



Aurora Campus Addendum  
Catalog Addendum for Pima Medical Institute, 2024-2025 Catalog published January 2024  
*Effective Dates: January 1, 2024 - December 31, 2025*

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Revision date: 08/25/2025

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# Staff

Name	Credentials	Title
<b>PMI Leadership:</b>		
Andy Andress	MBA	Chief Executive Officer
Andrea Snow	J.D./B.S	Chief Legal and Government Affairs Officer
Erik Nystrom		Chief Financial Officer
John Hanson	MBA	Chief Operating Officer
Jordan Utley	PHD	Director of Education
Cara Sharpe	BS	Interim Director of Regulatory Operations
Kathy Cheatham	BBA	Director of Financial Aid
Sandy Lopez	MA	Director of Human Resources
Kory Gray	BS	Director of Information Technology
Erin Fitzgerald	MBA	Director of Marketing and Board Secretary
Michele Poulos	MEd	Director of Online Education
Bree Fulp	MBA	Corporate Director of Admissions
DeWayne Johnson	MBA	Regional Director of Operations
Tara Dailey	MBA	Regional Director of Operations

## Campus Leadership and Staff:

Terri Spencer	Campus Director
Gigi Braecklein	Medical Career Specialist
Taylor Beyers-Furst	Medical Career Specialist
Olivia Villalba	Student Finance Coordinator
Sarah Wostenberg	Student Finance Advisor
Katie DallaRosa	Student Services Coordinator
Amy Lang	Faculty Coordinator
Gunnar West	Career Services Coordinator
Lauren Avram	Office Registrar
Lorie Olivas	Receptionist
Jessica Rivera Chavez	PN Office Assistant

# Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Bailey, Mars	AAS	Associate General Studies	Ivy Tech Community College, Fort Wayne, IN	Careep Prep Instructor	Part-time
Brown, Maria Annette	MPA	Masters of Public Affairs	Park University, Parkville, MO	Medical Assistant, Front Office Instructor	Part-time
Burton, April	MSN	Masters in Nursing Education	Aspin University, Phoenix, AZ	Practical Nursing Instructor	Full-time
Casanova, Jennifer	BS	Bachelor of Science in Healthcare Management	University of Phoenix, Phoenix, AZ	Lead Medical Assistant Instructor	Full-time
Goad, Monique	Certified Medical Assistant	Associate Degree in X-Ray Technology	Cambridge College, Aurora, CO	Medical Assistant Instructor	Part-time
Gonzales, Sarah	Certified Medical Assistant	Certificate of Medical Assisting	Pima Medical Institute, Denver, CO	Medical Assistant Instructor	Part-time
Kerr, Dr. Katherine	DVM	Doctor of Veterinary Medicine	Ross University of Veterinary Medicine, Miramar, Florida	Veterinary Technician Instructor and Veterinarian	Full-time
Kuac, Mimi	MHA	Master of Health Administration	Southern New Hampshire University, Hooksett, New Hampshire	Practical Nursing Instructor	Full-time
Menchaca, Margarita	DA	Certificate of Dental Assisting	Pickens Technical Institute, Denver, CO	Dental Assistant Instructor	Part-time
McClure, Gloria	Veterinary Technician, CVT	Associate of Science & Art and a BS of Animal	Brigham Young University	Veterinary Technician Program Director	Full-time
McMahon, Lauren	Veterinary Technician, CVT	Associate of Applied Science Veterinary Technician	Bel Rea Institute of Animal Technology	Veterinary Assistant Instructor	Full-time
Risner, Elizabeth	BSN	Registered Nurse, Bachelor of Science in Nursing	Jacksonville University, Jacksonville, FL	Program Director, Practical Nursing	Full-time

## Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Smith, Carrie	RMA	Associate of Science in Medical Assistant	IntelliTec College, Colorado Springs	Lead Medical Assistant Instructor	Full-time
Symons, Christina	BSN	Bachelor of Science in Nursing	Regis University, Denver, Colorado	Clinical Director, Practical Nursing	Full-time

# Online (Hybrid) Faculty

Online (hybrid) faculty teaching schedules will vary based on course offerings.

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Aldridge, Jaime	MEd	Educational Leadership	Northern Arizona University	Hybrid Veterinary Technician Instructor	Part-time
	BA	Elementary Education	University of Arizona		
Braxton, Sheila	MA	Forensic Psychology	Argosy University	Hybrid Career Prep Instructor	Full-time
	Ed.D	Counseling Psychology	Argosy University		
	BA	Psychology	University of Wisconsin		
Broske, Melissa	CCMA	Master of Science in Psychology	University of Phoenix	Hybrid Career Prep Instructor	Part-time
		Bachelor of Science in Psychology	University of Phoenix		
		Associate of Arts in Psychology	University of Phoenix		
		Medical Assistant Diploma	Maric College		
Clark, Benjamin	MA	Bachelor of Science, Healthcare Administration	UNLV	Hybrid Medical Assistant Instructor	Full-time
Cuelhoruiz, Shayla	LVT	AOS, Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
De Leon, Pedro	AS	Veterinary Technician	Lone Star College	Hybrid Veterinary Assistant Instructor	Part-time
Denson, Kedra	BS	Healthcare Management	Bellevue University	Hybrid Career Prep Instructor	Part-time
Easom Colin	M.A.	Library and Information Management	Liverpool John Moores University, England	Hybrid Veterinary Technician Instructor	Full-time
	B.A.	Librarianship and Information Studies	Liverpool Polytechnic, England		
Farley, Jennifer	BS	BS - Health Promotion	Weber State University	Hybrid Career Prep Instructor	Full-time
Fernandez, Jalyn	CPhT	Associate of Applied Science in Pharmacy Technology	Heald College	Hybrid Pharmacy Technician Instructor	Full-time
Fimbres, Amanda	Diploma	Medical Assisting	Everest Institute	Hybrid Medical Assistant Instructor	Part-time
Francis, Lindsay	BA	Biology	University of North Texas	Hybrid Veterinary Assistant Instructor	Part-time
	DVM	Doctor of Veterinary Medicine	Colorado State University		
	MS	Biomedical Sciences	Colorado State University		
	MS	Microbiology	Colorado State University		
Gallegos, Andrea	BS, MPH	Masters of Science - Health Education	University of New Mexico	Hybrid Medical Assistant Instructor	Part-time

## Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Garza, Debra	MA	History	St. Mary's University	Hybrid Veterinary Technician Instructor	Part-time
	MS	Educational Leadership	Western Governors University		
	BA	Mathematics	Our Lady of the Lake University		
Heaton, Shelly	CCMA	Bachelor of Science in Health and Wellness	Kaplan University	Hybrid Career Prep Instructor	Full-time
Hendrickson, Jean	DAR, DANB	Certificate, Dental Assisting	Renton Technical College	Hybrid Dental Assistant Instructor	Part-time
Heredia, Forrest	BS	Business Administration	University of Phoenix	Hybrid Medical Assistant Instructor	Part-time
	AST	Electronics / Computer Engineering	ITT Technical Institute		
	CMAA, CPC, CPC-I		National Health career Association		
Hooshang, Mojda	MA-C	MA Certificate	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
Jelmo, Shirley	B.S.	B.S. in Occupational Management	Colorado Christian University	Hybrid Medical Assistant Instructor	Full-time
	CMA	Certified Medical Assistant	American Association of Medical Assistants		
	RMA	Registered Medical Assistant	American Medical Technologists		
Kirkendoll, Carol	BS	Health Care Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
	Diploma	Medical Assistant	Corinthian College		
Lane, Galyna	RMA, BS	Bachelor of Science in Healthcare Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
		Certificate, Medical Assistant	Emily Griffith Technical College		
		Registered Medical Assistant			
McClure, Gloria	CVT	Associate of Science and Art - General Studies	Brigham Young University Idaho-Ricks College	Hybrid Veterinary Assistant Instructor	Full-time
		Bachelor of Science in Animal Sciences	Brigham Young University		
Micromatis, Lucas	M.A.	Media Arts	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	English Literature	Berry College		
Miller, Jennelle	M.A.	Career & Technical Education	University of South Florida	Hybrid Veterinary Technician Instructor	Part-time
	B.A.S.	Veterinary Technology - Hospital Management	St. Petersburg University		
Molina, Krystina	AAS	Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
	Certificate	Veterinary Assistant	Pima Medical Institute		
Moorehead, Elaythea	B.S.	Public Relations	University of Central Missouri	Hybrid Career Prep Instructor	Part-time
	MBA	Marketing	Argosy University		

## Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Morgan, Jamie	B.S.	Animal Health Technology	Murray State University	Hybrid Veterinary Technician Instructor	Part-time
Neale, Charlotte	B.S.	Applied Management	Grand Canyon University	Hybrid Veterinary Technician Instructor	Part-time
Ohanuka, Albertus	RRT, RCP, EdS	EdS	Walden University	Hybrid Veterinary Technician Instructor	Part-time
Perez, Antonio	Diploma	Medical Assistant	Kaplan University	Hybrid Medical Assistant Instructor	Part-time
Phare, Samantha	RMA	Associate of Applied Science in Healthcare Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
		Certificate, Medical Assistant	Pima Medical Institute		
		Registered Medical Assistant			
Reyes, Marlyn	RDA	Certificate, Dental Assistant	Texas School of Business	Hybrid Dental Assistant Instructor	Part-time
Ribald, Tanya	CPhT	Certified Pharmacy Technician	Penn Foster	Hybrid Career Prep Instructor	Part-time
		AS - Health Information Technology	Pima Community College		
Richardson, Kacee	M.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Animal Science	University of Arizona		
Rose, Susan	B.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	M.Ed.		Northern Arizona University		
Roy, Casandra	CMA	Certificate, Medical Assistant	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
Scala, Sandra		AS	Triton College	Hybrid Career Prep Instructor	Full-time
		MS	Phoenix Institute of Herbal Medicine and Acupuncture		
Smith, Carrie	RMA	Associate of Science in Medical Assistant	Inellitec College	Hybrid Medical Assistant Instructor	Full-time
Stevens, Tara	LVT	A.V.T., Veterinary Technology	Pierce College	Hybrid Veterinary Assistant Instructor	Part-time
		A.A., Arts & Sciences	Edmonds Community College		
Tawney, Traci	MEd	Special Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Washington		
Taylor, Latreish	B.S.	Applied Behavioral Analysis	Purdue University Global	Hybrid Medical Assistant Instructor	Part-time



## Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Timmons, Elizabeth	B.A.	Bachelor of Arts in Equine Science	Otterbein University	Hybrid Veterinary Assistant Instructor	Part-time
	CVT	Certified Veterinary Technician	Bel-Rea Institute of Animal Technology		
Tolitsky, Melinda	D.C.		Parker Chiropractic College	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Anatomy	Parker Chiropractic College		
	B.A.	Spanish, Biology, Chemistry	University of Arizona		
Torres-Cortes, Karina	M.S.	Leadership	Grand Canyon University	Hybrid Veterinary Technician Instructor	Full-time
	B.S.	Management	Grand Canyon University		
	A.A.S.	Veterinary Technician	Macomb Community College		
Valencia, Regina	DMD	Doctor of Dental Medicine	Philippines, Centro Escolar University	Hybrid Career Prep Instructor	Full-time
Volante, Heather	CDA	Certified Dental Assistant	Carrington College	Hybrid Dental Assistant Instructor	Full-time
Waldow, Jason	M.A.	Leadership	City University Seattle	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	Journalism and Marketing	Evergreen State College		
Walker, Nichole	MA	Education/Elementary Teacher Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Mary		
Wheeler, Dawn	MA-C, RMA	Certificate, Medical Assistant	Lake Washington Technical College	Hybrid Medical Assistant Instructor	Full-time
White, Allana	LVT	A.A.S., Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time

