	English Composition	40	4.0
MAC200	College Algebra	30	3.0
MED101	Medical Terminology	40	4.0
MED108	Medical Law & Ethics	40	4.0
PPD100	Professional Development	50	4.0

**Exit Exam Requirements:** Students must pass a comprehensive skills evaluation examination to complete the program.

**Certification Information:** Graduates qualify to sit for the board exam through The American Registry of Radiologic Technologists for Diagnostic Medical Sonography credentials. The examination consists of both physics and specialty exam questions.

**Equipment:** Ultrasound systems, transducers, imaging phantoms, ultrasound exam beds, adjustable height stools with casters, wall mounted monitors, wheelchair, stethoscopes, sphygmomanometers, pillows, privacy curtains, ultrasound gel warmer, and laundry receptables.

## Programs Course Descriptions

**ANA101 Human Anatomy & Physiology 4.0 Credits Lecture 40**

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course.

Prerequisites: None

**DMS190 Introduction to Sonography 3.5 credits Lecture 30, Lab 10**

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, ergonomics and landmarks used in sonography as well as demonstrations of basic patient care essentials such as acquiring vital signs and moving patients. Also, the course will provide discussions regarding communication with the patient and infection control.

Prerequisites: None

**DMS200 Small Parts Sonography I 3.0 credits Lecture 30**

This course provides the student with an understanding of pediatric sonography applications. In addition, the course will provide the student with an understanding of musculoskeletal sonography applications.

Prerequisites: ANA101, DMS190

**DMS201 Ultrasound Physics I 3.0 credits Lecture 30**

This course provides students with knowledge for the understanding of diagnostic ultrasound physics, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, color and spectral Doppler, and bio-effects.

Prerequisites: ANA101, DMS190, DMS200, DMS203, DMS204, MED101, MED108





**DMS212 Clinical Rotation I 5.0 credits Work-Based Activity 160**

In this course, the student will be placed to complete the clinical rotation at a hospital, imaging clinic, or doctor's office, with the objective the student is involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe normal anatomy and abnormal pathology in addition to develop proficiency, patient care experience, and operating ultrasound equipment.

Prerequisites: ANA101, MED101, DMS190, DMS200, DMS203, DMS204, MED108, DMS205, DMS206, DMS207

**DMSA213 Clinical Rotation II 5.0 credits Work-Based Activity 160**

In this course, the student will be placed to complete the clinical rotation at a hospital, imaging clinic, or doctor's office, with the objective the student is involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe normal anatomy and abnormal pathology in addition to develop proficiency, patient care experience, and operating ultrasound equipment.

Prerequisites: ANA101, MED101, DMS190, DMS200, DMS201, DMS203, DMS204, MED 108, DMS205, DMS206, DMS207, DMS201, DMS210, DMS210L, DMS212

**DMSA214 Clinical Rotation III 8.0 credits Work-Based Activity 240**

In this course, the student will be placed to complete the clinical rotation at a hospital, imaging clinic, or doctor's office, with the objective the student is involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe normal anatomy and abnormal pathology in addition to develop proficiency, patient care experience, and operating ultrasound equipment.

Prerequisites: ANA101, DMS190, DMS200, DMS201, DMS202, DMS203, DMS204, DMS205, DMS206, DMS207, DMS210, DMS210L, DMS211, DMS211L, DMS212, DMS213, MED101

**DMSA215 Clinical Rotation IV 8.0 credits Work-Based Activity 240**

In this course, the student will be placed to complete the clinical rotation at a hospital, imaging clinic, or doctor's office, with the objective the student is involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe normal anatomy and abnormal pathology in addition to develop proficiency, patient care experience, and operating ultrasound equipment.

Prerequisites: ANA101, DMS190, DMS200, DMS201, DMS202, DMS203, DMS204, DMS205, DMS206, DMS207, DMS208, DMS208L, DMS210, DMS210L, DMS211, DMS211L, DMS212, DMS213, DMS214, MED101

**ENG101 English Composition 4.0 credits Lecture 40**

This course emphasizes the development of fluent writing, with attention to clarity of ideas and correct use of standard American English, and the development of each student's academic writing voice. It includes instruction in single-to-complex organization, spelling, sentence diagramming and writing at work.

Prerequisites: None

**MAC200 College Algebra 3.0 credits Lecture 30**

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piecewise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

Prerequisites: None

**MED108                      Medical Law & Ethics                      4.0 credits                      Lecture 40**

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are an overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered.

Prerequisites: None

**MED101                      Medical Terminology                      4.0 credits                      Lecture 40**

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system.

