PRISM
CAREER INSTITUTE

SCHOOL CATALOG

Volume 33
November 2026

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This Catalog, including the Catalog Addendum, is the Official Publication of Prism Career Institute and is subject to revision at any time. It is not a binding contract. Prism Career Institute reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision, or requirement described within the Catalog at any time and without prior notice. Prism honors tuition and fee amounts listed on any fully executed enrollment agreement while the student is enrolled. Students should read carefully and understand fully the policies, rules, and regulations contained herein. This catalog is true and correct in content and policy.

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Mission
The mission of Prism Career Institute is to empower students with skill-based training which will allow them to pursue entry-level employment in practical nursing and healthcare fields.

Vision
Prism Career Institute will be the career school of choice in the communities we serve.

Core Values
The Core Values of Prism Career Institute are:

- To provide quality, relevant, and effective instruction to our students in various formats
- To assist our graduates in finding employment opportunities with meaningful career potential
- To provide employers opportunities to assist in shaping our curricula consistent with the needs of the workplace
- To develop credibility with employers
- To meet all standards established by our State agencies, accrediting bodies, and the U.S. Department of Education
- To offer programs that meet evolving societal and workplace needs
- To integrate emerging technologies into the institution's programs and services
- To provide our faculty and staff with professional growth opportunities
- To maintain high completion, placement, and certification exam pass rates

School Ownership and History
Prism Career Institute is owned by PrisMed of South Jersey, Inc., a wholly owned subsidiary of Prism Education Group, Inc. In 2004, PrisMed of South Jersey acquired the Academy of Computer Careers in New Jersey and renamed it Prism Career Institute. In November 2004, Prism Career Institute opened the Philadelphia campus located at 8040 Roosevelt Boulevard, where it has been in continuous operation, providing quality career training. In 2005, Prism established two campuses in New Jersey, in Cherry Hill and in West Atlantic City, where they continue to provide career training in occupations in demand in the communities they serve.

Location and Facilities
Prism Career Institute's Philadelphia main campus is located at 8040 Roosevelt Blvd. in Northeast Philadelphia. The 26,712-square-foot facility offers students multiple classrooms, Practical Nursing and Medical Assistant labs, computer labs, a student break room, a student resource room with computers and Internet access, and administrative offices. The campus is handicap accessible. The campus is conveniently located near public transportation, and public parking is available.
The Cherry Hill branch campus is located at 3 Executive Campus, Suite 280, on Route 70 in Cherry Hill, New Jersey. The 20,600-square-foot campus offers multiple classrooms, computer labs, dedicated training labs for the Practical Nursing and Medical Assistant programs, a student resource room, and administrative offices. The campus is handicap accessible and is conveniently located near public transportation, with public parking available.

The West Atlantic City (Egg Harbor) branch campus is in the Bayport One Building, 8025 Blackhorse Pike, Suite 250, W. Atlantic City, New Jersey. This 9,275-square-foot facility has multiple classrooms and medical labs for the Medical Assistant programs, computer labs, a break room for students, administrative offices, and a resource room with Internet access for students. The campus is handicap accessible, and there is ample parking available.

Licensing, Accreditation, and Agency Approvals

Prism Career Institute's Philadelphia Campus is licensed by the Pennsylvania State Board of Private Licensed Schools in accordance with 22 Pa. Code§73.122(12)(ii) and is institutionally accredited by the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW Washington, DC 20036, Telephone: (202) 955-1113.
The Practical Nursing program is approved by the Pennsylvania State Board of Nursing. The Medical Assistant–hybrid program is approved by the Pennsylvania Department of Education, State Board of Private Licensed Schools.

Prism Career Institute's Cherry Hill and West Atlantic City, New Jersey, campuses are licensed by the New Jersey Department of Labor and Workforce Development and accredited by the Accrediting Council for Continuing Education & Training (ACCET). The Practical Nursing program is approved by the New Jersey State Board of Nursing.
Prism Career Institute is approved by the U.S. Department of Education, which allows the school to participate in federal financial aid programs under Title IV of the Higher Education Act. The school is also approved by the state-approving agency for enrollment of those eligible to receive Veterans Educational Benefits.

Scheduled Start Dates

Prism publishes a program start calendar as an addendum to this catalog. Start dates are subject to change. For the most current information, contact a Prism Campus Admissions Representative.

School Holidays

New Year's Day – Thursday, January 1st, 2026
Martin Luther King Day – Monday, January 19th, 2026
President's Day – Monday, February 16th, 2026
Memorial Day – Monday, May 25th,2026
Juneteenth – Friday, June 19th, 2026
Independence Day –Friday, July 4th,2026
Labor Day – Monday, September 7th, 2026
Thanksgiving – Thursday & Friday November 26th and 28th, 2026
Christmas – Friday, December 25th, 2026

When instructional time is impacted by scheduled holidays or approved school closures, Prism may require make-up instructional time to ensure completion of required clock hours. The format and scheduling of any make-up time will be determined by the institution and communicated separately to students and faculty.

School Closing Due to Inclement Weather

Prism Career Institute may close or delay opening due to inclement weather. Closure and delay information will be communicated through local media and school communications. Instructional time lost due to weather-related closures may be made up through adjusted schedules or extended instructional hours, as determined by the institution.

Hours of Operation

Campus administrative offices are open Monday to Friday, from 8:30 a.m. to 5 p.m. Daytime classes are held Monday to Friday from 8 a.m. to 5 p.m., and clinical training sessions are held from 7 a.m. to 5 p.m. Evening classes are held Monday to Thursday from 5 p.m. to 10:30 p.m., and Saturday or Sunday classes are typically held between 7 a.m. and 5:30 p.m., although hours may vary depending on schedules.

Faculty, Staff, and Advisory Board

Prism publishes a catalog addendum listing the names and titles of administrative staff and nursing education administrators.

Campus Class Sizes

Class sizes are structured to support an effective learning environment. For theory classes, class size is typically capped at 40 students; however, sections that include repeating students or additional instructional support may exceed this number. For Practical Nursing clinical classes, the student-to-teacher clinical ratio is 15:1 in both Pennsylvania and New Jersey. Laboratory class ratios are generally 20:1 but may vary based on instructional needs. For Medical Assistant laboratory sessions, the student-to-teacher ratio generally does not exceed 20:1.

Admissions Information

General Admission Requirements

Prism Career Institute considers applicants for admission based on the following criteria:

1. Must be 18 years of age or older to attend.
2. High School diploma or GED – Prospective students must sign an attestation stating that they have either a high school diploma or GED (high school equivalency) certificate from an institution recognized by the U.S. Department of Education, **and** prior to starting classes must provide a copy of a high school diploma or a GED, high school transcript, and/or written certification by a cognizant authority for home-schooled students.
3. Completion of Admissions Interview – Applicants must meet with an Admissions Representative and be recommended to apply based on satisfactory completion of an interview. All admissions representatives are on campus, and all interviews will be conducted there.
4. Applicants must achieve a minimum passing score on an entrance assessment administered by the school. Entrance assessments may be developed by the institution or by an independent testing organization and are intended to evaluate academic readiness for the selected program. TEAS scores for Practical Nursing applicants are valid for one (1) year from the test date, and applicants are limited to three (3) TEAS attempts. Entrance assessments and minimum passing scores are as follows:

    - Medical Assistant, all campuses – Medical Assistant Reading Comprehension Entrance Assessment: Minimum passing score of 19 out of 25 correct responses. The assessment evaluates reading comprehension and academic readiness for the program.

    - Practical Nursing – Philadelphia Campus:
      ATI TEAS Exam: minimum score of 48 – Effective for all new Enrollments on or After 11/1/26.
      The entrance exam re-test requirements are as follows:
        i. After a first attempt, an applicant may re-test after 48 hours
        ii. After a failed second attempt, an applicant must wait 14 days to re-test
        iii. After a third attempt, an applicant must wait 12 months to re-test

Program-Specific Admission Requirements

In addition to the general admission requirements stated above, the Practical Nursing program has the following entrance requirements and costs for them:

Prism Career Institute utilizes CastleBranch, a secure third-party compliance management platform, to collect and track required student documentation, including criminal background checks, Child Abuse Clearance, fingerprinting, and health records (where applicable). Students will receive instructions on how to access CastleBranch after enrollment

- Admissions TEAS entrance exam - $45.00 for each attempt
- All applicants must submit to a criminal background review
- Pennsylvania applicants must pass a child abuse clearance*

*Clearance must be submitted no later than the start of Term 2

Admissions Procedures

Prospective students interested in admission to Prism Career Institute will perform the following procedures:

1. Applicants complete an initial questionnaire to provide pertinent background information.
2. An admissions representative interviews each applicant to evaluate goals, expectations, and to determine if the program of study meets the applicant's interest, educational level, and personal circumstances.
3. Each applicant will take a tour of the campus with an Admissions Representative. The tour may include an opportunity to meet staff and faculty, if possible.
4. A school entrance exam, as described in the Admissions Requirements, is administered, and students who achieve a passing score will be considered for admission.
5. The applicant meets with a Financial Aid Representative to determine financial aid eligibility and to develop a plan for financing their education, including a personal payment plan if necessary.
6. An enrollment agreement is completed and signed by the student. The enrollment agreement contains details of the student's enrollment intention, including the program of study, start and end dates, tuition and fees, payment plan, and other necessary information. The student will pay the Registration Fee at this time.
7. The Admissions Acceptance Committee will review all applicants and evaluate each applicant's ability to succeed in the program. A personal interview may be scheduled. All applicants who have previously attended a post-secondary institution program but did not complete that program may be required to submit a statement indicating the reasons the applicant did not complete the program.
8. If accepted for enrollment, the student will receive written notification of acceptance from the school by an authorized representative of the school, which will include the enrollment agreement signed by the school administration.
9. Clinical or extern sites may require a drug test or Covid vaccination for clearance to enter their facility as part of the educational training.
10. **For Practical Nursing Program:** After enrollment, the applicant must complete and submit the required and completed health forms, which include, but are not limited to, physical examination and proof of required immunizations, including a 2-step PPD within the first 21 days of class. These documents must be submitted through CastleBranch, the school's secure compliance management system.