## **Hours of Operation**

### **Addendum to the 2024-2025 Catalog published July 2024**

#### **Hours of Operation:**

Hours of Operation:	7:00 AM - 5:00 PM Monday, Wednesday and Friday 7:00 AM - 10:00 PM Tuesday and Thursday
Class Schedule:	Morning Classes: 8:00 AM - 12:00 PM Monday through Friday Afternoon Classes: 12:00 PM - 5:30; Monday through Thursday Night Classes: 5:00 PM - 10:00 PM; Monday through Thursday
Student Breaks:	10 minutes per hour, not exceeding 40 minutes per 4 hours
Mealtimes:	Pima Medical Institute does not provide "mealtime", however students are welcome to eat meals during student breaks

# Recent Updates

## Addendum to the 2024-2025 Catalog published January 2024

*The items located in this section reflect new changes from the prior addenda publication. Updates from prior publications are available in their respective catalog section within this same document.*

Section	Sub-Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Campus Information	Chula Vista	10	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.	Updated	The Veterinary Technician program - Chula Vista campus - was placed on Program Specific Warning by the Accrediting Bureau of Health Education Schools (ABHES) for being below the 70% credentialing pass rate. As a result of the change in status, the program is required to maintain a teach out plan for the program, which will be implemented upon a directive from ABHES.
Campus Information	Seattle	15	N/A	Added	Surgical Technology: The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550; <a href="http://www.abhes.org">www.abhes.org</a> ; <a href="mailto:info@abhes.org">info@abhes.org</a> .
Program Information	Dental Hygiene - Houston	62 - 66	Updated program outline and course descriptions	Added	The Dental Hygiene - Houston program has changes to the program curriculum. See the following program pages for the updated program outline and course descriptions.
Program Information	Health Care Administration	76 - 78	Updated program outline and course descriptions	Updated	The Health Care Administration program has changes to the program outline. See the following program pages for the updated program outline and course descriptions.
Current Students	Grievance and Discrimination Complaint Procedure	168 -169	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. <a href="https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf">https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf</a> ]	Updated	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. <a href="https://pmi.edu/wp-content/uploads/2024/07/2024_Grievance-and-Discrimination-Complaint-Policy.pdf">https://pmi.edu/wp-content/uploads/2024/07/2024_Grievance-and-Discrimination-Complaint-Policy.pdf</a> ]
Financial Services	CALIFORNIA REFUND POLICY	176-177	Same as in the catalog	Updated	A student withdrawing from class after seven (7) days will receive a prorated refund of tuition calculated as follows: If the student has completed 90 percent or less of the scheduled days in the current payment period in his or her program through the last day of attendance: 1. Determine the total tuition charge for the payment period. 2. Divide the total tuition by the number of scheduled days in the program to calculate the daily tuition rate. 3. Multiply the daily tuition rate by the number of days scheduled to have been completed by the student to determine the tuition earned by the institution. 4. Subtract the tuition earned from the total amount paid by the student to calculate the preliminary refund amount. 5. From the preliminary refund amount, deduct the following nonrefundable charges, if applicable: a. A nonrefundable registration fee of \$150 b. The Student Tuition Recovery Fund fee  c. A \$100 processing fee (if required by state regulations) 6. The final figure is the amount to be refunded to the student. 7. Any adjustment for equipment and materials retained by the student will be made, if applicable. 8. The refund will be issued within 45 days of the receipt of the student's written notice of termination. 9. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. 10. The student will receive a statement reporting the amount of refund and to whom the refund was made within 10 days of the refund date. 11. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. 12. The cancellation and refund policy applies to both on ground and the distance-education programs.
Campus Information	Houston	13	Occupational Therapy Assistant: The associate degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: <a href="http://www.acoteonline.org">www.acoteonline.org</a> .	Updated	<i>ACOTE's Disclosure Statement regarding Probationary Accreditation Action: The occupational therapy assistant program at Pima Medical Institute-Houston, Houston, Texas, was placed on Probationary Accreditation effective April 6, 2025, for failure to document significant progress toward correction of areas of noncompliance related to 2018 Standard A.6.4. (exam pass rate).The program has been requested to submit a Progress Report to return the program to full compliance with the Standards within the mandated time period for correction.</i>
Campus Information	Seattle	15	N/A	Updated	Surgical Technology: The Surgical Technology Program has been granted programmatic accredited by the Accrediting Bureau of Health Education Schools (ABHES) for educating Surgical Technologist.
Campus Information	San Marcos	10	Physical Therapist Assistant: The Physical Therapist Assistant program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> ; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . If needing to contact the program/institution directly, please call 760-299-4500 or email <a href="mailto:pimaptasanmarcos@pmi.edu">pimaptasanmarcos@pmi.edu</a> .	Updated	The Physical Therapist Assistant Program at Pima Medical Institute - San Marcos campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> ; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . The program's current status is probationary accreditation; for more information see <a href="https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions">https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions</a> . If needing to contact the program/institution directly, please call 760-299-4500 or email <a href="mailto:pimaptasanmarcos@pmi.edu">pimaptasanmarcos@pmi.edu</a> .
Financial Services	Nevada	178-179	Updated Refund Policy	Updated	See Financial Services Addendum Page
Financial Services	All	176	Updated Student Right to Cancel	Updated	See Financial Services Addendum Page
Current Students	All	New	Added Attendance Policy	Added	See Current Students Addendum Page
Current Students	All	New	Updated Late Assignment Policy	Added	See Current Students Addendum Page
Current Students	All	161	Updated Student Code of Conduct Policy	Updated	See Current Students Addendum Page

**Campus Information**  
**Addendum to the 2024-2025 Catalog published January 2024**

Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Denver El Paso Houston Las Vegas Mesa Renton San Marcos Tucson	8 - 13, 15	Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: www.acoteonline.org.	Updated	Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-AOTA, website: www.acoteonline.org.
Tucson	8	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician	Updated	The Veterinary Technician Program at the Tucson campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
East Valley	9	Patient Care Technician: The Patient Care Technician Program has been approved by The Board of Nephrology Examiners Nursing Technology (BONENT). Patient Care Technician Program graduates are eligible to apply to take the BONENT certification exam.	Removed	N/A
Mesa	9	On September 26, 2022, the Arizona Board of Nursing (AZBN) placed the Associate Degree of Nursing program (ADN) at Pima Medical Institute, Mesa campus on Probationary Accreditation status for a minimum of 24 months; for more information, see <a href="https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline">https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline</a> . Graduates of Pima Medical Institute's Associate Degree Nursing Program are eligible to take the NCLEX-RN Exam.	Updated	The Associate Degree Nursing program at Pima Medical Institute Mesa Campus has been granted full approval for a Nursing Program by the Arizona Board of Nursing. Graduates of Pima Medical Institute's Associate Degree Nursing program are eligible to take the NCLEX-RN® Exam.

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Mesa	9	The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. The Pima Medical Institute Associate Degree Nursing program (system) holds pre-accreditation status from the National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received. They can be contacted at 800-669-1656 or through their website at <a href="http://www.nln.org/accreditation-services">www.nln.org/accreditation-services</a> .	Updated	The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. On September 26, 2022, the Arizona Board of Nursing (AZBN) placed the Associate Degree of Nursing program (ADN) at Pima Medical Institute, Mesa campus on Probationary Accreditation status for a minimum of 24 months; for more information, see <a href="https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline">https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline</a> . Graduates of Pima Medical Institute's Associate Degree Nursing Program are eligible to take the NCLEX-RN Exam.
Chula Vista	10	The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA.	Updated	<p>The types of equipment used in classrooms include computers and laboratory areas for each program.</p> <p>The dental assistant classroom includes, 6 operator stations, 6 dental chairs with operator unit, 3 x-ray units, 6 digital x-ray programs with 3 sensors, 5 x-ray view boxes, 3 lead aprons, 3 high speed hand pieces, 7 low speed hand pieces, 12 water and air syringes, 1 air compressor system, 2 automatic x-ray processors, 3 model trimmers, 6 model vibrators, 1 lathe with 2 attachments, 3 amalgamators, 3 curing lights, 3 Dexter with radio teeth and 1 regular teeth, 3 coronal polishing Dexter heads, 28 bench mounts, 3 lab micromotor hand pieces, 1 hydrocolloid conditioning bath, 2 autoclaves, 1 intra-oral camera, 1 Pentamix impression machine, vital sign monitor, EKG, 2 vacuum former, printer, x-ray duplicators, 1 ultrasonic unit, 1 oxygen unit, pit &amp; fissure sealant equipment, 1 flat screen TV, DVD player, 4 computers with 1 printer.</p>

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Chula Vista	10	The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA.	Updated	The medical assisting has 2 lecture classrooms with sinks, computers, and a printer in each room. The large lab includes 4 exam rooms, 2 sinks, 4 exam tables, 4 gooseneck lamps, 2 autoclaves, 2 venipuncture drawing chairs, 6 venipuncture and blood drawing practice arms, 4 ECG machines, 1 holter monitor, emergency clean-up kit, 2 eye wash stations, 6 glucometers, 2 HemaQue, miscellaneous medical instruments, ophthalmoscope, otoscope, 4 mayo stands, 4 medical waste containers, 2 microhematocrit centrifuges, 2 regular centrifuges, 4 microscopes, 2 nebulizers, 2 pediatric practice dummies, 1 pediatric scale, 3 pulse oximeters, refrigerator, 2 scales, 9 floor model sphygmomanometers, 6 manual sphygmomanometers, electronic and tympanic thermometers, 2 urinalysis test machines, Vacutainer tube rocker, walker, wheel chair, cane, and 2 pair of crutches.
				The pharmacy technician classroom includes an adding machine, cash register, compounding slabs, computers/printers, containers for syrups and pills, counting trays, dispensers, electronic scales, weight sets metric and apothecary, funnels/filter equipment, glass graduates/cylinders, laminar air flow hoods, mortars and pestles, original drug bottles, pill and tablet counters, large and small spatulas, ointment bases - Aquaphor, aquaphilic, etc., gelatin capsules, methylcellulose, glycerin, sodium chloride, mineral oil, cherry syrup, labels, coal tar solution, Ichthammol ointment, corn syrup, salicylic acid powder, lactose powder, cornstarch, camphor, menthol crystals, glass stirring rods, and torsion balance.
				The veterinary classroom includes refrigerator, microscopes, otoscope, refractometer, exam table, anesthesia machine, IV stand, x-ray view box, x-ray cassettes, caliper, lead apron with thyroid shield, lead gloves, film markers, specimen jars, crash cart, anatomical model (small animal), sink, autoclave, centrifuge, cages, and miscellaneous surgical instruments.