Prerequisites: None

**PPD100                      Professional Development                      4.0 credits                      Lecture 30, Lab 20**

This course is designed to assist the student in developing skills necessary to gain employment It also covers a wide range of job seeking skills including the development of an effective resume, interviewing skills, referral letters, cover letters and other professional areas will be discussed. In addition, it covers professionalism in the workplace and the importance of clinicals and externships. Certification and licensure requirements will be covered.

Prerequisites: None

## Credit Hour Conversion

The Council on Occupational Education (COE) conversion rate is equivalent to 1 Semester Credit for each of the following:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of work-based activity (externship/clinical)

The Council on Occupational Education (COE) conversion rate is equivalent to 1 Quarter Credit for each of the following:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of work-based activity (externship/clinical)

## ADMISSIONS INFORMATION

### Admissions Requirements and Conditions

Prospective students must meet the following minimum requirements for admission into all Blake Austin College programs:

- U.S. citizen or eligible noncitizen (Visa services are not provided, BAC will not vouch for any student status and any associated fees.)
- At a Minimum:
  - High School Graduate, Successful completion of High School equivalency (GED), or Official Home Study Transcripts from a Home Study Program that is equivalent to the High School level and is recognized by the student's home state.

- Transcripts must be verified that the High School is accredited by a Department of Education recognized accrediting agency.
- All Foreign Transcripts must be evaluated/validated from a member organization of a national association of credential evaluation services.
- Complete Blake Austin College Application for Admission
- Take and pass Entrance Assessments
  - Math
  - Reading Comprehension
  - Vocabulary
- Completion of Financial Aid requirements
- Attend the institution’s General Student Orientation

NOTE: BAC does not admit Ability-To-Benefit students.

### Entrance Assessment Score Requirement

Program	Math %	Reading Comp %	Vocabulary %
Diagnostic Medical Sonography	80	80	80

The Entrance Assessment may be taken more than once if the assessment requirements are not met on the first attempt. The timeframe between attempts are provided below:

- Second Attempt may be taken 24 hours after completing the first attempt
- The third and final attempt may be taken 1 week from the second attempt
- Three attempts may be made within a 4-week period.

The Academic Department may allow additional testing if extenuating circumstances exist.

### Additional Admissions Requirements

#### Immunizations, Background and Drug Screening

Prospective students will be required to verify that certain immunizations have been received as well as complete a Drug and Background Screening. The goal is to provide safety to our students, clients, and community partners. To successfully meet the requirements of each program, students must participate in an externship, clinical experience, or perform client services.

#### *Required Immunizations*

Hepatitis B series, Measles/Mumps/Rubella series, Varicella series, Tetanus, COVID series, and Flu Vaccine (seasonal). A Tuberculosis Skin Test and/or chest x-ray is also required. Immunization record must be received by the 7<sup>th</sup> day or enrollment will be cancelled by Blake Austin College.

#### *Background Screening*

Results of the background must be received by Blake Austin College by the 7<sup>th</sup> day of enrollment. If results are not received by the 7<sup>th</sup> day, the student’s enrollment will be cancelled. Your admissions representative will provide agency contractor and procedure information for obtaining the background screen. If the background screen exhibits a felony conviction the student will be denied admission. Other convictions will require review by the academic department. Acceptance will be determined based on individual programmatic externship and clinical agency requirements.

Students who knowingly falsify their criminal history are withdrawn from school and are responsible for all fees related to their background screening.

California programmatic Boards may require students to disclose Criminal Pleas/Convictions during the application for licensure process.

### Drug Screening

A “Clear” drug screen is required to ensure consumer protection. A “Clear” drug screen is defined as negative findings in all screened classifications. Results of the drug screen must be received by Blake Austin College by the 7<sup>th</sup> day of enrollment. If results are not received by the 7<sup>th</sup> day, the student’s enrollment will be cancelled. Additionally, Blake Austin College reserves the right to perform additional drug screening at any time within the students’ program and as required by our community partners. Additional drug screens are at the cost of the college, however if a student has incurred a previous positive result additional screens will be at the student’s expense.

NOTE: The drug and background screen will be performed by an independent contractor. The cost is bundled for the drug screen and background screen is the responsibility of the prospective student. Information regarding the cost is provided to all prospective students during their initial meeting with the admissions department.