    For the Medical Assistant hybrid program: After enrollment, the applicant must complete and submit the required and completed health forms. All Medical Assistant students must have begun the Hepatitis B Vaccine series prior to the first day of class. All students who have already completed the Hepatitis B vaccine series are required to have a Hepatitis B surface antibody titer (Blood Titer) to confirm immunity. For students who have just begun the Hepatitis B series, a titer is required 30 days after completion of the

series. Failure to do so will result in termination from the program. Some externship sites may require other vaccines, including the COVID-19 vaccine. All required documentation must be submitted through CastleBranch, the school's secure compliance management system.

Vaccination - Students who do not have current vaccinations may be prevented from participating in rotations at clinical or externship sites during their enrollment, based on the policies of the clinical or externship sites that Prism utilizes for training. Preventing a student from attending a clinical rotation or externship site may impact a student's ability to complete their academic program and/or limit employment in the field upon graduation. For that reason, the failure to have current vaccinations may result in a student being unable to complete the academic requirements to qualify them for graduation. To enroll, the school requires a student to provide a written disclosure stating that they are aware of the vaccination limitations required to meet their program's graduation requirements.

Conditions Adversely Affecting Graduate Employment

Practical Nursing students are required to have a Criminal History Background Check (CHBC) and a Child Abuse Clearance. Students enrolled in the Practical Nursing program must have a criminal background check on file to participate in clinical experience(s). Clinical sites may independently review checks on nursing students and decide whether a student may participate in clinical experiences. The existence of a criminal history does not automatically disqualify a student from continued enrollment in the program. Consideration may be given to the date, nature, number of convictions, the relationship the conviction has to the role and responsibilities of nursing, and efforts towards rehabilitation. Examples of criminal behavior (convictions, guilty pleas, or judicial findings of guilt) that may result in the refusal of a student from training at clinical sites include but are not limited to, assault, battery, drug abuse and/or distribution, homicide, manslaughter, kidnapping, sexual assault, arson, domestic violence, child endangerment, theft, fraud, and DUI. If a student is unable to continue in the Practical Nursing program due to repeatedly denied clinical placement based on CHBC information, the student will be dismissed from the nursing program.

The student has the responsibility to notify the Nursing Program of any change in his or her background status. A criminal background check is required for licensure application by the State Board of Nursing. Failure to disclose all previous criminal convictions, other than minor traffic violations, will be considered falsification of records and may result in dismissal from the program. Prism Career Institute will not reimburse any tuition or monies paid to it when a student leaves the program because of having committed either disclosed or undisclosed offenses described in any paragraph of this catalog section – Conditions Adversely Affecting Graduate Employment.

Practical Nursing applicants must be aware of the requirement for all healthcare practitioners to complete an additional criminal history background check for both initial licensure and licensure renewal in New Jersey and Pennsylvania. Prospective students must understand that the authority to permit a person to take the practical nursing licensing examination in Pennsylvania and the authority to grant a license to practice as a practical nurse in New Jersey are vested in each state Board of Nursing. Prism Career Institute cannot and does not make any representations or guarantees regarding a student's ability to obtain a license as a Practical Nurse or to obtain employment.

Medical Assistant hybrid program applicants are not subject to a Criminal History Background Check as a condition of admission acceptance or to test for certifications that can be earned at the graduate's option. Employers of Medical Assistants may require a CHBC and may base their hiring decisions upon the results of that report. Prism Career Institute cannot and does not make any representations or guarantees regarding a

student's ability to obtain employment as a Medical Assistant.

It is important to be aware that graduates of the Practical Nursing and Medical Assistant programs who have not received, or are not current with, the standard vaccines, may be prevented from employment or have limited employment opportunities in health facilities, depending on individual healthcare provider policies.

Tuition Costs and Fees

Each student is responsible for all tuition and fees for his or her program of study. Students are required to meet with a Financial Aid Representative prior to the start of the program to arrange financing for their education.

A Schedule of tuitions, books, supplies, and fees for all programs is available in the School Catalog Addendum. The School Catalog Addendum is available as an attachment to this catalog, on the school website at www.prismcareerinstitute.edu, or from a Campus Admissions Representative. Prism accepts payment by the following methods: Cash, Check, Visa, MasterCard, Discover Card, and American Express. The terms of payment are specified on the student's Enrollment Agreement and in additional agreements that may be made with the student's financial aid office.

Laptop Requirements

All Prism students are required to have their own laptop computer to access student records, participate in interactive distance learning courses and materials, conduct research, use e-books and the e-library, take examinations, and communicate with faculty and administration. Student laptops must be in good working condition, free of viruses, malware, and spyware, with working wireless access, camera, and microphone. They must meet the following minimum hardware and software requirements:

- Operating system - Windows 11 or later or macOS 12 or later
- Hard Drive – 64 GB or greater
- Processor – Intel i3 or AMD equivalent or greater
- Memory (RAM) – 2.2 GHz CPU or greater with a minimum of 8 GB RAM
- Supported browsers required by course platforms (Chrome, Edge, Safari, or Firefox, as applicable)
- Active anti-virus software
- Ability to install required software, including secure testing and simulation applications.

Students are not required to buy a new laptop. If you plan to use an existing laptop, please ensure it meets these requirements. Laptops can be purchased from any reputable retailer.
Chromebooks, tablets, and cell phones are not acceptable options because they are incompatible.

Financial Assistance

Prism Career Institute participates in several United States Department of Education Title IV Financial Aid programs and other financial assistance programs that can help students cover the cost of their education. Each student seeking financial aid is required to meet with a member of the Financial Aid Office, during which the student's eligibility is evaluated and a personalized financial plan is developed. All students are eligible to apply for financial aid through a variety of federal and supplemental programs.
For more information about federal financial aid, please visit https://studentaid.gov/. To apply for financial aid, applicants must submit the Free Application for Federal Student Aid (FAFSA). A link to the electronic application is available through the school's website, or students can go directly to the FAFSA site (https://studentaid.gov/), where step-by-step instructions are provided. Students are responsible for completing and submitting all

applications in a timely manner, with supporting documentation. Certain situations may require that the applicant submit additional documentation. The Financial Aid Office assists students in the application process.

Financial Aid Programs

Prism Career Institute participates in the following financial assistance programs:

Federal Pell Grants

Pell Grants are awarded to eligible undergraduate students who have not earned a bachelor's degree. To determine eligibility, the U.S. Department of Education uses a standard formula to evaluate financial need. Unlike loans, Pell Grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need. FSEOG will be awarded to students with the lowest EFC (Expected Family Contribution) and qualifies to receive the Federal Pell Grant. The amount of the grant and the number of students who may be awarded this grant will be based on the availability of funds from the U.S. Department of Education.

Federal Direct Loans:

- **Subsidized**

  Students may be eligible based on need. The subsidized loan has a fixed interest rate. The federal government pays the interest on the loan while the student is in attendance at least halftime. Repayment begins six months after the last day of attendance or once the student falls below half- time status.

- **Unsubsidized**

  Available to dependent and independent students who need additional assistance to help pay their education costs. The student is responsible for the interest payments on the loan while in school. The interest rate is fixed, and repayment begins six (6) months after the last day of attendance or once the student falls below half-time status.

Federal Parent Plus Loans

Federal loans are available to parents of dependent students. Parents can borrow up to the cost of attendance, less other financial aid received. Approval is based on the parent(s) credit history, and repayment begins sixty (60) days from the last disbursement of the loan.

Supplemental Assistance Programs

Prism Career Institute will assist students with supplemental assistance programs, including:

- **Veterans' Educational Benefits**

  Prism Career Institute is approved for the training of veterans and eligible veterans' dependents in programs approved for Veterans' Educational Benefits. Eligibility for Veterans' Educational Benefits varies by program and campus. Students should contact the School Certifying Official to confirm whether their selected program is approved before enrolling.

  Covered individuals must provide to the School Certifying Official the Certificate of Eligibility, including the statement of benefits obtained from the Department of Veterans Affairs. Eligible students must maintain

satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

For details on the Prism Satisfactory Academic Progress policy, see page 25 of this catalog.

Prism Career Institute complies with the Veterans Benefits and Transition Act of 2018. No student eligible for benefits under the VA's program will be denied access to classes, subject to late fees, or required to borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

- **Agency Funding**
  Prism Career Institute is approved for participation in several educational programs offered by various agencies. Information can be obtained from the agencies themselves or from the school's Financial Aid Office.