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Chula Vista	10	The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA.	Updated	The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophy heads, electric clippers, emergency crash kit, endotracheal tubes, esophageal stethoscopes, laryngoscope, nail trimmers, oral dosing equipment, oral speculum, cages complying w/ federal regulations, examination tables, oximeter/capnograph, surgical lights, surgical tables, surgical gowns, towels and drapes, basic surgical instruments, tourniquet, feeding and gavage tubes, vaginal speculum, warming pad blanket, twitch, restraint pole, Elizabethan collars, muzzles, cat bags, tonometer, blood mixer/ rocker, centrifuge, microhemotocrit centrifuge, clinical chemistry analyzer, differential blood cell counter, electronic blood cell counter, hand tally cell counters, hemocytometer, incubator, refractometer, lab scales, microscopes, lead apron with lead thyroid collar, lead gloves, radiation safety badges, storage racks for gloves and aprons, portable x-ray machine, x-ray machine, x-ray viewer, mop and bucket, automated film processor, calipers, cassette holders, digital film unit and processor, film ID markers, and high speed/rare earth screens.
Chula Vista	10	The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA.	Updated	<p>The radiologic technology classroom includes life sized skeletal model, VCR/TV, x-ray table with Potter-Bucky diaphragm, energized x-ray tube, wall-mounted wall bucky, energized control panel, full body positioning phantom, lead apron, half lead apron, pair of lead gloves, calipers, portable cassette holder, various sized film cassettes, hot light, curved film cassette, portable grid cassette, various lead markers, foam positioning sponges, foot stool, wheel chair, IV pole, standing eight scale, gurney/stretchers, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted sage lights, and film patient ID camera/flashers.</p> <p>The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit &amp; fissure sealant materials, vacutainers, capillary tubes, critoseal, plastic urine specimen cups, urinometer, urine tek tubes and caps, strep test dipsticks, pregnancy test dipsticks, Snellen charts, leashes, muzzles, rabies pole, splints, cast padding, tape, hot/cold packs, alcohol, betadine scrub, slides, cover slips, pipettes, Elisha tests, needles, syringes, gloves, shoe covers, stethoscope, catheters, masks, gowns, face shields, scrub brushes, thermometers and various wall charts.</p>

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		Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician	Updated	The Veterinary Technician Program at the Chula Vista campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Denver	11	N/A	Added	Pima Medical Institute is planning to make significant changes to the Ophthalmic Medical Technician program based on current market needs and feedback from the communities of interest. This change will not have a direct impact on students who enroll into the May 2024 program start and who progress through the program on schedule; however, this change could impact those who withdraw (official or unofficial) from the program. Any student who withdraws from the program and requests to return will be presented with available options at that time. Based on federal, state, and accrediting agency approval processes, there may also be a significant delay in when the restructured program will be available.
Las Vegas	12	Paramedic: The Pima Medical Institute-Las Vegas campus Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation. To contact CoAEMSP: (214) 703-8445, <a href="http://www.coaemsp.org">www.coaemsp.org</a> .	Updated	The Pima Medical Institute Las Vegas Campus Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ( <a href="http://www.caahep.org">www.caahep.org</a> ) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 727-210-2350 <a href="http://www.caahep.org">www.caahep.org</a> To contact CoAEMSP: 214-703-8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a>



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Las Vegas	12	Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . If needing to contact the program/institution directly, please call (702) 458-9650 or email <a href="mailto:pimaptalasvegas@pmi.edu">pimaptalasvegas@pmi.edu</a> .	Updated	Physical Therapist Assistant: The Physical Therapist Assistant program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> ; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . The program's current status is probationary accreditation; for more information see <a href="http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/">http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/</a> . If needing to contact the program/institution directly, please call , please call 702-458-9650 or email <a href="mailto:pimaptalasvegas@pmi.edu">pimaptalasvegas@pmi.edu</a> .
Albuquerque	16	Selected Programs Approved for Veterans Educational Benefits by: The New Mexico State Approving Agency, Department of Veterans' Services.	Updated	Selected Programs Approved for Veterans Educational Benefits by: The New Mexico Department of Veterans' Services, State Approving Agency
Albuquerque	16	Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted full approval with warning for a Nursing Program by the New Mexico Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.	Updated	Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted conditional approval for a Nursing Program by the New Mexico Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.
Aurora	16	Pima Medical Institute, Practical/Vocational Nursing Program at Aurora, CO, holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding preaccreditation status does not guarantee that initial accreditation by NLN CNEA will be received.	Updated	Pima Medical Institute, Practical Nursing Program at Aurora, CO, holds an initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, D.C., 20037. 202-909-2487.

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Aurora	16	N/A	Added	The Veterinary Technician Program at the Aurora campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Phoenix	17	The Veterinary Technician Program at thePhoenixi campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision, and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.	Updated	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician
Phoenix	17	N/A	Added	The Veterinary Technician Program at the Phoenix campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Houston	13	Occupational Therapy Assistant: The associate degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: <a href="http://www.acoteonline.org">www.acoteonline.org</a> .	Updated	ACOTE's Disclosure Statement regarding Probationary Accreditation Action: The occupational therapy assistant program at Pima Medical Institute-Houston, Houston, Texas, was placed on Probationary Accreditation effective April 6, 2025, for failure to document significant progress toward correction of areas of noncompliance related to 2018 Standard A.6.4. (exam pass rate). The program has been requested to submit a Progress Report to return the program to full compliance with the Standards within the mandated time period for correction.

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Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Seattle	15	N/A	Added	Surgical Technology: The Surgical Technology Program has been granted programmatic accreditation by the Accrediting Bureau of Health Education Schools (ABHES) for educating Surgical Technologist.
San Marcos	10	Physical Therapist Assistant: The Physical Therapist Assistant program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . If needing to contact the program/institution directly, please call 760-299-4500 or email <a href="mailto:pimaptasanmarcos@pmi.edu">pimaptasanmarcos@pmi.edu</a> .	Updated	The Physical Therapist Assistant Program at Pima Medical Institute - San Marcos campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> ; website: <a href="http://www.capteonline.org">http://www.capteonline.org</a> . The program's current status is probationary accreditation; for more information see <a href="https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions">https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions</a> . If needing to contact the program/institution directly, please call 760-299-4500 or email <a href="mailto:pimaptasanmarcos@pmi.edu">pimaptasanmarcos@pmi.edu</a> .

## Agency Information

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Program / State	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Accreditation Council for Occupational Therapy Education (ACOTE®)	23	AOTA Accreditation Department 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929 Phone: (301) 652-2682; Website: www.acoteonline.org	Updated	AOTA Accreditation Department 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814 Phone: (301) 652-2682; Website: www.acoteonline.org

**Prospective Students**  
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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Entrance Exams	153	A passing entrance exam score is good for one year from the date of testing or successful completion of a PMI certificate program (the graduation date of the certificate program must be within 12 months of the signed enrollment agreement).	Updated	A passing entrance exam score is good for one year from the date of initial acceptance into a program or successful completion of a PMI certificate program (i.e., within 12 months of obtaining a qualifying score for applicable certificate programs, date of acceptance for programs that go through a multiple step admission process, or date of graduation from a certificate program).
Wonderlic Scholastic Level Exam	153	N/A	Added	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for degree programs, excluding Nursing, are required to take the Wonderlic SLE and receive a minimum score of 20.</li> <li>- Applicants of the associate degree Nursing program are required to take the Wonderlic SLE and receive a minimum score of 23.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for non-degree programs, excluding Practical Nursing and Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 14.</li> <li>- Applicants for the Practical Nursing are required to take the Wonderlic SLE and receive a minimum score of 20.</li> <li>- Applicants for Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 16.</li> </ul>
PMI Math Admissions Test	153	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).</li> <li>- The use of a calculator is allowed.</li> <li>- No time limit.</li> <li>- The test can be taken up to 3 times using a different version for each attempt.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum score of 60% (18 out of 30 correct).</li> <li>- Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).</li> </ul>	Updated	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for associate degree programs are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct).</li> <li>- The use of a calculator is allowed.</li> <li>- Time limit: 45 minutes.</li> <li>- The test can be taken up to 3 times using a different version for each attempt.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum of 60% (18 out of 30 correct).</li> <li>- Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct).</li> </ul>
PMI Math Admissions Test	153	N/A	Added	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).</li> <li>- The use of a calculator is allowed.</li> <li>- No time limit.</li> <li>- The test can be taken up to 3 times using a different version for each attempt.</li> </ul>
Background Check, Drug Testing	153	As part of the enrollment process, every prospective PMI student must sign a <i>Criminal Conviction and Advisement</i> form.	Updated	As part of the enrollment process, every prospective PMI student must sign a <i>Adverse Judgement and Criminal Activity Disclosure and Advisement</i> form.

## Prospective Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Financial Considerations	154	<p>Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable \$150.00 processing fee will be charged for each course transferred. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> of the total number of credits and pay a onetime processing fee of \$150.00. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.</p>	Updated	<p>Effective July 1, 2024: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable one-time \$150.00 processing fee will be charged when the request for transfer of credit and required documentation are received by the end of the Student Right to Cancel period. Requests submitted after the Student Right to Cancel period will be charged a \$300 late processing fee. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> of the total number of credits and pay a one-time \$150.00 processing fee. Applicants eligible for qualified advanced entry will be charged a one-time \$150.00 processing fee. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a \$300 late processing fee.</p>
Credit for life experience	154	Credit for life experience	Added	Credit for Experiential Learning: credit for experiential learning (also referenced as "life experience")
Financial Considerations	154	Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.	Updated	Applicants for the Veterinary Assistant program may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Transfer Credit / Financial Considerations	154*	<p>Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable \$150.00 processing fee will be charged for each course transferred. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> of the total number of credits and pay a onetime processing fee of \$150.00. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.</p> <p>*The July 1 Catalog Addenda included the following update:</p>	Updated	<p>Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. All students are encouraged to submit requests for transfer credit prior to the start of the program.</p> <p>Effective August 1, 2024: A charge is assessed for each transfer credit application submitted for review ; a non-refundable \$150.00 administrative fee will be charged for each application. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to an administrative fee. Applicants to degree completion, advanced placement, and the Radiography Bridge program will be charged a one-time administrative fee of \$150.00 for admissions determination.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> of the total number of credits. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.</p>
		<p>Effective July 1, 2024: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable one-time \$150.00 processing fee will be charged when the request for transfer of credit and required documentation are received by the end of the Student Right to Cancel period. Requests submitted after the Student Right to Cancel period will be charged a \$300 late processing fee. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> of the total number of credits and pay a one-time \$150.00 processing fee. Applicants eligible for qualified advanced entry will be charged a one-time \$150.00 processing fee.</p>		

## Prospective Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Transfer Credit / Financial Considerations (Continued)		Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a \$300 late processing fee.		
Late Enrollment / Hybrid Orientation	154	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling into hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 3:00 pm (local time) the Friday of the program's start may be withdrawn from the program.	Updated	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling in hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 11:59 pm (MST) the Friday of the program's start may be withdrawn from the program.
Transfer Credit for Full Online Degree Programs	155	Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time fee of \$150.00	Updated	Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria.  Duplicate prior learning assessment credit and course credits are not considered separately for qualifying credits and not cumulative; applicants are expected to confirm eligibility with the program director prior to submitting both for consideration.
Transfer Credit for Full Online Degree Programs	155	Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time fee of \$150.00.	Updated	Fully online degree programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time processing fee of \$150.00. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a \$300 late processing fee.
College Level Examination Program® (CLEP) Credit - Online Programs Only	155	CLEP exams measure mastery of college-level, introductory course content. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will only be granted for scores earned within the last seven (7) years. Credit awarded is based on official transcripts. For additional information, contact the program director or Online admissions representative.	Updated	Prior Learning Assessment (e.g., CLEP, DANTES, DEAC, or ACE Recommendations) - Prior Learning Assessment exams (such as CLEP) and courses (such as ACE recommended coursework) measure mastery of college-level, introductory course content. Candidates who achieve required credit-granting scores on these exams can earn the credits. Credit will only be granted for scores earned within the last seven (7) years. For ACE or DEAC recommended courses, courses must be completed with a minimum grade of "C" or "S" and credits must be equal or greater than the number of credits of the PMI course or qualifying credit criteria. Credit awarded is based on official transcripts. For additional information, contact the program director or Online admissions representative.