### Diagnostic Medical Sonography Additional Admissions Requirements

- Health Screening
- Program Interview
  - Dress professionally as you would for an interview
  - Interview conducted by Academic Department
  - Must meet entrance exam requirements to interview
- DMS Program Orientation
  - Scheduled with General Student Orientation

## SCHEDULE OF FEES

Program Name	Hours	Weeks	Total Cost of Program*
Diagnostic Medical Sonography	2060	70	\$43,000

## Occupational Outcomes

### Diagnostic Medical Sonography

#### 29-2032: Diagnostic Medical Sonographers

Produce ultrasonic recordings of internal organs for use by physicians. Includes vascular technologists.

**Effective February 1, 2024**

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Program	Math %	Reading Comp %	Vocabulary %
Vocational Nursing	80	HESI Exam*: 60	HESI Exam*: 60

\*The HESI Exams first attempt is provided by Blake Austin College. Additional exam attempts are paid for by applicant.



**Effective February 23, 2024**

## **SCHEDULE OF FEES**

Program Name	Hours	Weeks	Total Cost of Program*
Diagnostic Medical Sonography	2060	70	\$48,000

**Effective April 1, 2024**

### **Student Tuition Recovery Fund, STRF, Fee**

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

STRF is assessed at time of enrollment and is not included in the Total Cost of Program.

Note: Authority cited: Sections 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code.

### **Vocational Nursing Additional Admissions Requirements**

- Health Screening
- VN Program Interview
  - Dress professionally as you would for an interview
  - Interview conducted by Academic Department
  - Must meet entrance exam requirements to interview
- Official High School Transcripts or Successful completion of High School equivalency (GED), or Official Home Study Transcripts from a Home Study Program that is equivalent to the High School level and is recognized by the student's home state.
  - All Foreign Transcripts must be evaluated/validated from a member organization of a national association of credential evaluation services.
- Vocational Nursing Orientation
  - Scheduled with General Student Orientation

**Effective July 15, 2024**

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### **Entrance Assessment Requirement - DMS**

Diagnostic Medical Sonography	Math HESI Exam	Biology HESI Exam	Anatomy & Physiology HESI Exam
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Enrollments in the Diagnostic Medical Sonography Program are limited, and selection will be based on interview scores, entrance exams and completion of admission requirements. Applicants will be notified of acceptance into the program once the review and ranking of all applicants have been completed and finalized.

***Effective August 1, 2024***

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## **Title IX Compliance**

Blake Austin College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

Each student is provided the link for the Title IX Non-Discrimination and Anti-Harassment Policy and training during Orientation. This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and California laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other College or School policies.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Additional Information can be found at Blake Austin College's website: <https://blakeaustincollege.edu/student-services/consumer-information/>

Blake Austin has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Mandy Dass, Director of Compliance

[Mandy@blakeaustincollege.edu](mailto:Mandy@blakeaustincollege.edu)

Anyone wishing to make a report relating to sex discrimination or sex-based harassment may do so by reporting the concern to the school's Title IX Coordinator or Deputy Title IX Coordinator:

Michael Butcher, Campus Director

[MichaelB@blakeaustincollege.edu](mailto:MichaelB@blakeaustincollege.edu)

## Conversion Rate – Financial Aid Title IV

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1. One FA hour is equal to 30 semester clock credits
2. One FA hour is equal to 20 quarter clock hours

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One semester credit shall consist of 30 hours of instruction.
2. One quarter credit shall consist of 20 hours of instruction
3. Each semester credit in an externship course shall consist of 30 clock hours of direct clinical instruction. This instruction must all occur in the clinical/lab setting and cannot include any out-of-class work.
4. Each semester credit in an externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or on-line. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

## Complaints, Appeals, Student Rights and Grievance Procedure

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### Grade Appeal

Grade appeals must be initiated within two (2) weeks of the final grades posted for the course.

## Program Re-Entry and Course Repeat

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A student who earns a less than 75% in a course of his/her program of study must repeat the course. When a course is repeated, the original grade will be replaced by “FR” and is designated as a repeat course. When a passing grade is earned, the passing grade will be calculated in the grade point average calculation, however the credit hours attempted will only be counted once in the calculation of grade point average. Every attempted credit/clock hour will count toward the 150% maximum attempt level and SAP.

## Satisfactory Academic Progress

### Required Evaluation Schedule

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Required SAP evaluations are outlined in the tables below.

By the End of the Payment Term	Minimum Cumulative (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Term	2.0	67%
2nd Payment Term	2.0	67%
3rd Payment Term	2.0	67%
4th Payment Term	2.0	67%

***Effective December 20, 2024***

The Health Information Management, Billing, and Coding program is no longer being offered.

***Effective March 1, 2025***

Addendum Page 3

**Leave of Absence**

Blake Austin College no longer offers leave of absence.