- **Student Payment Plans**
  A student payment plan option is available for students who have balances remaining after all other financial aid options have been exhausted. Approval may be based on credit history and co-borrowers may be required. Students making cash payments can arrange for a convenient payment plan over the course of their enrollment. Minimum payment amounts are required but may extend beyond the expected graduation date. Loan payments will be due on dates designated within the payment plan, which is an addendum to the Enrollment Agreement. There are no fees associated with a student payment plan but an interest rate of 6.99%-9.99% will be charged. All payment arrangements must be discussed with the Financial Services office prior to registration.

  The student must remain current on their plan payments to remain in good standing at the school and to be eligible to graduate. If payment is not made by the date due, the student may be suspended from class.

  Period of Obligation: All tuition is due and payable on the first day of the period of obligation as outlined in the payment period chart below. Regardless of the student's funding source, all tuition must be paid in full thirty (30) days prior to the end of the period of obligation. PCI reserves the right to withhold a grade report, diploma or transcript until all academic and financial requirements for the program have been met. Failure or withdrawal from a course does not give the student the right to repeat the course without additional charges. A student who voluntarily withdraws from, or is terminated by, the school after starting classes is obligated to pay tuition and fees in accordance with the refund policy for the appropriate payment period in the chart below.

Schedule of Obligation by Payment Periods

Practical Nursing Payment Periods Clock Hours (1500-hour version)		**Medical Assistant** Payment Periods Clock Hours	
1st Payment Period 1-450	2nd Payment Period 451-900	1st Payment Period 1-360	2nd Payment 361- 720
3rd Payment Period 901- 1200	4th Payment Period 1201-1500		

Failure to remit tuition fees within the payment period may result in termination from the program.

Students expecting to use loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the school and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges.

Title IV Credit Balance Authorization

As part of the financial aid packaging process, students complete a Credit Balance Authorization Form. This form allows students to choose how any Title IV credit balance on their account will be handled, including the option to:

- Receive a refund of the full credit balance within 14 calendar days,
- Authorize Prism Career Institute to hold the credit balance until the end of the loan or payment period, or request that some or all of the credit balance be returned to their federal loan servicer to reduce student loan debt.
- Students may change or rescind this authorization at any time by submitting a written request to the Financial Aid Office.

Borrower Rights and Responsibilities

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan.
- The interest rate.
- When the student must start repaying the loan.
- The effect borrowing will have on the student's eligibility for other types of financial aid;
- A complete list of any charges the student must pay (loan fees) and information on how the charges are collected.
- The yearly and total amounts the student can borrow.
- The maximum repayment periods and the minimum repayment amount.
- An explanation of default and its consequences.
- An explanation of available options for consolidating or refinancing the student loan; and
- A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving Prism Career Institute (PCI):

- 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).
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment.
- If the student has FFELP loans, 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.
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default.
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according

to the terms of the note.

- Make payments on the student loan even if the student does not receive a bill or repayment notice.
- If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted.
- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half- time status, changes his/her name, address, or Social Security Number, or transfers to another institution.
- Receive entrance counseling before being given the loan disbursement and to receive exit counseling before leaving school; and
- Know that student loans are not dischargeable in bankruptcy. Past due payments may affect future federal aid and applications for federal employment as well as the student's credit rating or credit scores.

Eligibility Requirements

In general, an applicant to Prism Career Institute is eligible to apply for Federal Title IV financial assistance if the following criteria are met:

- Be a United States citizen or eligible non-citizen.
- Have a valid Social Security Number
- Have financial need, except for some loan programs.
- Have a high school diploma or General Equivalency Diploma (GED)
- Be enrolled or accepted for enrollment as a regular student working toward a diploma or degree in an eligible program.
- Make satisfactory academic progress as outlined in the school policies herein.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Have completed the number of hours paid by federal financial aid, if applicable, for the previous term/ semester.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Have not exceeded the aggregate loan limits for your student status or have not previously received the maximum aid allowed for the current award year.
- Register with the Selective Service, if required.
- For the Pell Grant program eligibility, you may not have previously earned a bachelor's degree.
- For the Direct Loan program, you must attend at least half-time (12 clock hours per week)

Applicants under the age of 24 are considered dependent under federal definitions and must have parental participation in completing financial aid forms and the financial aid process.

An applicant has the right to appeal all financial aid decisions. Such appeals must be in writing and submitted to the Director of Financial Aid within 10 calendar days of the decision date. The Financial Aid Director and the Campus Director will review all appeals and inform the applicant of the school's decision within 30 calendar days of the receipt of the appeal.

Definition of Financial Need

Financial need is defined as the difference between the cost of attending school and the student's (and/or the family's) expected family contribution (EFC). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts the determination of the EFC, based on federal guidelines. The School's Financial Aid Director or staff then determines the student's Cost of Attendance, using nationally

approved living expense guidelines. The federal need formula can be stated as follows:

- Cost of Attendance – EFC = Financial Need

Student Cost of Attendance

The Cost of Attendance (COA) at Prism Career Institute estimates the educational expenses for one academic year. It includes both direct costs (such as tuition, fees, and registration charges) billed by the school and indirect costs (such as books, supplies, transportation, living expenses, personal expenses, and average federal loan fees).

Tuition and fees are assessed per academic year, while indirect expenses are based on nationally recognized cost-of-living standards. These estimates vary depending on program length, enrollment status, and whether a student lives independently or with parents.

Prism Career Institute establishes the COA annually in accordance with federal regulations (34 CFR 668.42) and reviews it each year for accuracy. Students with unusual circumstances affecting their educational costs may request a review of their individual COA under the school's Professional Judgment policy.

Current COA figures are available at:
www.prismcareerinstitute.edu/consumer-information

Financial Aid Received Prior to Attending Prism Career Institute

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to the disbursement of funds. Therefore, Prism Career Institute will review all financial aid disbursed by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit available eligibility at Prism Career Institute.

Requirements for Citizenship Verification

If a student is an eligible non-citizen for Federal Title IV aid purposes, a database match will be conducted to determine the student's eligibility status with the Department of Homeland Security (DHS). If DHS is unable to complete the match, i.e., the Social Security number, name, and birth date, the student will be asked to submit additional documentation. Students are not eligible for financial aid until citizenship verification is complete. Non-immigrant foreign students will be enrolled only under an M visa, consistent with federal requirements.

Requirements for Financial Verification

A percentage of all students applying for Federal Financial Aid are selected for a process called Verification. Prism will notify you if your application is selected for Verification. If you are notified, please submit the Verification documentation requested by Prism's Financial Aid Office as soon as practicable, but no later than 21 days from the date of notification. Applicants may be required to submit copies of their tax transcripts and, for those who are dependent, their parents' tax transcripts. Failure to submit the requested documentation will jeopardize your Financial Aid. A student's anticipated financial award may be adjusted as determined by the Verification results.

Professional Judgment and Special Circumstances

Students with unusual or special circumstances affecting their financial aid eligibility may request a review under

the school's Professional Judgment policy. Details on eligibility, documentation, and the review process are available from the Financial Aid Office.

Conflicting Information & Fraud Prevention
The school follows federal regulations for identifying and resolving conflicting information and for referring suspected fraud to the U.S. Department of Education's Office of Inspector General. The full policy is available from the Financial Aid Office.

Correction to Information
If it becomes necessary to correct any of the information on an ISIR as a result of verification or another documentation process, the Financial Aid Department will note the corrections on the current ISIR and submit the corrections electronically to the U. S. Department of Education. A new ISIR, showing the corrected information, is then generated. Applicants may be required to verify correctness and sign the revised ISIR.
If the applicant becomes ineligible for a Federal PELL Grant or other Federal Title IV aid because of the corrections in his/her information, the applicant will be notified by the Financial Aid Department. If corrections result in a change in eligibility, the applicant will be so advised, and a revised Financial Plan will be developed for the applicant's review and approval.

Renewal Applications
Students applying for a second academic year of financial aid must complete all required applications and submit additional paperwork, as necessary, when requested by the Financial Aid Department. Failure to do so could result in the student being required to make cash payments to the School or being dismissed from Prism Career Institute.
Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Loan Default Prevention
Students are responsible for repaying, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.
Some helpful hints on avoiding delinquency are as follows:

a. Send your payment each month even if you haven't received a bill.
b. Send in larger or additional payments to reduce the amount of interest you pay on the loan. Be sure to indicate if you want the extra amount applied to the principal or used as a future payment.
c. Remember that overpaying one month does not mean that you can skip or reduce next month's payment.
d. Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to work out an alternative plan.
e. Know your deferment rights. After sending in the necessary forms, follow up with your lender/servicer to confirm that your loan(s) have been deferred.
f. Understand your rights and responsibilities under each loan program. Keep all paperwork such as promissory notes, lender correspondence, canceled checks, etc.
g. Always call to resolve a discrepancy. Never ignore correspondence or requests for payment from your lender/servicer.
h. If you do default on your loan(s) despite all the arrangements available to prevent this from happening, you can expect all or some of the following repercussions:
    - Your status may be reported to a national credit bureau and have a negative effect on your

credit rating for seven years.
- You may lose deferment possibilities.
- Your wages may be garnished.
- Your federal and state income tax refunds may be withheld.
- You may be ineligible to receive any further federal or state financial aid funds.
- The entire unpaid amount of your loan, including interest and cost of collection, may become due and payable immediately.

Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

Financial Aid Ombudsman

The school's financial aid staff reviews with student borrowers the availability of the Department of Education's Office of the Ombudsman during exit advising. Borrowers are advised that if they have a dispute regarding a student loan that cannot be resolved through normal communication channels with their loan servicer, they may contact:

U. S. Department of Education FSA
Ombudsman Group
830 First Street, N. E., Mail Stop 5144
Washington, D.C. 20202-5144
Via online assistance: http://studentaid.gov/repay-loans/disputes/prepare Via telephone: (877)557-2575 Via fax: (202)275-0549

Return of Title IV Funds Calculations

A student who officially withdraws, unofficially withdraws, or is dismissed from the institution and has received Title IV funding may require a Return of Title IV (R2T4) calculation to determine the amount of federal financial aid earned and the amount, if any, that must be returned to the U.S. Department of Education.

A percentage of unearned institutional charges is determined by dividing the number of clock hours the student attended by the total number of clock hours in the student's current payment period.

In some cases, withdrawing students may have to repay a portion of the Federal Pell Grant or Direct Loan funds received. Each case is determined on an individual basis, and students may contact the Financial Aid Office to discuss the impact of withdrawal on their financial aid eligibility.

Certain students who withdraw during the institution's cancellation period may qualify for a Return of Title IV withdrawal exemption in accordance with applicable federal regulations and institutional policy. Eligibility for any exemption will be determined by the Financial Aid Office based on the student's individual circumstances and withdrawal date.

• For students withdrawing after 60% of their academic payment period, no return of Title IV funds is required, and the student is considered to have earned 100% of the Title IV aid for that payment period.

• For purposes of Return of Title IV calculations, the withdrawal date is the student's last date of academically related activity or as otherwise determined in accordance with applicable federal regulations.

• The return of funds upon withdrawal is distributed in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. The Student

The school adheres to federal regulations regarding the Return of Title IV Financial Aid. In accordance with these regulations, a student who discontinues training prior to graduation may owe funds back to the federal government.

Cancellation and Refund Policy

Institutional charges are subject to the Cancellation and Refund policy. Tuition is charged on a programmatic basis in the student's selected program. Each student is on a continuing enrollment basis and is therefore only obligated for the period of enrollment they attend. The Books/Supplies fee includes certain books and supplies that are not returnable or refundable, once distributed. The textbook charge includes the textbooks for the entire program. If a student withdraws, only the cost of textbooks the student has received will be included in the total cost of attendance for Title IV refund calculations. Students will be issued a refund for all textbooks not distributed.

Refunds of tuition, regardless of whether the student withdrew or dismissed, are based on the duration of a student's period of enrollment, calculated through the last date of attendance. Prism Career Institute's period of enrollment is equal to the financial aid payment period.

If a student requests withdrawal or is dismissed from Prism Career Institute after entering and commencing training, the student may be entitled to a refund of monies paid, in accordance with all current Local, State, and Federal regulations.

Prism Career Institute calculates both the appropriate State Refund Policy and the Accrediting Council for Continuing Education & Training Refund Policy and awards the refund that is most favorable to the student.

Pennsylvania Campus Location (Philadelphia)

In the event an applicant is not accepted, a full refund of all monies paid will be made to the applicant.

Cancellation Before the Start of Class: All advance payments made by the applicant will be refunded if the school rejects the applicant or if the applicant cancels enrollment within five (5) business days after signing the agreement, even if instruction has begun. These refunds will be made within 30 days of a student's notification to the school or the student's last date of recorded attendance.
Cancellation After the Start of Class: Students who are dismissed or withdraw during the first 21 days of their program will be considered a cancellation. A refund will be made for all payments to the student and/or the applicable funding source less the registration fee.
If a student withdraws from classes after the 21-day cancellation period, the following refund policy shall apply:

a. For programs of six weeks or longer duration, the school will retain the Registration Fee and the following formula for tuition refunds, based on the clock hours of the program using the following percentages:
    1. For a student withdrawing from or discontinuing the program after the first 21 calendar days, but within the first 25% of the first term (payment period), the tuition charges refunded by the school

shall be at least 55% of the tuition for the term.

2. For a student withdrawing or discontinuing after 25% but within 50% of the term (payment period), the tuition charges refunded by the school shall be at least 30% of the tuition.
3. For a student withdrawing from or discontinuing the program after 50% of the term (payment period), the student is entitled to no refund.

New Jersey Campus Locations (Cherry Hill and West Atlantic City)

In the event an applicant is not accepted, a full refund of all monies paid will be made to the applicant.

Cancellation Before the Start of Class: All advanced monies paid by the applicant will be refunded if the school rejects the applicant, or if the applicant cancels the enrollment within five (5) business days after signing the agreement, even if instruction has begun.

Cancellation After the Start of Class: Students who wish to cancel during the first 21 days of their program will be considered for a cancellation. A refund will be made for all payments to the student and/or the applicable funding source less the registration fee.

After the 21-day cancellation period, in calculating refunds, the following shall apply:

a. For full-time attendance in programs exceeding 300 hours in length, the school may retain the Registration Fee plus:
    1. Forty-five percent of the total tuition if withdrawal occurs after 21 days but prior to the completion of 25% of the program
    2. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
    3. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50% percent of the program.
b. For part-time attendance in programs over 300 hours in length, the calculation of the amount the school may retain in addition to the Registration Fee shall be:
    1. Forty-five percent of the total tuition if withdrawal occurs after 75 hours but prior to the completion of 25% of the program;
    2. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
    3. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the program.
c. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
d. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student;

Accrediting Council for Continuing Education & Training (ACCET) Refund Policy

If an applicant is rejected for enrollment by Prism Career Institute, a full refund of all monies paid will be made to the applicant. If Prism Career Institute cancels a program after a student's enrollment, the institution will refund

all monies paid by the student.
If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class, the institution will refund all monies paid, less the applicable registration fee.
Cancellation After the Start of Class: Students who wish to cancel during the first 21 days of their program will be considered a cancellation. A refund will be made for all payments to the student and/or the applicable funding source less the registration fee.

After the cancellation period, in calculating refunds, the following shall apply:

a. Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
b. Through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.
c. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

Delinquent Tuition Payments

Students are expected to make payments required by their school payment plan due dates. Students who fall behind in tuition payments are contacted by the financial aid office and attempts are made to collect past due balances. The student must remain current on his or her plan payments to remain in good standing at the school, to be eligible to graduate, and/or to be certified for the PN-NCLEX exam. If payment is not made by the date due, the student may be suspended from class. When a student graduates or withdraws from enrollment, a final billing statement is sent to the student. Attempts are made to collect delinquent balances, and after 180 days of non-payment, the student's account is referred to an outside collection agency.

Academic Information

Clock-Hour Definition

All programs and courses at Prism Career Institute's Philadelphia Campus and New Jersey Campuses are measured in clock hours. A clock hour is defined as a 60-minute class or laboratory session during which at least 50 minutes is instruction.

Grading Policy

Student academic achievement is measured by a system of letter grades and percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, papers, projects, and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

Prism Career Institute uses the following grading scales in its programs: For the

Medical Assistant hybrid program:

Percentages	Grade	Quality Point Value
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0

Below 70	F	0.0

For the Practical Nursing Program:

Percentages	Grade	Quality Point Value
100-90	A	4.0
89-80	B	3.0
79-75	C	2.5
Below 75	F	0.0

Numeric grades and credits are provided to allow comparison with the grading systems utilized by other institutions.

Other letter grades used by the school include:

Grade	Description	Affects Hours Attempted	Affects CGPA
Pass*	Clinical/Externship grading requirements met	Yes	No
Fail*	Clinical/Externship grading requirements not met	Yes	No
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
TR	Transfer	Yes	No
W	Withdrawn	No	No

Clinical/Externship courses are Pass/Fail; however, all work completed is graded using the above letter-grade format. The final course grade recorded on the student's transcript will be Pass or Fail.

If at any time during a course a student's grades fall below the minimum passing grade, the student may be required to meet with the instructor and/or academic leadership to develop a corrective action plan designed to support successful course completion.

Students who do not successfully complete the specified course requirements or do not achieve the specified minimum passing grade for that course will be required to retake the course and successfully pass it. Please refer to the course syllabus for specific details. **Students must receive a passing grade in all courses to graduate from the program.**

Students receive grades at the end of each course to reflect their academic achievement. A minimum grade of 70% for Medical Assistant courses and 75% for Practical Nursing courses is required to pass each course (excluding pass/fail courses). The final course grade shall be rounded to the nearest whole number. For example, a student achieving .5 or better shall be rounded up to the next higher whole number. Those scoring .4 or less shall be rounded down to the next lower whole number.

Certain Practical Nursing courses contain two components:

a) lecture/lab

b) clinical training

A student will only be required to repeat the component of the course in which they were not successful. Practical Nursing students who fail a course or courses at the completion of a specific term will not be allowed to progress to the following term until all failed courses are successfully completed.