## Prospective Students

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Consortium Agreement	156	N/A	Added	The Health Care Administration Associate of Applied Science program is operated through a consortium agreement between PMI Tucson, PMI Albuquerque, and PMI Phoenix. The delivery of programs for students enrolled in the PMI Albuquerque or PMI Phoenix is provided by the Tucson campus.
Distance Education	156	N/A	Added	<p>Effective July 1, 2024 for Distance Education programs, in accordance with Federal regulations (34 C.F.R. § 668.14(b)(c) and 668.43), potential students seeking to enroll at a campus located in a different state from which they are currently residing, regardless of intent to move, may be required to sign an additional attestation about intent to pursue employment in a state where the program meets the state's requirements for licensure (certification or registration) post graduation.</p> <p>Disclosures regarding the education and licensing requirements of each state and program are provided to each prospective student in the catalog addenda prior to enrollment; the information is also available on the PMI website (Resources page). Students intending to pursue employment in a state where the program does not meet the licensing requirements of that state may not be eligible for enrollment. Students who intend to move to a different state after graduation are encouraged to review and research any state licensing/credentialing requirements for that state prior to enrollment (or, if already enrolled, as soon as it is known).</p>

## Current Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Personally Identifiable Information	158	Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. PMI is required by law to collect and store educator and student information and to protect the privacy of data collected, used, shared, and stored by the School.	Updated	Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. In accordance with FERPA (Title 34 CFR Part 99), PMI includes student ID numbers on student identification badges. Students or graduates requesting access to student records will be required to provide other personal identifiers for identity verification. PMI is required by law to collect and store educator and student information and to protect the privacy of data collected, used, shared, and stored by the School.
Academic Transcripts and Diplomas	159	PMI students and graduates may request transcripts, at no cost, through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may apply if requesting reprints or expedited delivery.	Updated	PMI students and graduates may request transcripts through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may vary with an estimated charge up to \$25; however additional costs may apply for reprints or expedited delivery.
Academic Transcripts and Diplomas	159	Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper.	Updated	Diplomas and official transcripts are processed by Parchment*, a digital credentialing service, and are available electronically or by paper.
Insurance	160	N/A	Added	Pima Medical Institute provides Worker's Compensation insurance coverage to all Colorado-based students while out on clinical externship. This insurance only applies to injuries sustained during Pima Medical Institute scheduled externship hours. This insurance excludes coverage for injury incurred while traveling to and from: the school campus, externship sites, and any other school sponsored activity. In the event a student is injured during Pima Medical Institute schedule clinical externship hours, the student must following the procedures as outlined in the Triagenow process.
Dress Code, Professionalism	161	N/A	Added	Effective January 1, 2025, the Dress Code policy will be changing (clinical site requirements and expectations will not change). Active and enrolled students will receive an official copy of the policy via email prior to the effective date. In preparation for the change, a summary of the more restrictive changes will include: - no hoodies or beanies, - rings (including wedding / engagement rings) must not present any sanitary risks or be distracting, - no plastic or porous shoes (e.g., crocs), - eyelash extensions are not allowed, and facial patches should not be visible.  Before uniforms arrive, students may wear clean, well-maintained solid color business casual short or long sleeved shirts that cover the midriff area with well-maintained business casual pants or well-maintained, properly fitted, non-frayed jeans. Pans should not drag on the ground or be worn below the hips.
Academic Integrity	161	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct.	Updated	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct. Unless use is clearly outlined in a course syllabus, this includes any content generated by software or artificial intelligence.
Incomplete (INC)	163	An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the coursework. Students should contact the instructor within the aforementioned two-week period to makeup incomplete work. An incomplete grade is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage	Updated	An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the coursework. Students should contact the instructor within the aforementioned two-week period to makeup incomplete work. For students attending the terminal clinical course in the final semester of the program, an incomplete status may be extended beyond the two-week period in the event the student was unable to complete the required skills, number of cases, or hours by the end of the scheduled course. An incomplete grade is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage
Class starts, postponements	162	N/A	Added	Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:  a. whether the postponement is for the convenience of the school or the student;  and,  b. the deadline for the new start date, beyond which the start date will not be postponed.  If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Course Assessments, Grades	163	N/A	Added	<p>Department of Education – Grade Status of Q (COVID-19 related extension):</p> <p>A grade status of 'Q' applies to courses that were not completed due to reasons related to the COVID-19 pandemic. The Q is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat the course(s) that carry a Q designation, and the earned grade to the repeated course(s) is recorded on the student's transcript. A Q designation is not included in the calculation of the GPA or counted in the hours attempted for the purposes of calculating the successful course completion percentage.</p>
Change of Status form or Course Reschedule Form	165	The Change of Status form or Course Reschedule form may serve as an addendum to the enrollment agreement should a student choose to transfer to a different shift in the same program or retake a course in a different delivery method from what is identified on the enrollment agreement	Updated	CHANGE OF STATUS OR COURSE RESCHEDULE FORMS: The Change of Status form or Course Reschedule form may serve as an addendum to the enrollment agreement should a student choose to transfer to a different shift in the same program or retake a course in different version of the program (e.g., same program but different delivery method or newer program version) from what is identified on this enrollment agreement
Attendance / Absence	166	N/A	Added	Students enrolled into the San Marcos campus Phlebotomy Technician program that miss any scheduled classroom or laboratory hours must attend scheduled make-up classes or tutoring sessions to cover any missed course content. Make-up classes or tutoring sessions do not remove the classroom absence from the student's record and will still count toward attendance advisement, attendance warning, and termination thresholds.
Externship / clinical Absences	166	Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent3 of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Health Care Administration–Certificate, Medical Assistant, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.	Updated	Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent3 of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Health Care Administration–Certificate, Medical Assistant, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.
Official vs Unofficial Withdrawal	166	An unofficial withdrawal occurs when a student ceases attendance in all scheduled classes for 14 consecutive calendar days and has not notified the school about withdrawing.	Updated	An unofficial withdrawal occurs when a student ceases attendance in all scheduled classes for 14 consecutive calendar days (including weekends and holidays) and has not notified the school about withdrawing.
Termination for Unsatisfactory Attendance	166	Students absent for 14 consecutive calendar days, including weekends, from the last date of academically related activity, including externship, may be terminated.	Updated	Students absent for 14 consecutive calendar days (including weekends and holidays) from the last date of academically related activity, including externship, may be terminated.
Examination / Makeup Policy	167	Grades on all makeup examinations will be reduced by 10 percent from the earned score. A grade of zero is given for examinations not taken on the day of return or assigned date. With the proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a child. Online programs may provide additional waivers.	Added	Grades on all makeup examinations will be reduced by 10 percent from the earned score. A grade of zero is given for examinations not taken on the day of return or assigned date. Final didactic examination retakes are not allowed. Final didactic make up examinations may be allowed but will be reduced by 10% from the earned score; the exam must be scheduled with approval from the program director, program coordinator, or assistant dean of faculty. If a makeup exam has not been scheduled, a grade of zero is given for the final exam. With the proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a child. Online programs may provide additional waivers.
Certificate (Non-Term-Based) Programs	167	Effective May 8, 2024: Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete Career Prep sequence in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Certificate (Non-Term-Based) Programs	167	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.
Leave of Absence	167	N/A	Added	<i>Online Degree (Term-Based) Programs - Temporary Academic Leave</i> Students in term-based programs are not eligible for a leave of absence; however, institutions may grant a student a leave that does not meet the approved Department of Education leave of absence criteria (34 CFR 668.22(d)). Students who are granted a temporary academic leave are provided an online temporary break (standard period of non-enrollment) and will be treated as withdrawn for financial aid and regulatory reporting. PMI performs a Return to Title IV calculation for each temporary academic leave in a Title IV eligible program based on the student's last date of recorded attendance (LDA) and sends an Exit Interview to loan recipients. The student's financial aid repayment commencement is determined by their LDA. Online degree students requesting a temporary leave must complete a Scheduled Break request form.
Academic Interruption: Certificate (Nonterm-Based) Programs	167	N/A	Added	Students in nonterm programs (certificate) that have more than 7 days between course end and start date may be eligible to sign a letter of intent without having to withdraw from the program as long as the date that they will resume classes is no more than 60 calendar days after the student ceased attendance.
State / Jurisdiction Exceptions	167	In Texas, LOAs are not permitted for programs and seminars of 40 hours or less. In programs and seminars of 200 hours or less, no more than two (2) LOAs are permitted in a 12-month calendar period; an LOA in this case may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) LOAs are permitted; an LOA in this case may be no more than 60 total calendar days.	Updated	In Texas, LOAs are not permitted for programs and seminars of 40 hours or less. In programs and seminars of 200 hours or less, no more than two (2) LOAs are permitted in a 12-month calendar period; an LOA in this case may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) LOAs are permitted; an LOA in this case may be no more than 60 total calendar days. For programs over 600 hours that are eligible for Title IV funding, follow PMI policy for leave of absence.
Graduation Requirements	167	Students are awarded a certificate or degree when they have: • successfully completed the program of study with a minimum grade average of 77 percent in each course; and • completed exit requirements with Financial Services and Career Services personnel • have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and	Updated	Students are awarded a certificate or degree when they have: • successfully completed the program of study with a minimum grade average of 77 percent in each course; and • completed exit requirements with Financial Services and Career Services personnel
Student Services Department	167	N/A	Updated	Per the California Student Aid Commission data, the average housing cost in 2022/2023 is \$1,339.00 per month.
Grievance and Discrimination Complaint Procedure	168-169	[This change references an update made on 8/1/2024 regarding Federal Title IX regulations published in the Catalog Addenda.]	Updated	[On January 9, 2025, the 2024 Title IX Regulations were vacated and the prior policy has been reinstated. <a href="https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf">https://pmi.edu/wp-content/uploads/2025/01/Title-IX-Policy.pdf</a> ]
Grievance and Discrimination Complaint Procedure	168-169	Reference content in catalog	Updated	The Title IX procedures were extracted from the Grievance and Discrimination complaint Procedure and placed into its own policy; reference the documents at the end of this addenda for the full Title IX policy. The substance of the updated Grievance and Discrimination Complaint Procedure are included below.
Student Code of Conduct	161	Reference content in catalog	Updated	Fully Updated Student Code of Conduct Policy Included Below

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Late Assignment Policy	New	Reference content in catalog	Added	<p>Homework and assignments are major components of learning and comprehension of course material and constitute an important part of each course grade. Each course at PMI has outside work (homework). The individual time required to complete homework may vary. Assignments turned in past the due date may receive the following deductions for the total possible points: Up to 24 hours late, 10% deduction; and up to 48 hours late, 20% deduction. Submissions past 48 hours of the due date will receive a zero score. Certain automatic-graded assignments may have different late submission rules. Any exceptions will be detailed in the course syllabus or assignment instructions. Final assignments may be submitted up to 24 hours late for a 10% deduction. Students will receive a zero score after this time. Final Exams must be completed as scheduled. For on-ground certificate programs, any externship coursework submitted up to 24 hours late will receive a 10% deduction. Assignments can be submitted up to the time of exit and will receive a 20% deduction. Initial discussion board posts, graded in-class activities, and clinical assignments are exempt from this policy. Any exceptions will need to be approved by the Program Director, Assistant Dean of Faculty, or Dean of Online Education.</p>
New Attendance Policy	New	Reference content in catalog	Added	<p>Regular attendance in a class is an important contributor to student success in academic coursework and is essential to comply with federal mandates for school's handling of student aid. If a student is absent from all classes for 14 or more consecutive calendar days (10 or more calendar days in Texas), the student may be withdrawn from school. A student in the state of Texas must meet 80% attendance across their program lifecycle or will be dismissed from their program of study. Some programmatically accredited programs or programs that require licensure may have additional attendance requirements. Please reference course syllabi for specifics. Where the state attendance policy differs from the institutional policy, the stricter policy shall apply.</p> <p>Ground courses: Attendance for ground courses is taken in the physical classroom by the instructor. Students who fail to attend the physical class sessions for 14 or more consecutive calendar days (10 or more calendar days in Texas) may be withdrawn. Regardless of the situation resulting in an absence from class, students are expected to be in attendance a minimum 60% per grading period to pass a course. Any attendance below 60% may result in the student failing the course. A student in the state of Texas must meet 80% attendance across their program lifecycle or will be dismissed from their program of study.</p> <p>Online courses: Attendance for online courses is taken by students logging in and completing work in the online classroom. For attendance to be earned, the student must complete at least one of the following academic events: (1) complete a quiz, (2) complete and post an assignment, or (3) post at least once a week to a relevant class discussion board. Students are expected to actively</p> <p>participate in their online courses at least twice per week. Students who do not submit substantive work for their online courses for 14 or more consecutive calendar days may be withdrawn. Regular attendance in an Online Class is an important contributor to student success in online courses. To comply with federal mandates for school's handling of student aid, certain kinds of student activity may or may not count as participation sufficient to qualify as attendance in online courses.</p> <p>Hybrid courses: Attendance for hybrid courses is taken both in the physical classroom and by students logging in and completing work in the online classroom. For attendance to be earned in the online classroom, the student must complete at least one of the following academic events: (1) complete a quiz, (2) complete and post an assignment, or (3) post at least once a week to a relevant class discussion board. Students are expected to attend both the physical class sessions and actively participate in their online classes. Students who fail to either attend the physical class or post attendance by completing substantive work in the online classroom for 14 or more consecutive calendar days (10 or more calendar days in Texas) may be withdrawn. Regardless of the situation resulting in an absence from class, students are expected to be in attendance a minimum 60% per grading period to pass a course. Any attendance below 60% may result in the student failing the course.</p> <p>Clinical courses: This attendance policy is not meant to supersede or contradict the Degree Program Clinical Absence Policy (PMI-004) or the Certificate Program Externships Policy (CS-003); students must adhere to the more stringent requirements for attendance.</p>