Calculation of Grade Point Average (GPA)

Letter grades are used to calculate a Cumulative Grade Point Average (C.G.P.A.) by multiplying the credit value of each course by its Quality Point value to obtain the total quality points, then dividing that total by the total credits. Each program's quality point values are:

Medical Assistant: (4.0 for A, 3.0 for B, 2.0 for C, 0.0 for F)
Practical Nursing: (4.0 for A, 3.0 for B, 2.5 for C, 0.0 for F)

For academic purposes, the credit value for each course is calculated using the following clock-to-credit hour conversions (Carnegie Method) for lecture, laboratory, and externship/internship: 1 credit equals 15 hours of lecture, 30 hours of lab, or 45 hours of externship/clinical training.

Course Failure

A failed Course will be given a grade of "F," which is counted as clock hours attempted, but not achieved, and will have a value of zero (0) towards a student's CGPA. The course must be repeated and satisfactorily completed with 1.5 times the approved program length in clock hours. If the course is repeated, only the higher grade will be used to compute the CGPA. For further information on repeating courses, please see below.

Course Incomplete

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request, or a faculty member may recommend, a grade of Incomplete ("I") at the end of the grading period when circumstances beyond the student's control prevent completion of the required coursework by the last scheduled day of the course. To be eligible for an Incomplete, the student must:

- Be mathematically able to achieve a passing grade upon successful completion of all outstanding work.
- Be eligible to satisfy the attendance requirements necessary for successful course completion.

Requests must be submitted in accordance with institutional procedures. Approval is granted by the faculty of record in collaboration with academic leadership. After the final day of the course, no coursework will be accepted unless an Incomplete has been formally approved. Except for students enrolled in the final term of their program, all incomplete work must be resolved before the start of the next academic term. Academic Leadership may extend the completion period up to ten (10) additional calendar days. The final due date will be communicated to the student.

Students enrolled in the final term of their program may be granted an incomplete grade up to thirty (30) calendar days following the last scheduled date of the course. The student will not be eligible for graduation until the Incomplete grade has been resolved and all program requirements have been successfully completed.

If all coursework is not completed by the established deadline, a grade of zero (0) will be assigned for any outstanding work, and the final course grade will be calculated in accordance with the grading criteria published in the course syllabus. If the resulting grade requires the student to repeat the course or course component, Academic Leadership will determine the appropriate repeat term based on course availability, program sequencing, and the student's academic plan.

Hours associated with courses for which an Incomplete grade has been assigned will not be counted as attempted hours, will not earn quality points, and will not be included in the calculation of the Cumulative Grade Point Average (CGPA) until a final grade has been assigned.

Withdrawing From a Course

Students who wish to withdraw from a course must do so within the first 25% of the scheduled hours of the course. The student will receive a grade of W, which will not be used in calculating the student's CGPA and will not count toward program hours attempted for determining satisfactory academic progress.

Repeating a Course

Students who fail a course must repeat the course and earn a passing grade. Students who withdraw from a course must successfully complete the course in accordance with prerequisite and program progression requirements. All courses must be successfully completed to satisfy graduation requirements.

Only the higher grade earned in a repeated course will be used to calculate the student's Cumulative Grade Point Average (CGPA). Both the original and repeated course attempts will remain on the student's academic record.

Repeated courses are included in the calculation of Satisfactory Academic Progress (SAP) and may affect a student's academic standing, enrollment status, graduation date, and financial aid eligibility. Students are responsible for all tuition and fees associated with repeated courses (see Addendum).

Students required to repeat a course will be scheduled into the next available offering, subject to course availability, space limitations, and prerequisite requirements.

Only one course repeat is permitted. Students who are unsuccessful in the course repeat must obtain approval from the Academic Program Leadership or its designee to attempt the course a third time. Students who are not granted a third attempt may appeal the decision through the Institute's Grievance and Appeal Process.

Satisfactory Academic Progress Policy

Prism Career Institute requires all students to demonstrate Satisfactory Academic Progress (SAP) while enrolled in programs of study. In addition, satisfactory academic progress must be maintained to continue receiving Federal Financial Aid (Title IV funds) and VA Education benefits. Satisfactory academic progress is determined by measuring the students' academic progress, including both a Qualitative Measure and a Quantitative Measure.

- **Qualitative Measure**
  Students must meet minimum CGPA requirements at specific points during their enrollment to be considered making satisfactory academic progress. These will be reviewed at the end of each term, or payment period, after grades are posted to determine if the student's cumulative GPA complies.

To demonstrate satisfactory academic achievement in the Practical Nursing program, students are required to maintain a cumulative GPA of at least 2.5. Additionally, a Level 2 must be demonstrated in a Content Mastery Series Assessment at the completion of each term beginning with Term 2.
In the Medical Assistant program, a cumulative GPA of at least 2.0 in the Medical Assistant program must be achieved.

- **Quantitative Measure - Percentage of Clock Hours Completed**
  Each student must complete a minimum number of hours by the end of each SAP evaluation period. Only satisfactorily completed courses are counted as hours earned. Satisfactorily completed hours include those for which a student receives a grade other than a "W", "F", or "Fail." All courses for which a student receives a grade, whether passing or failing or a repeated course, are counted in determining the hours attempted. Transfer hours accepted for the student's program will be counted as both attempted and completed hours.

  While the Dept of Education no longer requires a separate pace calculation for clock-hour programs evaluated at each payment period, Prism Career Institute continues to monitor cumulative hours attempted to ensure completion within the 150% Maximum Time Frame, as required under federal regulation and accreditor standards.

- **Maximum Time Frame to Complete**
  All students must attempt no more than 150% of the hours in their program of study, as illustrated in the chart below:

Program	Program Clock Hours	Maximum Clock Hours Attempted
Practical Nursing	1500	2250
Medical Assistant - Hybrid	720	1080

For programs longer than one Academic Year, Prism will continue to measure each student's satisfactory academic progress at the end of each subsequent term or payment period until the end of the student's program.

Students who do not meet the requirements at any evaluation point will receive written notification from Academic Leadership or designee in the form of an academic advising plan. The student will meet with Academic Leadership or designee to create and implement an academic plan to help the student meet SAP by the next evaluation point. The plan will be signed by all parties, with the original placed in the student's academic file and a copy provided to the student.

If, at any time, it is determined that a student cannot successfully complete the program requirements or complete the required hours within the maximum timeframe of 150%, or the CGPA requirement, the student may be informed that they cannot meet the graduation requirements.

Failure to Achieve Satisfactory Academic Progress

Students failing to meet the required SAP minimums will be placed on Nursing and/or Financial Aid Warning. While on Financial Aid Warning, students will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to help them improve their academic progress. Students may only remain on Warning for one term or payment period. Students who achieve the required SAP minimums at the end of the term or payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the next term or payment period must follow the appeals procedures stated within this policy to be placed on Nursing and/or Financial Aid Probation; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be

eligible for Title IV Federal Financial Aid and VA Education benefits.

Academic and Financial Aid Probation
Students who are granted a satisfactory academic progress appeal will be placed on Nursing and/or Financial Aid Probation. Students on Probation will receive an academic advising plan to help them improve their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on probation will remain eligible for Title IV Federal Financial Aid. Students may remain on for only one term. A student who achieves the required SAP minimums at the end of the term or payment period, where he or she is on Nursing and/or Financial Aid Probation, will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the term or payment period where he or she is on Probation will be dismissed.

Non-Title IV Eligible
A student may remain enrolled if they can demonstrate the ability to complete the program within the program's maximum time frame, although they will not be eligible for Title IV Federal Financial Aid and VA Education benefits. Students who are Non-Title IV Eligible will receive academic advisement and an academic advising plan to help them improve their academic progress. All clock hours attempted during Non-Title IV Eligibility count towards the maximum timeframe. A student who achieves the required SAP minimums at the end of a term or payment period in which he or she is Non-Title IV Eligible will be placed back into good standing and eligible to continue receiving Federal Financial Aid (Title IV funds) and VA Education benefits.

Making an Appeal

Students who wish to continue to receive Federal Title IV funds and VA Education benefits after being placed on Nursing and/or Financial Aid Probation must file an appeal in writing. The appeal may be based on the following factors: the death or serious illness of a relative, an injury or illness of the student, or other extraordinary circumstances. The appeal must contain (1) information detailing why the student failed to make satisfactory academic progress, (2) documentation of the situation if applicable, and (3) what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. The appeal must be filed within five business days of the receipt of notice that the student has been placed on Probation.
If the student’s appeal is accepted, the student may continue to receive Federal Financial Aid and VA Education benefits for that term or payment period. Prism will inform the student of the determination of the appeal no later than 5 business days after the appeal is filed.

Graduation Requirements

Students must meet the following requirements to be eligible for graduation:

1. All required courses must be completed with a passing grade as defined above.
2. Students must achieve a cumulative grade point average of at least 2.0 (70%) for the Medical Assistant program and for the Practical Nursing program, a GPA of at least 2.5 (75%).
3. All Medical Assisting students must achieve an overall program attendance of at least 85%.
4. All PN students must achieve an overall program attendance of at least 85%
5. All financial obligations to the school and any outside agencies providing financial assistance for enrollment at the school must be fulfilled. If payment terms are extended beyond the enrollment period, students must be current on all payments scheduled through and including the graduation date.
6. Students must meet all academic requirements set forth in this catalog under Satisfactory Academic Progress.

Document Awarded at Graduation
Upon meeting all the above requirements for graduation, students will receive a Diploma for completion of the Medical Assistant program and a Diploma for completion of the Practical Nursing program.

NCLEX Registration

Students completing the Practical Nursing program are eligible to be certified to sit for the NCLEX-PN licensing exam upon completion of all the requirements for graduation, including the current status of their financial obligations to the school at the time of NCLEX certification.

Attendance Policy

Regular class attendance is required of all students. Promptness and dependability are essential skills required in all healthcare industries. Poor attendance and/or frequent lateness can substantially affect the student's ability to acquire the necessary skills for satisfactory course completion. Students are expected to attend all hours of scheduled instruction (lecture, laboratory, clinical/externship).
Attendance is taken daily by the instructor and submitted to the Registrar. Early departures, tardiness, late returns from scheduled breaks, and absences are recorded as time missed and will be used in calculating the total number of hours of attendance for each class. Attendance in the Interactive Distance Learning (IDL) course is subject to the same policies.

The following attendance policies are in effect for the individual programs:

- Medical Assistant students must attend at least 85% of each course to be eligible to receive a passing grade, except for externship, which requires 100% attendance.
    - Externship hours must be completed within the assigned grading period unless an Incomplete Grade is granted (See Incomplete Grade Policy).
    - Students must demonstrate an overall program attendance of 85% to be eligible for graduation.
- Practical Nursing students must attend at least 80% of the scheduled course hours for didactic and lab, and 90% of the scheduled course hours for clinical to receive a passing grade.
    - Students must demonstrate an overall attendance of 85% to be eligible for graduation
- After 14 consecutive days of non-attendance, students will be withdrawn from their program of study.
- Any student who arrives after the scheduled start time of any class shall be considered tardy, and the missed time will be counted against the class session. Any student who leaves a class (voluntarily or involuntarily) before the scheduled end time will have that time counted as missed class time. Students arriving later than 15 minutes to a clinical or lab will receive an absence for the entire class. See the student handbook for additional details on the attendance policy.
- Accrued absences will count from the first scheduled day of classes each term. Cumulative attendance will be evaluated periodically during each academic term and at the end of each term.
- Students attending any courses via Interactive Distance Learning (hybrid) must have their cameras on at all times and be face visible during the full hours of required attendance. For coursework activities assigned outside of face-to-face online instruction, time-to-task determinations shall be made by the school's Dean of Academic Affairs and published in the course syllabi.

Make-Up Work

Arrangements for make-up assignments, projects, and homework missed as a result of an absence must be made with the instructor's approval. Arrangements for make-up assignments must be made immediately after an absence and are the student's responsibility. See the *Incomplete Grade Policy*

All make-up work may be subject to a grade reduction and any noted limits for make-up as explained in the course syllabus or Student Handbook.

Make-Up Hours

Students who do not meet the required attendance minimums in any didactic, laboratory, or clinical class may request make-up hours up to 10% of the course's total hours. Make-up hours will be scheduled outside normal course hours and, if approved, must be completed in their entirety. Each approved make-up session will incur a $100 fee.

All make-up hours must be completed prior to the last day of class. Extensions may be granted by Academic Leadership or their designee in compliance with the *Incomplete Grade Policy.*

Externship/Clinical Training

Prism Career Institute offers clinical and externship learning experiences. An externship is included in the Medical Assistant program. Clinical training is incorporated into the Practical Nursing program. The externship or clinical training allows the student to apply the knowledge and skills they have acquired in the classroom.

If a student elects to enroll in the Practical Nursing or Medical Assistant program, the externship or clinical training is a mandatory part of the curriculum and must be completed to graduate. During the externship or clinical training components, designated campus personnel work closely with each student to find the "best fit" for their circumstances.

Medical Assistant externships or outside clinical rotations in the Practical Nursing program are typically assigned based on on-site schedules and availability, which may include day, evening, and weekend hours and may not coincide with students' on-campus course schedules. All Practical Nursing students will engage in simulated clinical training at the institution.

Examination Policy

Students must be in the classroom before the quiz or exam is distributed or before access to the computer is granted. The instructor will give directions as to time, use of extra materials (calculators, extra paper, etc.) or specialized instructions for completing the quiz/exam. Quizzes and exams, in paper form, are distributed face down and remain so until the instructor designates the start of the testing process. There is NO talking during the testing period.

CHEATING will not be tolerated. Any student involved in, or suspected of, cheating will be subject to disciplinary action.

1. Time allotment for the quiz/exam and the number of questions in the quiz/exam will be determined by the instructor. Time allotment will be announced prior to the start of the quiz/exam.
2. Seating arrangements are at the discretion of the instructor.
3. All personal items, books, and other materials are away and placed under the desk. The desk is to be clear unless otherwise specified by the Instructor.

4. Use of cell phones or smart watches during an exam is forbidden. At no time is a student permitted to have a phone in their possession, check it, or use it while testing is in progress. If this occurs, the quiz/exam is removed, and a zero (0) grade is given. A disciplinary warning is issued and placed in the student's file.
5. If a student has a question during the quiz/exam, the student will raise his/her hand and the instructor will acknowledge the question.
6. It is imperative that students follow the directions for the quiz/exam to avoid losing points.
7. Students may not leave the room during testing.
8. When a student completes the exam before the allotted time has expired, the paper quiz/exam and any scrap paper will be given to the instructor, and the student may leave the room. If the quiz/exam is delivered by computer, upon completing the quiz/exam, the student will finalize their testing attempt, log off the computer, and may leave the room. Students must remain in the school's communal areas and may not leave the building.
9. The instructor will designate the time for all students to return to the classroom following the completion of the exam.
10. Students who fail an exam are required to speak with the instructor.

Lateness for Examination

If a student arrives late for an examination, it is at the instructor's discretion whether the student may sit for the exam. When a student is not permitted to take the exam, the student will remain in the resource room or designated area until the exam period ends. Following the exam, the student must meet with the instructor to reschedule the exam for the same day. The student will have seven (7) points deducted from the final grade earned. If the student delays the make-up exam until the next day, the student will have ten (10) points deducted from the assessment score. Any further delay will result in a zero (0) for the exam.

A student will have the ability to make up one (1) examination per course, whether due to being late or absent. A make-up examination is defined as an examination not taken at the scheduled time. A student arriving late for a quiz will not have the ability to make up the missed quiz, as there are no make-ups for missed quizzes.

Absence From Examinations

Students who are absent or late for a scheduled examination may make up one (1) examination per course. A make-up examination is defined as any examination not taken at the scheduled time. Make-up examinations must be completed on the student's first day of return to class and will be subject to a ten (10) point deduction from the earned examination score.

Make-up examinations will not be administered during scheduled classroom time. The instructor will designate the time and location of the make-up examination, which may occur outside of regularly scheduled course hours. It is the student's responsibility to contact the instructor and arrange for the make-up examination.

If the make-up examination is not completed on the student's first day of return to class, a grade of zero (0) will be assigned for the assessment, and the student will be required to meet with the instructor for academic advisement.

Quizzes may not be made up. Students who are absent on the day of a quiz will receive a grade of zero (0) for the missed assessment.

Leave of Absence

Students who anticipate an extended absence from classes due to extenuating circumstances such as family emergencies, illness, or the death of a loved one should request a Leave of Absence (LOA). A Leave of Absence is subject to the following restrictions:

1. The request for Leave of Absence must be in writing or by email. If unforeseen circumstances prevent a student from submitting the LOA request in advance, the school may grant an LOA on the student's behalf without prior written request, provided the school can document the reason for its decision and collect the request from the student at a later date.
2. The request must be specific as to the beginning date of the LOA and the expected date of return.
3. In certain documented, unforeseen, and extenuating circumstances, a student who cannot continue attending the course(s) may find it essential to request an LOA after a term or Course has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of LOA request, the student will receive a grade of "LOA" for each course attempted in the term. The "LOA" grade will not affect the completion rate or the CGPA calculation for SAP, or the student's progression through the program.
4. Failure to report to class on the scheduled return date will result in withdrawal and termination from the program
5. Students may only take one LOA in a 12-month period
6. The period of the initial LOA should not exceed 60 calendar days; however, the school reserves the right to adjust the scheduled return date to the next available class start date following the return date specified by the student. Extensions may be granted for up to 180 days per calendar year or one-half of the published program length, whichever is shorter.

The school will not impose additional charges on a student due to the Leave of Absence.

Transfer Credit

PCI ensures the fair and equitable treatment of students relative to the transfer of credit to and from the institution. The institution provides clear, complete, factual, and timely information regarding its transfer policies and practices. Upon request, PCI will provide certified copies of transcripts and program descriptions to facilitate transfer for a nominal fee.

PCI evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical, or business schools. Official transcripts from all colleges attended must be received prior to the start of the student's first term at PCI to receive transfer credit. Transfer credits accepted are not included in the CGPA calculation.