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<b>NEW Grievance Complaint Procedure:</b>				
<p><u>General Guidelines</u></p> <p>Retaliation is forbidden and any individual engaging in retaliatory conduct will be disciplined. Conflict of interest, or the appearance of a conflict of interest during any stage of the grievance process, will not be tolerated. The student's (i.e., claimant) identity will be kept confidential as much as possible. However, it may be necessary to release the student's name to the accused in order to fully investigate the grievance or complaint. Sanctions can range from a written reprimand to expulsion from the school in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the allegations.</p> <p><u>Recordkeeping</u></p> <p>All Campus Directors are required to maintain a student complaint file in the PMI approved network location that includes a copy of the formal written complaint, details of the investigation (including personnel involved), and notes regarding the final decision. For degree programs, the program's accrediting agency may require a copy of any formal complaints; a record must be kept on file for the length of time designated by the programmatic and/or institutional accreditor, whichever is longest.</p> <p style="text-align: right;"><b>Formal Written Grievance Procedure</b></p> <p><u>Formal Written Grievance</u></p> <p>Student grievances are to be submitted in writing and include the substance of the grievance to official personnel:</p> <ul style="list-style-type: none"> <li>o On Ground Campus: Student grievances are to be submitted in writing to the Associate Campus Director, Assistant Dean of Faculty, or the Campus Director.</li> <li>o Online: Student grievances are to be submitted in writing to the Online Student Success Manager, who may assign the grievance to the most appropriate home office official.</li> </ul> <p>Recipient response:</p> <p>The recipient or designated official will investigate the claim and make an appointment with the claimant within 10 business days of receipt. The recipient will notify the claimant of the decision within 10 business days of the meeting. If the recipient does not respond within the time frame defined in this policy, the claimant can submit a Grievance Outcome Appeal.</p>				
<p><u>Grievance Outcome Appeal</u></p> <p>If the grievance is still unresolved after meeting with the campus director, Dean of Online Education, or designated official, the student may call the home office contact (below), submit a Grievance Appeal form via the Student Portal, or send written correspondence to the attention of the Regional Director of Operations</p> <p>(RDO) or Director of Online Education for distance education programs:</p> <ul style="list-style-type: none"> <li>o <b>West Region</b> (Chula Vista, East Valley, Mesa, Phoenix, Renton, San Marcos, Seattle, Tucson) DeWayne Johnson, Regional Director of Operations Address: 111 Campus Way, San Marcos, CA 92078 Phone: (760) 299-4520</li> <li>o <b>East Region</b> (Albuquerque, Aurora, Colorado Springs, Denver, El Paso, Houston, Las Vegas, San Antonio) Tara Dailey, Regional Director of Operations Address: 5725 Mark Dabbling Boulevard, Suite 150, Colorado Springs, CO 80919 Phone: (719) 637-4077</li> <li>o <b>Online</b> Michele Poulos, Director of Online Education Address: 40 N Swan Road, Suite 100, Tucson AZ 85711 Phone: 520-318-2466 x 11401</li> </ul> <p>Complaints submitted via mail may require an additional 10 business days beyond the defined timelines in this policy. Grievances are to be submitted in writing to the appropriate person identified in VII. B. 1; submissions must include:</p> <ul style="list-style-type: none"> <li>o Substance of the grievance</li> <li>o Attempts to address or resolve</li> <li>o Requested resolution</li> </ul>				
<p>Recipient Response</p> <p>The recipient or designated official will attempt to contact the complainant as soon as able but no later than 10 business days from receipt of the appeal request. The recipient will conduct an impartial investigation within 10 business days of the student meeting, which will include a review of all relevant documents and additional records that may not have been included in the appeal (appeals submitted via mail may take an additional 10 days).</p> <p>Following the investigation timeframe, the recipient will schedule a meeting with the student. During or after the investigation, at the request of the complainant, PMI will consider various options to protect the complainant, including but not limited to:</p> <ul style="list-style-type: none"> <li>o Health and mental services</li> <li>o Academic support</li> <li>o Opportunity to retake the class</li> <li>o Withdraw without penalty/Decision on Appeal</li> </ul> <p>Decision on Appeal</p> <p>The recipient or designated official will notify all parties of the decision on the appeal within 30 business days (appeals submitted via mail may take an additional 10 days). If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training and/or other systemic remedies as necessary to prevent it from reoccurring. If the investigation will take longer than 30 days, all parties will be apprised of the steps being taken.</p> <p>Filing a Grievance with an Outside Agency The student may find that the institution's grievance process leads to a personalized resolution of the concern; however, nothing in this policy prevents a student from filing a complaint with the appropriate state, programmatic, institutional accreditation agency prior to or in lieu of following PMI's Grievance and Discrimination Policy. Each state, programmatic, or institutional accreditation agency has specific procedures for filing a grievance. Students are advised to contact the agency directly to ensure proper filing of the concern.</p>				

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<p>Following the investigation timeframe, the recipient will schedule a meeting with the student. During or after the investigation, at the request of the complainant, PMI will consider various options to protect the complainant, including but not limited to:</p> <ul style="list-style-type: none"> <li>o Health and mental services</li> <li>o Academic support</li> <li>o Opportunity to retake the class</li> <li>o Withdraw without penalty</li> </ul> <p>Decision on Appeal</p> <p>The recipient or designated official will notify all parties of the decision on the appeal within 30 business days (appeals submitted via mail may take an additional 10 days). If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training and/or other systemic remedies as necessary to prevent it from reoccurring.</p> <p>If the investigation will take longer than 30 days, all parties will be apprised of the steps being taken.</p>				
<p><b>PMI Student Code of Conduct Policy:</b></p> <p><b>The PMI Student Code of Conduct Policy (pages 161-162 ) has been updated.</b></p> <p><b>NEW Student Code of Conduct Policy:</b></p>				
<p>Statement of Shared Responsibility Students, faculty, staff and administration constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity and for maintaining an environment of accountability. Within the challenging and supporting learning environment at Pima Medical Institute, students of all ages, ethnicities, religions, genders, abilities, socio-economic backgrounds and sexual orientations are welcome to engage in the process of preparation for career readiness, active citizenship and lifelong learning. In order to realize its mission, all members of the Pima Medical Institute community have a responsibility to promote and the right to expect:</p>				
<p>Respect for Persons: The opportunity to ask questions and to express opinions is fundamental to the learning process. Diversity in perspective strengthens the learning environment for all participants. All members of the community will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment. Disagreements among members of the community are expected to be resolved through a process that preserves mutual respect.</p>				
<p>Respect for the Learning Process: Community members should be committed to a journey of continuous improvement for themselves and for others. Each individual brings with him/her a unique set of knowledge, skills, abilities and experiences that add richness to the learning environment. Individuals will progress at their own rate, within the approved parameters of the curriculum, capitalizing upon their own preferred style of learning in order to make progress on their journey. The unique journey of each individual should be encouraged and honored. The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals.</p>				
<p>Respect for the Learning Environment: The physical and virtual classroom, the institutional facilities and the campus, as well as all equipment and learning materials constitute the learning environment. Expectations for adherence to the Student Code of Conduct apply to those instances where the learning experience extends beyond the institution, such as situations that involve a field trip or an internship/externship/clinical/practicum. Equipment and learning materials vary by program. The safety of all members of the learning environment is of the utmost concern to the institution. Students must adhere to the dress code requirements for their program of study. All members of the learning community will utilize the resources provided by the institution as instructed and with caution, making campus officials aware of issues associated with facilities, equipment or learning materials.</p>				
<p>Respect for Academic Integrity: All members of the community are required to adhere to institutional standards of academic integrity. One of the greatest values of participating in a community of learners is the opportunity to learn from others; however, individuals must acknowledge the sources of the information that are used to advance a point of view. Academic misconduct involves dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor.</p>				
<p>Student Code of Conduct Policy Statement Pima Medical Institute affirms its commitment to provide an engaging learning environment and promote the exchange of ideas among the members of the learning community. All individuals who come to Pima Medical Institute to work and study will be accepted as unique individuals worthy of making a valuable contribution to the learning environment. Discrimination, disruption or harassment on the basis of age, ethnicity, religion, gender, ability, socioeconomic background or sexual orientation will not be tolerated. Pima Medical Institute accepts responsibility for communicating these values to students, faculty, staff, administration and the community served by the institution. The success of the policy to protect the learning environment and those engaged in the learning process is dependent upon the willingness of members of the community to make known behaviors and conduct that violate the policy. A student found to have committed any one of the following Student Code of Conduct Offenses will be subject to the full range of sanctions including written reprimand, suspension and expulsion.</p>				
<p>Student Code of Conduct Offenses</p> <p>Academic Misconduct –Dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor.</p>				
<p>Dating Violence – Violence committed an individual (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship. This offense applies to any such illegal activity by a current student, staff or faculty member.</p>				
<p>Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. This offense applies to any such illegal activity by a current student, staff or faculty member.</p>				
<p>Dishonesty – Provision and/or submission of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.</p>				