Acceptance of transfer credits:

Prism Career Institute (PCI) may grant transfer of credit to new students for previous education, subject to certain specific conditions:

a) The courses considered for transfer of credit were completed at a nationally or regionally accredited college, university, technical, or business school prior to the program start date.
b) Medical Assistant Program applicants may not request transfer credits for more than 50% of the Medical Assistant Program
c) For the Practical Nursing Program, transfer credits will only be considered for NN101 Navigating Nursing and AP103 Body Structures and Functions. Those courses must have been completed within 6 months of the request for transfer of credit to qualify.

d) The courses for transfer are similar in objectives and content to those offered by PCI.
e) The courses for transfer can be applied toward graduation requirements.
f) The letter grade (or equivalent) in the course for transfer is a "B" or better (provided the "B" grade is defined as average or better).

The following procedures will be followed for the transfer of credit acceptance:

- No official evaluation of transfer of credit is made until the student has been accepted by PCI, and an official transcript from the institution awarding the credits is received by the registrar and approved by Academic Leadership.
- If a student does not agree with Academic Leadership's decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal to the Campus Director. The student will be required to provide written materials to support their case, such as the course description or syllabus in question.
- All required information must be submitted no later than the start of the term; the Academic Leader or Campus Director will provide a written response within 15 business days. If the decision to accept is reversed, the Academic Leader or Campus Director will notify the student and will see that the changes are made to the student's record.
- There is no fee for evaluating transfer of credit.
- Financial aid awards, if applicable, will be affected by such a transfer of credit. The student should arrange a meeting with the Financial Aid Director to discuss their requirements.
- Transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces. org), or Association of International Credential Evaluators (AICE).
- Approvals granted for transfer of credit will also shorten the maximum time frame in the program, and those courses for which transfer credit is granted are not counted in the program completion rate or calculated into the cumulative grade point average. A Grade of TC will be applied to each approved course.
- Tuition and fees will be adjusted to ensure a pro-rated tuition reduction for transfer credit awarded.

Credit Transferability

Prism Career Institute cannot guarantee that credits earned at Prism will be accepted by another educational institution. Students are advised to contact the educational institution of their choice to determine whether it will allow credit transfer for courses completed at Prism and, if so, how many credits it will accept. Upon request, Prism will provide certified copies of transcripts and program/course descriptions to facilitate student transfer for a nominal fee. The student must be current on any financial obligations with the institution.

Withdrawal and Re-Admission

Students who wish to withdraw should submit a written statement of withdrawal. If no written notification is provided, the withdrawal date will be recorded as the student's last day of attendance in accordance with federal guidelines.

Re-Admission Categories

Re-Entry (≤180 Days): Students returning within 180 days of their last date of attendance may be processed as re-entries. Upon approval, students will resume their program at the point of withdrawal, provided space and scheduling permit. Students returning within 180 days will continue under the tuition and fee structure of their original enrollment period.

Restart (>180 Days): Students returning after more than 180 days will be processed as restarts.

- **180 Days – 1 Year:** Students returning within this timeframe may request advanced standing based on prior coursework. Approval will be based on academic review and space availability. Tuition and fees will be charged at the current rates in effect at the time of re-enrollment.
- **Over 1 Year:** Students who have been out for more than one year from their last date of attendance must restart the program from the beginning, with no advanced standing granted, and will be subject to the current tuition rates and fees.

General Re-Admission Requirements

- Students must be in good financial standing, including the resolution of any prior balances, before returning.
- All re-admitted or restarting students must meet the school's current academic and Satisfactory Academic Progress (SAP requirements before re-enrollment is approved.

Transfer Between Programs or Campuses

Students transferring from one program to another, or from one PCI campus to another, are required to obtain approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising from the transfer. The Academic Leadership will evaluate scheduling, credit transfer, and credit to be awarded for common coursework successfully completed, provided that the courses were completed with a grade of at least C (75%).

Course Audit

Students who complete a program of study are entitled to audit any part or parts of their program at no additional charge. This must be arranged with the Campus Director and is limited to one year from the date of program completion. The right of any graduate to repeat any course is subject to (1) continued availability of the course, (2) available space in the course, and (3) good standing with all financial obligations to the school. Any textbooks or supplies required to audit a course will be charged directly to the student. Students auditing courses will receive a grade of AU, which will not affect the completion rate of CGPA related to SAP or students' progression through the program.

Student Code of Conduct

Students are expected to display courteous behavior and professional conduct on campus, including the adjacent parking lot, while attending an online course, at off-campus clinical or externship sites, or engaged in other off-campus school-related activities. Students who do not adhere to this code of conduct may be subject to disciplinary actions up to and including dismissal from the school.

Such acts include, but are not limited to:

- Knowingly providing false information to the school.
- Failure to comply with the verbal or written directions of any School official acting within the scope of their authority.
- Aiding and abetting or inciting others to commit any act of misconduct.
- Possession, consumption, or distribution of alcohol and/or illicit drugs on school property or while engaged in any other off-campus school-related activity.
- Possession of firearms, explosives, knives, other weapons, or dangerous chemicals on campus premises or campus-sponsored or supervised activities is prohibited.
- Physically abusing, assaulting, or verbally abusing any person is prohibited.
- Damage to school property or the property of other individuals.

- Theft or the unauthorized taking of the property of the school, its staff, or other students.
- Disruptive behavior, including, but not limited to, rude and inappropriate communications with faculty, administrators, or other students, a refusal to leave the classroom or campus when requested, and behaviors that reasonably interfere with the academic environment in the classroom.
- Retaliation against any individual for filing a complaint in good faith, or for assisting in the investigation of such a complaint, is prohibited.
- Stalking is defined as a course of conduct or repeatedly committing acts toward another person, including unauthorized following or repeatedly communicating to another person, which demonstrates either an intent to put another person in reasonable fear of bodily injury or cause the person substantial emotional distress.
- Discrimination or disparate treatment based on protected statuses or characteristics, including race, color, ethnic or national origin, sexual orientation, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, is prohibited.
- Threatening, intimidating, harassing, bullying, coercing, and/or engaging in other conduct which is threatening or endangering to the health or safety of any person is prohibited.
- Acts that are harmful to other students, staff, or the school.
- Failure to maintain satisfactory academic progress, in either attendance or academics.
- Illegal duplication of copyright-protected software and printed materials.
- Unauthorized use of cell phones or recording devices while in the campus buildings, including classes, labs, or at practicum or externship sites.
- Unauthorized use of school computers for non-school activities, such as accessing social media for personal use.
- Acts of harassment or threats of violence against a student, faculty, or staff member. Harassment shall be defined as an act that creates a hostile environment and shall include, but not be limited to, derogatory comments related to race, gender, ethnicity, or sexual preference, inappropriate sexual comments or advances, and intolerance towards a student with disabilities.
- Sexual misconduct. This includes a range of non-consensual sexual activity or unwelcome behavior of a sexual nature, including, but not limited to, assault, intimidation, harassment, domestic and dating violence, and stalking. Consent means the affirmative, unambiguous, and voluntary agreement to engage in each specific initiated sexual activity that may compose a sexual encounter. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent may not be valid if a person is subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. It cannot be obtained by threat, coercion, or force and does not continue once revoked.

  Students dismissed for conduct have the right to appeal their dismissal or suspension. Such appeals must be in writing and submitted to Academic Leadership or the Campus Director within 3 business days of the decision date. The Academic Leader and the Campus Director will review all appeals and inform the applicant of the school's decision within 30 calendar days of receipt of the appeal.

Food and Drinks

Each campus offers a break room where students may eat or drink. Students are strictly prohibited from consuming food and beverages in any classroom, computer lab, medical training lab, or other instructional or administrative area of the school.

Smoking

Smoking is always prohibited on school premises and is subject to the rules of the property where the school is located. This policy also applies to foyers, lobbies, and areas of access and egress to the building in which the school is located. Students and staff may smoke outside the buildings in designated smoking areas.

School Dress Policy

All students should maintain a professional appearance and always appear neat and well-groomed. Students should wear scrub uniforms to class and lab sessions. Medical Assistant students will also wear scrub uniforms to externship or clinical training sites. Nursing students must wear designated clinical uniforms as specified by the Nursing Program Dean. Further information regarding the school dress policy and maintaining a professional appearance will be provided at the school's new student orientation, and specific nursing program requirements can be found in the Practical Nursing Program Student Nurse Handbook.

While Prism values diversity and individuality in the student population, the school discourages students from wearing offensive or objectionable garments and reserves the right to ask students to either remove such garments or leave the school campus. Non-religious head coverings are not allowed.

Student Services

Career training can be both challenging and rewarding. Balancing academic responsibilities, employment, family obligations, and personal commitments often require students to develop new skills and seek support when needed.

Prism Career Institute provides student support services designed to assist students in achieving their educational goals. Student Services are available to discuss concerns, provide guidance, and connect students with appropriate internal or external resources. The institution is committed to supporting student success, personal well-being, and the development of skills necessary for academic and professional achievement.

Students may seek assistance for a variety of academic, personal, and school-related concerns. Conversations regarding personal matters are treated with appropriate discretion. When referrals to outside resources are made, Student Services may conduct follow-up communications to support the student's continued success and well-being.

Career Services

The Career Services Department provides employment assistance to graduates of our programs. **Although the School offers no guarantee of employment**, Career Services personnel assist students in writing a resume and cover letter, and in obtaining a job interview through a network of established contacts, including employers and employment agencies. Placement assistance is not intended to eliminate the need for students to search for employment themselves; students are encouraged to explore volunteer, internship, and temporary job opportunities, as these experiences provide valuable experience and may lead to a permanent position.