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<p>Failure to Adhere to Dress Code – Programs of study are created to develop the knowledge, skills and competencies required for an identified set of career outcomes. As such, dress code standards that replicate the work environment may be imposed upon students enrolled in particular programs of study. The Dress Code may include requirements to wear a specific uniform. Alternatively, the Dress Code may limit attire that is worn to school or to school - related activities to defined standard, such as business attire or business casual attire. Finally, the Dress Code may necessitate removal of piercings and/or requirements to cover tattoos.</p> <p>Mental or Bodily Harm to Self – Conduct that causes harm or has the potential to cause harm to one’s self including the intentional infliction of mental or bodily harm upon one’s self or taking reckless but not accidental, action which could result in mental or bodily harm.</p> <p>Mental or Bodily Harm to Others – Conduct that causes harm or has the potential to cause harm to another individual, including:</p> <ul style="list-style-type: none"> <li>• Behavior that intentionally inflicts mental or bodily harm on another person;</li> <li>• Behavior that attempts to inflict mental or bodily harm on another person;</li> <li>• Taking reckless, but not accidental, action that could result in infliction of mental or bodily harm on another person;</li> <li>• Causing another individual to believe that the offender may cause mental or bodily harm to them;</li> <li>• Sexual misconduct;</li> <li>• Any act that demeans or degrades another individual; and/or</li> <li>• Coercion of an individual to inflict mental or bodily harm to another person.</li> </ul> <p>Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Stalking may include nonconsensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.</p>				
<p>Sex Discrimination and Harassment – Conduct that encompasses discrimination on the basis of an individual’s sex in any aspect of employment or education, including but not limited to,</p> <ul style="list-style-type: none"> <li>• Hiring and firing;</li> <li>• Compensation, assignment, or classification of employees;</li> <li>• Transfer, promotion, layoff, or recall;</li> <li>• Job advertisements;</li> <li>• Recruitment;</li> <li>• Testing;</li> <li>• Grading;</li> <li>• Acceptance or participation in an academic program or school activity;</li> <li>• Use of employer’s facilities;</li> <li>• Training programs;</li> <li>• Fringe benefits;</li> <li>• Pay, retirement plans, and disability leave; or other terms and conditions of employment; and</li> <li>• Engaging in conduct that has the purpose or effect of substantially interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.</li> </ul>				
<p>Sexual harassment, including sexual violence, is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. All students, faculty, staff, and other members of the campus community, including intern/extern/practicum sites, are subject to this policy.</p> <p>Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature, constitute sexual harassment when:</p> <ul style="list-style-type: none"> <li>• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;</li> <li>• Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or</li> <li>• The conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.</li> </ul> <p>Sexual harassment may take many forms-subtle and indirect, or blatant and overt, including but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• It may occur between individuals of the opposite sex or of the same sex;</li> <li>• It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student);</li> <li>• It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance;</li> <li>• It may consist of repeated actions or may even arise from a single incident if sufficiently severe;</li> <li>• It may also rise to the level of a criminal offense, such as battery or sexual violence.</li> </ul>				
<p>Sexual violence is a physical act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.</p> <p>Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:</p> <ul style="list-style-type: none"> <li>• Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;</li> <li>• Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;</li> <li>• Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person’s body or other inappropriate touching of an individual’s body;</li> <li>• Remarks of a sexual nature about a person’s clothing or body;</li> <li>• Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;</li> <li>• Sexual advances, whether or not they involve physical touching;</li> <li>• Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;</li> <li>• Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;</li> <li>• Inquiries, remarks, or discussions about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.</li> </ul>				



# Current Students

## Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
		<p>Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be subjected to retaliation in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information, however, is grounds for discipline.</p> <p>"Retaliation" may include, but is not limited to, such conduct as:</p> <ul style="list-style-type: none"> <li>• The denial of adequate personnel to perform duties;</li> <li>• Frequent replacement of members of the staff;</li> <li>• Frequent and undesirable changes in the location of an office;</li> <li>• The refusal to assign meaningful work;</li> <li>• Unwarranted disciplinary action;</li> <li>• Unfair work performance evaluations;</li> <li>• A reduction in pay;</li> <li>• The denial of a promotion;</li> <li>• Dismissal;</li> <li>• Transfer;</li> <li>• Frequent changes in working hours or workdays;</li> <li>• Unfair grade;</li> <li>• Unfavorable reference letter</li> </ul>		
		<p>Discrimination- Civilly, criminally or administratively prohibited unequal treatment of a person based upon age, ethnicity, religion, gender, ability, socio-economic background, veteran status or sexual orientation.</p> <p>Disruption/Obstruction – Obstructing or interfering with any institutional functions or activities, including instruction within a physical or virtual classroom.</p> <p>False Report of Emergency – Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety.</p> <p>Destruction of Property –Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with institutional property, property associated with the institution including internship/externship sites or the property of any person on or associated with the campus.</p> <p>Theft or Possession of Stolen Property or Service –Taking an item or utilizing a service without consent of an official of the institution or possessing property that can reasonably be determined to have been stolen from the campus or from an employee or student of the campus.</p> <p>Trespassing –Forcible or unauthorized entry into any institutional facilities or facilities associated with the institution.</p> <p>Possession of Weapons or Dangerous Materials – Unauthorized possession of a weapon or dangerous materials, including, but not limited to firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials.</p> <p>Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol –Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic or possession or use of alcohol while on campus or engaged in any school related activities.</p> <p>Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations - Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.</p>		
		<p>Violation of Criminal Law – An alleged violation of any federal, state or local criminal law where the conduct of a student interferes with the institution’s exercise of its educational objectives or responsibilities.</p> <p>Misuse or Abuse of Computers or Computer Networks –Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material.</p> <p>Misuse of Safety Equipment –Unauthorized use of or alteration of firefighting equipment, safety devices or other emergency safety equipment.</p>		

## Satisfactory Academic Progress

### Addendum to the 2024-2025 Catalog published January 2024

#### Satisfactory Academic Progress

PMI's policy on satisfactory academic progress consists of a qualitative measure, which is the grade point average (GPA), and a quantitative measure, which is the maximum time frame in which the program must be completed.<sup>1</sup>

To maintain satisfactory academic progress, students are required to maintain a minimum GPA and/or complete the program within one and one-half (1½) times the program length in order to maintain federal financial aid and VA education benefits. PMI will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3).

**Nonterm-based (Certificate) Programs:** Students must maintain a cumulative GPA of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program, measured in credits and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

#### Evaluation Schedule

Students are evaluated for satisfactory progress at the end of the first payment period, which is based on successful completion of 50% of the program's credit hours and weeks.

**Term-based (Semester) Programs (Excluding Master's Degree Program):** Students must successfully complete 67% of their attempted credits with a cumulative GPA of 2.0 or greater in their current program, and must complete their program within one and one-half (1½) times the published length of the program, measured in credits and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

#### Evaluation Schedule

Students are evaluated for satisfactory academic progress (SAP) at the end of each semester.

**Financial Aid Warning:** Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 2.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

**Financial Aid Probation:** Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed on financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

**SAP Appeal:** Concurrently, students may submit a SAP appeal. If approved (term-based students, excluding fully online degree programs), students receive one term of funding eligibility. Students enrolled in a fully online degree program may be placed on an academic improvement plan to meet the institution's satisfactory academic progress standards by a set period in time.

**Completion Length:** If a student is not able to complete the program within one and one-half (1½) times the program length measured in credits, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

**Master's Degree Program:** Students must successfully complete 67% of their attempted credits with a 3.0 or greater cumulative program GA (and maintain a minimum term GPA of 2.0), and must complete their program within one and one-half (1½) times the published length of the program. Only courses completed with a minimum grade of 2.0 may be applied toward program completion.

#### Evaluation Schedule

Students are evaluated for satisfactory progress at the end of each semester.

**Financial Aid Warning:** Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 3.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

**Financial Aid Probation:** Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

**SAP Appeal:** Concurrently, students may submit a SAP appeal. If approved, students may be placed on an academic improvement plan and granted additional time.

**Completion Length:** If a student is not able to complete the program within one and one-half (1½) times the program length, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

<sup>1</sup>Transfer credits relative to maximum time frame: All transfer credits will be considered when calculating maximum time frame. Maximum time frame will be limited to one and one-half (1½) times the prescribed length of coursework actually taken at PMI.

## Satisfactory Academic Progress

### Addendum to the 2024-2025 Catalog published January 2024

#### *Pace for Program Completion*

The student's GPA and pace of completion may be affected by the following:

Status of Incomplete, Withdrawal, and Termination: The designation of incomplete, withdrawal, or termination is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Course repetition: For all students, only the highest grade is considered for GPA evaluation; all attempted credits are included for measurement of maximum time frame. Attendance in a course constitutes an attempt.

Transfer credit: Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

#### *SAP Appeal – Term Based Only*

Students in term-based programs that have been placed on financial aid probation have the right to appeal the determination based upon extenuating circumstances. Per the Department of Education, general eligibility requirements for a SAP appeal include the following (34 CFR 668.34(a)(9)):

- i. Medical emergencies
- ii. Severe health issues
- iii. Severe personal or family problems
- iv. Financial or personal catastrophe
- v. Returning for a second degree

Inability to master course material is not an extenuating circumstance.

SAP Appeal Application: Students who wish to submit an appeal must fill out the SAP Appeal application, include supporting documentation to substantiate the reason for the appeal, and submit within five (5) business days of receiving the email notification. Incomplete applications or documentation that does not support the request will result in a denied appeal. Completed forms are submitted to the campus or online student services coordinator, who will then contact the respective appeal committee team.

SAP Appeal Decision: All decisions made by the committee, the Corporate Student Services Manager/Online Student Success Manager, and the Corporate Financial Services office are final. The student will be notified of the final determination via email.

For on-ground / hybrid programs: an appeal may be approved for one payment period, at which time the student's progress must be reviewed for satisfactory progress; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

For fully online programs: an appeal may be approved for one payment period or a time granted in the academic plan; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

#### *VA Eligibility*

In compliance with the Department of Veterans Affairs, PMI will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3). Previous transcripts will be evaluated and credit will be granted, as appropriate.

# Financial Services Information

## Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement																		
Federal Student Aid Programs	172	Need is defined as the difference between the cost of attendance (COA) and the expected family contribution (EFC).	Updated	Need is defined as the difference between the cost of attendance (COA) and the Student Aid Index (SAI).																		
Federal Pell Grant (Pell Grant)	172	The application is transmitted electronically through the FAFSA Central Processing System (CPS), which determines the applicant's EFC.	Updated	The application is transmitted electronically through the FAFSA Processing System (FPS), which determines the applicant's SAI.																		
Federal Pell Grant (Pell Grant)	172	The grant award will depend on the EFC, COA, and the Pell Lifetime Eligibility Used.	Updated	The grant award will depend on the SAI, COA, and the Pell Lifetime Eligibility Used.																		
Federal Supplemental Educational Opportunity Grant (FSEOG)	172	Undergraduate students with the lowest EFC and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.	Updated	Undergraduate students with the lowest SAI and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.																		
Direct PLUS Loans	173	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.	Updated	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's SAI.																		
Application	174	Once processed, the application produces an EFC, which determines eligibility.	Updated	Once processed, the application produces an SAI, which determines eligibility.																		
Application	174	PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's Student Aid Report (SAR)/Institutional Student Information Record (ISIR).	Updated	PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's FAFSA Submission Summary (FSS).																		
Verification Policy / Procedures	174	1. All applicants selected by the federal CPS will be verified.	Updated	1. All applicants selected by the federal FPS will be verified.																		
Verification Policy / Procedures	174	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official ISIR.	Updated	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official FSS.																		
Verification Policy / Procedures	174	10. Students will be notified by an electronic updated award letter via the PMI Student Portal if the results of verification change the student's scheduled award.	Updated	10. Students will be notified by an electronic updated College Financing Plan (CFP) via the PMI Student Portal if the results of verification change the student's scheduled award.																		
Refund and Return Policies	175	An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded, minus a cancellation charge of \$100.00 if the applicant cancels enrollment within three (3) days (five [5] days in Washington and seven [7] days in California) after signing an enrollment agreement and making an initial payment but prior to the start of classes.	Updated	An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded if the applicant cancels enrollment within three (3) days (five [5] days in Washington and seven [7] days in California) after signing an enrollment agreement and making an initial payment but prior to the start of classes. An administrative charge of \$100 is applied for students who withdraw or are terminated after the student's right to cancel period up to 60% of the program.																		
Withdrawal Termination Refund Policy	175	When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be the: 1. Date the student notifies the Institution of withdrawal, or the date of withdrawal, whichever is earlier. 2. 14th consecutive calendar day following absences in all coursework. 3. Date when the Institution terminates the student's enrollment.	Updated	When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be the: 1. Date the student notifies the Institution of withdrawal, or the date of withdrawal, whichever is earlier. 2. 14th consecutive calendar day following absences in all coursework (including weekends and holidays). 3. Date when the Institution terminates the student's enrollment.																		
Arizona	176	Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.	Updated	Should a student fail to return from an approved leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.																		
Arizona	176	A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid.	Added	A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.																		
Colorado	178	Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.	Updated	Should a student fail to return from an approved leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.																		
Nevada	178-179	<p>2. If a student cancels his or her enrollment before the start of the training program, PMI shall refund to the student all the money the student has paid, minus: (a) 10 percent of any amount paid to retain his or her seat in the training program or \$100, whichever is less.</p> <p>3. If a student withdraws or is expelled by PMI after the start of the training program and before the completion of more than 60 percent of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less; and</p> <p>5. If a refund is owed, PMI shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:</p> <p>a. Date of cancellation by a student of their enrollment;</p> <p>b. Date of termination by PMI of the enrollment of a student;</p> <p>c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or</p> <p>d. Last day of attendance of a student, whichever is applicable.</p> <table><tr><th colspan="2">NEVADA INSTITUTIONAL REFUND POLICY</th></tr><tr><td>Withdrawal or termination during:</td><td>Percent of enrollment period charges to be retained for PMI:</td></tr><tr><td>First day through and including 60% of enrollment period</td><td>Pro rata % remaining + \$100 registration fee</td></tr><tr><td>Greater than 60% through the remainder of enrollment period</td><td>100% of tuition charges</td></tr></table>	NEVADA INSTITUTIONAL REFUND POLICY		Withdrawal or termination during:	Percent of enrollment period charges to be retained for PMI:	First day through and including 60% of enrollment period	Pro rata % remaining + \$100 registration fee	Greater than 60% through the remainder of enrollment period	100% of tuition charges	Updated	<p>2. If a student cancels his or her enrollment before the start of the training program, PMI shall refund to the student all the money the student has paid, minus: (a) 10 percent of any amount paid to retain his or her seat in the training program or \$150, whichever is less.</p> <p>3. If a student withdraws or is expelled by PMI after the start of the training program and before the completion of more than 60 percent of the program, PMI shall refund the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less; and</p> <p>5. If a refund is owed, PMI shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:</p> <p>a. Date of cancellation by a student of their enrollment;</p> <p>b. Date of termination by PMI of the enrollment of a student;</p> <p>c. Last day of an approved leave of absence if a student fails to return after the period of authorized absence; or</p> <p>d. Last day of attendance of a student, whichever is applicable.</p> <table><tr><th colspan="2">NEVADA REFUND POLICY</th></tr><tr><td>A student terminating or withdrawing training:</td><td>Is entitled to a refund of:</td></tr><tr><td>Day 1 thru Day 10 of the initial enrollment period</td><td>100% refund</td></tr><tr><td>Within first 60% of enrollment period</td><td>Pro rata % remaining less 10% of the tuition charge or \$150 whichever is less</td></tr><tr><td>After 60% of the enrollment period</td><td>No refund</td></tr></table>	NEVADA REFUND POLICY		A student terminating or withdrawing training:	Is entitled to a refund of:	Day 1 thru Day 10 of the initial enrollment period	100% refund	Within first 60% of enrollment period	Pro rata % remaining less 10% of the tuition charge or \$150 whichever is less	After 60% of the enrollment period	No refund
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# Financial Services Information

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ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY																												
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Within first 10% of enrollment period	90% less \$100 cancellation charge																											
After 10% but within the first 30% of enrollment period	70% less \$100 cancellation charge																											
After 30% but within the first 60% of enrollment period	40% less \$100 cancellation charge																											
After 60% of enrollment period	no refund																											
ARIZONA INSTITUTIONAL REFUND POLICY																												
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After 30% but within the first 60% of enrollment period	40% less \$100 cancellation charge																											
After 60% of enrollment period	no refund																											
Arizona and Montana	176	<p>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid minus the \$100 cancellation charge.</p> <p>Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.</p> <p>Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.</p>	Updated	<p>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid.</p> <p>Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.</p> <p>Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.</p>																								
Borrower Rights and Responsibilities	170 -171	Same as in the catalog		<p><u><b>Borrower Rights and Responsibilities</b></u></p> <p>When students take on student loans, they have certain rights and responsibilities. Before the first loan disbursement, the borrower has the right to receive:</p> <ol style="list-style-type: none"><li>1. The full amount of the loan;</li><li>2. The interest rate;</li><li>3. When the student must start repaying the loan;</li><li>4. The effect borrowing will have on the student's eligibility for other types of financial aid;</li><li>5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;</li><li>6. The yearly and total amounts the student can borrow;</li><li>7. The maximum repayment periods and the minimum repayment amount;</li><li>8. An explanation of default and its consequences;</li></ol> <p>9. An explanation of available options for consolidating or refinancing the student loan; and</p> <p>10. A statement that the student can prepay the loan at any time without penalty.</p> <p>Before leaving the School, the borrower has the right to receive:</p> <ol style="list-style-type: none"><li>1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);</li><li>2. A loan repayment schedule that lets the student know when their first payment is due, the number and frequency of payments, and the amount of each payment;</li><li>3. If the student has a Federal Direct Loan, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;</li><li>4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;</li><li>5. An explanation of available options for consolidating or refinancing the student's loan; and</li><li>6. A statement that the student can repay his/her loan without penalty at any time.</li></ol> <p>The borrower has the following responsibilities:</p> <ol style="list-style-type: none"><li>1. Understand that by signing the promissory note the borrower is agreeing to repay the loan according to the terms of the note;</li><li>2. Make payments on the loan even if the borrower does not receive a bill or repayment notice;</li><li>3. If the borrower applies for a deferment or forbearance, they must still continue to make payments until notification that the request has been granted;</li><li>4. Notify the appropriate representative (institution, agency, or lender) that manages the loan when the student graduates, withdraws from college, or drops below half-time status; changes their name, address, or social security number; or transfers to another institution; and</li><li>5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving the School.</li></ol> <p>In addition, students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of PMI. Refer to the Satisfactory Academic Progress information in the Current Students section of this catalog. A graduate's financial aid repayment commencement is determined by their last date of attendance.</p>																								

**Financial Services Information**  
**Addendum to the 2024-2025 Catalog published January 2024**

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Student Right to Cancel	176	PMI expects that most students who begin classes at the institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and PMI require that students withdraw or cancel. Applicants who cancel after signing an enrollment agreement but before the program starts will receive a full refund of tuition and fees. Students attempting to be admitted back into the same program after multiple cancellations within a 12 month period may be denied admission or subject to the respective state refund policy, outlined below. Students who received electronic devices, books, or uniforms are subject to charge on an as received basis.	Updated	PMI expects that most students who begin classes at the institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and PMI require that students withdraw or cancel. Applicants who cancel after signing an enrollment agreement but before the program starts will receive a full refund of tuition and fees. Students who stop attending class within the first ten (10) calendar days of the program will receive a refund of tuition and fees. If a student does not attend class on the tenth calendar day from the date of the scheduled program start, nor the next scheduled class session, and fails to notify the campus s/he will be absent, s/he may have his/her enrollment canceled. In addition, students attempting to be admitted back into the same program after multiple cancellations within a 12 month period may be denied admission or subject to the respective state refund policy, outlined below. Students who received electronic devices, books, or uniforms are subject to charge on an as received basis

## General Notifications

### Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Updated Statement
Welcome page	1	Thanks to our founders' vision and the dedication of our faculty and staff, over 140,000 graduates have accomplished the goal of advancing their education to expand their opportunities	Updated	Thanks to our founders' vision and the dedication of our faculty and staff, over 165,000 graduates have accomplished the goal of advancing their education to expand their opportunities
Mission, History and Leadership	2	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the property and copyright of Pima Medical Institute.	Updated	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the property and copyright of Pima Medical Institute.
Cover Page (Texas only)	N/A	TWC Web: <a href="http://csc.twc.state.tx.us">http://csc.twc.state.tx.us</a> THECB Web: <a href="http://www.thecb.state.tx.us/index">http://www.thecb.state.tx.us/index</a>	Updated	TWC Web: <a href="https://www.twc.texas.gov/programs/career-schools-colleges/students">https://www.twc.texas.gov/programs/career-schools-colleges/students</a> THECB Web: <a href="https://www.highered.texas.gov/student-complaints/">https://www.highered.texas.gov/student-complaints/</a>
Abbreviations	24	N/A	Added	CFP: College Financing Plan
Abbreviations	24	CPS: Central Processing System (FAFSA)	Updated	FPS: FAFSA Processing System
Abbreviations	24	EFC: expected family contribution	Updated	SAI: Student Aid Index
Abbreviations	24	ISIR: Institutional Student Information Record	Removed	N/A
Abbreviations	24	SAR: Student Aid Report	Updated	FSS: FAFSA Submission Summary
Definitions for Key Terms	25	Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.	Updated	Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.

# Student to Instructor Ratios

## Addendum to the 2024-2025 Catalog published January 2024

State	Program	Student : Instructor Ratio
Arizona	Dental Assistant	Lab 12:1
	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 20:1
	Nursing	Clinic 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 230) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
California	Dental Assistant	Lab 12:1 Preclinical/clinical lab 6:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 230) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Colorado	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
	Dental Assistant	Lab 12:1
	Practical Nursing	Lab 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 230) 8:1
	Medical Laboratory Technician	Lab 10:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Nevada	Dental Assistant	Lab 12:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 230) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1



# Student to Instructor Ratios

## Addendum to the 2024-2025 Catalog published January 2024

State	Program	Student : Instructor Ratio
<b>New Mexico</b>	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 230) 8:1
	Practical Nursing	Lab 10:1 Clinic 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
<b>Texas</b>	GENERAL	Classroom 30:1
	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Veterinary Technician (El Paso Only)	Lab (live animal) 4:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 230) 8:1
	Respiratory Therapy	Clinic 6:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
<b>Washington</b>	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 230) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1

Note: Exceptions to online / distance education class size must be approved by the Corporate Education Director or Corporate Online Education Director.

## Tuition Price List

### Addendum to the 2024-2025 Catalog published July 2024



Pima Medical Institute - Aurora Campus  
Tuition Price List  
Effective July 1, 2025

Program	Total Cost	Tuition	Reg. Fee	Textbooks*	Uniforms**	Technology Fee	Extern Weeks	Cost/Credit Hour	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/Hours
Dental Assistant (DEN)	\$17,835.00	\$16,343.00	\$150	\$872	\$205	\$265	6	\$554.00	29.5/720	30	5/240
Expanded Duties Dental Assistant (EDDA)	\$2,203.00	\$1,900.00	\$150	\$153	-	-	0	\$950.00	2/40	3	none
Medical Assistant (MA)	\$18,583.00	\$17,280.00	\$150	\$723	\$165	\$265	5	\$540.00	32/800	35	4/200
Practical Nursing (PN)	\$27,044.00	\$24,420.00	\$150	\$2,044	\$165	\$265	405 hrs	\$555.00	44/1061	48	9/405
Veterinary Assistant (VTA)	\$18,181.00	\$16,820.00	\$150	\$771	\$175	\$265	6	\$580.00	29/720	30	5/240
Veterinary Technician (VTT)	\$20,101.00	\$17,945.00	\$0	\$1,591	\$205	\$360	7	\$370.00	48.5/1055	47/52	5/225

\* Includes Tax @ 8.0%

† Hybrid Programs: Students enrolling will have the option to purchase a laptop for an additional fee.

The total technology fee included in the Tuition Price List is the combined cost of charges for each enrollment period of the program, as published in the PMI Catalog. For example, a \$600.00 technology fee for a five-semester program would equal a semester charge of \$120.00. For term-based programs, students attending the program outside of the published length (e.g., course retakes or a reduction in course load for an online program) will continue to be charged a technology fee based on each additional semester in which the student is enrolled in the program.

The registration fee is charged for each enrollment, unless returning to the same program within 180 days.

\*\*The uniform fee includes the cost associated with the required dosimeter in applicable programs.

Additional student expenses may include, but are not limited to required immunizations, health insurance, background check, drug screening, clinical registration fees, and travel/parking expenses related to clinical externships or field trips. Please contact the campus administrator for additional information.

## Program Start Dates: 2025

### Addendum to the 2024-2025 Catalog published July 2024

#### Certificate Programs

	Program Details	Start Date	Term 2	Extern	End Date
<b>Dental Assistant (AM)</b>	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

	Program Details	Start Date	Term 2	Extern	End Date
<b>Dental Assistant (EVE)</b>	Hybrid 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

	Program Details	Start Date	Term 2	Extern	End Date
<b>Medical Assistant (AM)</b>	On-ground 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
<b>Medical Assistant (AFT)</b>	Hybrid 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

	Program Details	Start Date	Term 2	Extern	End Date
<b>Medical Assistant (EVE)</b>	Hybrid 35 Wks Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks	1/29/25	7/16/25	8/27/25	9/30/25
		3/12/25	8/27/25	10/8/25	11/11/25
		4/23/25	10/8/25	11/19/25	12/23/25
		6/4/25	11/19/25	1/14/26	2/17/26
		7/16/25	1/14/26	2/25/26	3/31/26
		8/27/25	2/25/26	4/8/26	5/12/26
		10/8/25	4/8/26	5/20/26	6/23/26
		11/19/25	5/20/26	7/1/26	8/4/26
		1/14/26	7/1/26	8/12/26	9/15/26

## Program Start Dates: 2025

### Addendum to the 2024-2025 Catalog published July 2024

Practical Nursing (AFT)	Program Details	Start Date	Terms	Seq End	End Date
	On-ground 48 Wks 6 Sequences Sequence: 8 Wks	4/30/25	4/30/25	6/24/25	
		6/25/25		8/19/25	
		8/20/25		10/14/25	
		10/22/25	10/22/25	12/16/25	
		12/17/25		2/24/26	
		2/25/26	2/25/26	4/21/26	4/21/26

Practical Nursing (AM)	Program Details	Start Date	Terms	Seq End	End Date
	On-ground 48 Wks 6 Sequences Sequence: 8 Wks	10/22/25	10/22/25	12/16/25	
		12/17/25		2/10/26	
		2/25/26		4/21/26	
		4/29/26	4/29/26	6/23/26	
		6/24/26		8/18/26	
		8/19/26	8/19/26	10/13/26	10/13/26

Veterinary Assistant (AM)	Program Details	Start Date	Term 2	Extern	End Date
	On-ground 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26


Veterinary Assistant (AFT)	Program Details	Start Date	Term 2	Extern	End Date
	Hybrid 30 Wks Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks	1/29/25	6/4/25	7/16/25	8/26/25
		3/12/25	7/16/25	8/27/25	10/7/25
		4/23/25	8/27/25	10/8/25	11/18/25
		6/4/25	10/8/25	11/19/25	1/13/26
		7/16/25	11/19/25	1/14/26	2/24/26
		8/27/25	1/14/26	2/25/26	4/7/26
		10/8/25	2/25/26	4/8/26	5/19/26
		11/19/25	4/8/26	5/20/26	6/30/26
		1/14/26	5/20/26	7/1/26	8/11/26

#### Degree Programs

Veterinary Technician (AM)	Schedule	Start Date	On Ground	Extern	End Date
	Hybrid 47 Wks 5 Sequences Sequence: 8 Wks Extern/Seminar: 7 Wks	2/5/25	4/2/25	11/12/25	1/13/26
		4/2/25	5/28/25	1/21/26	3/10/26
		5/28/25	7/23/25	3/18/26	5/5/26
		7/23/25	9/17/25	5/13/26	6/30/26
		9/17/25	11/12/25	7/8/26	8/25/26
		11/12/25	1/21/26	9/2/26	10/20/26
		1/21/26	3/18/26	10/28/26	12/15/26
		3/18/26	5/13/26	1/6/27	2/23/27

## Program Information

### Addendum to the 2024-2025 Catalog published January 2024

Program	Catalog Page(s)	Action	Notification
Dental Assistant Medical Assistant Medical Billing and Coding Pharmacy Technician Sterile Processing Technician Veterinary Assistant	29 - 34, 38 - 45, 47 - 50, 55 - 60	Added	<p>In 2024, Pima Medical Institute will be updating certificate program start and sequence dates. As PMI works through the transition, this may result in a scheduled break within the program. If the program in which you are enrolled is impacted, this could extend your estimated graduation date. Students who fail one or more courses or withdraw from the program and decide to reenroll at a later date may also be impacted by the scheduled break. This interruption will not affect any tuition, fees, or other program information.</p> <p>Adjusted dates are published in the campus catalog addendum, which is available <a href="https://pmi.edu/admissions-financial-aid/academic-catalog/">https://pmi.edu/admissions-financial-aid/academic-catalog/</a>. After reviewing the revised schedule, if you have any concerns related to the adjusted dates, please contact your admissions representative or student services coordinator.</p>
Certificate and Degree Programs (except Online programs)	28 - 124	Updated	<p>As PMI returns to campus, programs may be either on-ground or hybrid. Programs designated as 'On-Ground' mean the program is offered on campus and students are expected to attend class in person. Programs designated as 'Hybrid' mean the program is offered using a combination of on-ground and online formats. Programs, courses, lectures, and labs that are scheduled to be on-ground require the student to physically attend on campus on the days/times announced. Refer to the program's Prospective Student Handout for information on the delivery method of each course within the hybrid programs.</p> <p>On-ground programs/courses will be taught on campus barring any emergencies impacting the regular operations of campus facilities, in which case students may be notified of a change from an on-ground to hybrid delivery method, and any changes in the course schedule (days and times of courses). These changes may impact a student's progression through the program, semester or sequence dates, and graduation.</p>
Veterinary Assistant	58	Updated	<p>(Removed the Dillon campus from map)</p> 
Health Care Administration	76	Updated	PMI certificate programs that block-transfer into semester III include Dental Assistant (except Dental Assistant - California campuses), Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician.
Bachelor of Science in Radiologic Sciences	135	Updated	<p>Admissions Requirements: Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), or Nuclear Medicine Technology Certification Board (NMTCB) certification. Admission to the program requires an applicant to have completed a total of 70 semester credits of specific coursework at the postsecondary level consisting of 15 general education, 46 radiology technical, and 9 related credits. Transfer credits must meet the following conditions: awarded by a nationally or regionally accredited institution; grade of "C" or better; and numbered 100 and above. General education transfer credits are required to be from a broad sampling of various educational experiences, including arts and humanities, business, information systems, social sciences, or natural sciences. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.</p>

**Program Information**  
**Addendum to the 2024-2025 Catalog published January 2024**

Program	Catalog Page(s)	Action	Notification
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## Program Information

### Addendum to the 2024-2025 Catalog published January 2024

*Refer to Program Information pages (i.e., Program Outline and/or Course Descriptions) at the end of this document.*

Program	Catalog Page(s)	Action	Notification
Dental Assistant - California	32 - 34	Updated	The Dental Assistant - California program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Dental Assistant - California	32 - 34	Updated	Effective with the July 31st start, the Dental Assistant - California program has minor changes to the program. See the following program pages for the updated course descriptions.
Advanced Emergency Medical Technician	35	Added	The Advanced Emergency Medical Technician program has been added to the Las Vegas campus. See the following program pages for the program outline and course descriptions
Medical Administrative Assistant	N/A	Added	The Medical Administrative Assistant program has been added to the Online programs. See the following program pages for the updated course descriptions.
Medical Assistant	38 - 41	Updated	The Medical Assistant program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Medical Assistant - Washington	N/A	Added	Effective with the July 31st start, the Medical Assistant - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.
Pharmacy Technician	47 - 60	Updated	The Pharmacy Technician program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Pharmacy Technician - Washington	N/A	Added	Effective with the July 31st start, the Pharmacy Technician - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.
Phlebotomy Technician	61	Updated	After the June 19, 2024 program start, the Phlebotomy Technician program will be discontinued on the San Marcos campus.
Practical Nursing	52 - 54	Updated	Effective with starts after October 1, 2024 the Practical Nursing program was updated; Sequence I courses are now a prerequisite for Sequence II.
Sterile Processing Technician	55 - 57	Updated	The Sterile Processing Technician program has been added to the Seattle campus.
Diagnostic Medical Sonography	72 - 75	Added	The Diagnostic Medical Sonography program has been added to the San Antonio campus. See the following program pages for the program outline and course descriptions.
Diagnostic Medical Sonography	72 - 75	Added	The Diagnostic Medical Sonography program has been added to the Renton and Tucson campus. See the following program pages for the program outline and course descriptions.
Occupational Therapy Assistant	87 - 90	Updated	The Occupational Therapy Assistant program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Ophthalmic Medical Technician	N/A	Updated	The Ophthalmic Medical Technician program has updated the OPH 115 Patient Services course description. See the following program pages for the updated course descriptions.
Ophthalmic Medical Technician	N/A	Removed	The Ophthalmic Medical Technician program has been discontinued.
Paramedic	91	Updated	Effective with the October 23, 2024 start, the Paramedic program has updated the qualifying credits for the program; applicants must now provide proof of EMT certification to be eligible to enroll in the program. See the following program pages for the updated admission requirements and program outline.
Physical Therapist Assistant	94 - 97	Updated	The Physical Therapist Assistant program has updated the course prerequisites. See the following program pages for the updated course descriptions.
Physical Therapist Assistant	94 - 97	Updated	The Physical Therapist Assistant program has minor changes to the program. See the following program pages for the updated course descriptions.
Radiography - Bridge	102-104	Updated	Effective with the August 28, 2024 start, the Radiography-Bridge program will have minor changes to the program. See the following program pages for the updated course descriptions.
Respiratory Therapy - Albuquerque Campus ONLY	N/A	Updated	The Respiratory Therapy program- Albuquerque campus has updated the program outline, reducing the length of each semester but adding a semester, which increases the length of the program . See the following program pages for the updated course descriptions.
Respiratory Therapy	105 - 108	Updated	The Respiratory Therapy program has updated the program outline, reducing the length of each semester but adding a semester, which increases the length of the program . See the following program pages for the updated course descriptions.
Surgical Technology	114 - 116	Updated	The Surgical Technology program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.

## Program Information

### Addendum to the 2024-2025 Catalog published January 2024

Veterinary Technician	120	Corrected	The VTT 262 course description has been moved from under the Professional Sequence V to under the Externship sequence.
Bachelor of Science in Health Care Administration	126-128	Updated	Effective with the October 23, 2024 start, the Bachelor of Science in Health Care Administration program has minor changes related to qualifying credits for admission into the program. See the following program pages for the updated course descriptions.
Bachelor of Science in Nursing (RN to BSN)	129 - 131	Updated	Effective with the January 3, 2025 start, the RN to BSN program has been updated, increasing the number of credits required for admission into the program while reducing the number of credits earned in the program, which also resulted in a reduction of semesters. The overall credits for the bachelor degree program has remained the same.
Bachelor of Science in Radiologic Sciences	135 - 137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes for the admissions requirements to the program. See the following program page for the updated information.
Bachelor of Science in Radiologic Sciences	135-137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes to the program course outline and course descriptions. See the following program pages for the updated information.
Bachelor of Science in Radiologic Sciences	135 - 137	Updated	The Bachelor of Science in Radiologic Sciences program has minor changes to the program course outline and course descriptions, and now includes two tracks. See the following program pages for the updated information.
Bachelor of Science in Respiratory Therapy	138-140	Updated	The Bachelor of Science in Respiratory Therapy program has minor changes to the program course outline and course descriptions, and now includes two tracks. See the following program pages for the updated information.
Bachelor of Science in Respiratory Therapy	138-140	Corrected	The RES 450 course and EDU 450 course descriptions have been corrected.
Bachelor of Science in Respiratory Therapy	138-140	Updated	The Bachelor of Science in Respiratory Therapy program has minor changes to the program course outline and course descriptions. See the following program pages for the updated information.
Master of Science in Organizational Leadership - Health Care Administration and Public Health Administration Specialization	141 - 148	Updated	The Master of Science in Organizational Leadership program (both specializations) have minor changes to the course prerequisites. See the following program pages for the updated course descriptions.