Prior to program completion, students should make an appointment with a representative of the Career Services Department to discuss their career goals. Graduates should communicate regularly with Career Services to discuss their job search, job offers, and any positions accepted. Employment assistance is always available free of charge to all prior graduates of Prism.

Tutoring/Remediation

Students in need of additional instruction may inquire about the availability of scheduled tutoring/remediation services. Tutoring may also be arranged on a case-by-case basis, but may not be available at every campus for all courses. There is no additional charge for tutoring. For further information about tutoring services and remediation policies, please speak to either the instructor or the Academic Leadership.

Academic Integrity

Academic integrity refers to behavior in an academic setting that ensures that work done is one's own and that the work of others is properly recognized through appropriate referencing and citations.

Prism Career Institute strives to uphold the highest standards of academic integrity and does not tolerate academic dishonesty. All instances of academic integrity violations will be subject to disciplinary action.

Such acts include, but are not limited to:

- Cheating
- Plagiarism- presenting another's work as your own without properly citing the source, including restating, paraphrasing, or misrepresenting someone else's words or ideas.
- Unauthorized use of artificial intelligence (AI), automated content generation tools, or other technologies to complete coursework, examinations, assignments, discussions, or assessments in a manner not permitted by the instructor or institution.
- Permitting another student to copy work and submit it as their own.
- Unauthorized use of notes or materials in exams.
- Forging or altering assignments
- Unpermitted collaboration, such as giving or receiving assistance on an exam or assignment, in circumstances where the reasonable conclusion is that aid is not permitted.
- Providing answers to grade assignments to others
- Providing others with access codes to complete exams or assignments in circumstances where the reasonable conclusion is that it is not permitted.

Criminal Background Screening

Students enrolled in the Practical Nursing program will be required to undergo a criminal background check prior to acceptance, but may be required to undergo additional background checks and drug testing before they can be placed in certain clinical rotations, depending on the clinic site. Pennsylvania requires that graduates undergo an additional background check and fingerprinting as part of the NCLEX-PN exam registration process.

New Jersey requires graduates to undergo an additional background check and fingerprinting as part of the licensing process. Students are responsible for inquiring with the appropriate state agencies regarding their background and drug-testing requirements prior to enrolling in the Practical Nursing program. Students with prior criminal records may be denied the opportunity to take the NCLEX-PN exam in Pennsylvania and may be denied licensure to practice in New Jersey and other states, even if they pass the exam. The Campus Director and/or Dean of Nursing can advise the student on resources to determine how each state may view a background issue.

With respect to the Practical Nursing licensing exam, the authority to permit a person to take the Practical Nursing Licensing Exam and the authority to license a Practical Nurse reside exclusively with the State Board of Nursing. Prism Career Institute makes no representations or guarantees regarding a student's ability to sit for the licensing exam, obtain a license as a Practical Nurse, or obtain employment.

Student Complaint Procedure

Prism Career Institute utilizes a structured Grievance & Appeal process designed to provide fair, consistent, and timely resolution of student concerns. Students are expected to make a good-faith effort to resolve concerns through the institution's internal grievance and appeal process before pursuing external complaint options. Information regarding the grievance and appeal process is available through Student Services or the student's respective academic leadership.

Concerns should first be addressed through the appropriate instructor, faculty member, program administrator, Student Services representative, or other designated school official. If the matter cannot be resolved informally, students may submit a formal written grievance in accordance with the institution's grievance and appeal procedures.

Students are expected to fully utilize and complete the institution's grievance and appeal process before submitting complaints to external agencies. Documentation demonstrating that the institutional grievance and appeal process was followed may be requested by external agencies as part of their review.

If a concern remains unresolved after completion of the institution's grievance and appeal process, students may pursue one or more of the following external complaint options:

- **Pennsylvania State Board of Private Licensed Schools (Philadelphia Campus)**
  Pennsylvania Department of Education
  607 South Drive, Floor 3E
  Harrisburg, PA 17120
- **New Jersey Department of Labor and Workforce Development (Cherry Hill and West Atlantic City Campuses)**
  PO Box 055
  Trenton, NJ 08625-0055

Students submitting complaints to a state licensing agency should provide a detailed description of the concern, relevant dates, supporting documentation, and information regarding steps taken to resolve the matter through the institution's grievance and appeal process.

- **Accrediting Council for Continuing Education & Training (ACCET)**

Students also have the right to contact Prism Career Institute's accrediting organization, the Accrediting Council for Continuing Education & Training (ACCET). Complaints should be submitted in writing and mailed or emailed directly to ACCET.

ACCET
Attn: Complaint Review Committee
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118

Complaints received by phone may be documented; however, the complainant may be requested to submit the complaint in writing. The complaint should include, at a minimum:

- The name and location of the institution;
- A detailed description of the alleged problem(s);
- The approximate date(s) the problem(s) occurred;
- The names and titles/positions of individuals involved, including faculty, staff, and/or students, if applicable;
- A description of actions previously taken to resolve the concern;
- Evidence demonstrating that the institution's grievance and appeal process was followed prior to contacting ACCET;
- The complainant's name, email address, telephone number, and mailing address; and
- The complainant's status with the institution (e.g., current student, former student, graduate, etc.).

Students should also provide copies of any relevant supporting documentation, including correspondence, enrollment agreements, course materials, grievance submissions, or other records related to the complaint.

- **State Board of Nursing Complaints**

Students enrolled in nursing programs also have the right to contact the appropriate State Board of Nursing. Complaints should be submitted in writing and in accordance with the Board's published complaint procedures.

Complaints submitted to a Board of Nursing should generally include:

- The name and location of the institution;
- A detailed description of the alleged problem(s);
- The approximate date(s) the problem(s) occurred;
- The names and titles/positions of individuals involved;
- A description of actions previously taken to resolve the concern;
- Evidence demonstrating that the institution's grievance and appeal process was followed prior to contacting the Board;
- The complainant's name, email address, telephone number, and mailing address; and
- The complainant's status with the institution (e.g., current student, former student, graduate, etc.).

Students should consult the applicable Board of Nursing for current complaint procedures, contact information, and submission requirements.

Family Educational Rights and Privacy Act (FERPA)

Complaints regarding alleged violations of the Family Educational Rights and Privacy Act (FERPA) may be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Nothing in this policy limits a student's right to contact an appropriate regulatory, licensing, accrediting, or

governmental agency. However, students are expected to utilize the institution's grievance and appeal process before pursuing external complaint options.

Family Education Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets out requirements designed to afford students certain rights with respect to their education records. In addition, it limits what information Prism Career Institute may disclose to third parties without the student's prior written consent.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Campus Director. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period, but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school requires the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents.
(ii) confidential letters and recommendations placed in his/her files prior to January 1, 1975; (iii) confidential letters and recommendations placed in his/her files after January 1, 1975, to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records, such as records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute.

Under FERPA, a school is required to use reasonable methods to authenticate the identity of any party before giving information from or access to student education records. FERPA does not require that a specific authentication process, technology, or methodology be used. Although providing information over the phone or via email may be a convenient method of communication, it is not recommended because both methods carry substantial risk. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Prism Career Institute generally will not permit disclosure of personally identifiable information from a student's records without the student's prior written consent. Personally Identifiable Information (Directory Information) is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. Directory information (see Section IV below).
2. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
3. To a parent or guardian regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled

substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

4. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
5. To appropriate parties in health or safety emergencies.
6. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities about state or federally supported educational programs.
7. To comply with a judicial order or lawfully issued subpoena.
8. To officials of Prism Career Institute who have been determined by the school to have legitimate educational interests in the records. A school official is: a) person employed by the school in an administrative, supervisory, academic or research, or support staff position; or b) any school official who needs information about a student during performing instructional, supervisory, advisory, or administrative duties for Prism Career Institute has a legitimate educational interest.
9. To organizations conducting certain studies for or on behalf of the school.
10. To parents or guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code.
11. To an alleged victim of a crime of violence or a non-forcible sexual offense, the conclusive results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. In addition to the victim of a crime of violence or non-forcible sexual offense, the School may disclose to other persons the conclusive results of the disciplinary proceedings described in paragraph 11 above, but only if the School has determined that a student is (a) the perpetrator of violence or a non-forcible sexual offense, and (b) that the allegation results in a violation of the institution's rules or policies. The school, in such

    instances, may only disclose the name of the perpetrator -not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student himself, those disclosures made with the written consent of the student, or the requests by or disclosures to Prism Career Institute officials with legitimate educational interests, or disclosures of directory information (or other exceptions described in the applicable regulations), Prism Career Institute will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Prism Career Institute designates the following information as directory information (directory information is personally identifiable information which may be disclosed without the student's consent):

- Student's name
- Address: Local, e-mail, and website
- Telephone number (local)
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and certificates awarded
- Most recent previously attended school

- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, withdrawn, etc.)

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director of Prism Career Institute. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to request that records they believe are inaccurate, misleading, or violate their privacy rights be corrected. The following are the procedures for the correction of records:

1. A student must submit a request in writing to the Campus Director's Office to amend a record. As part of the request, the student should identify the part of the record they want changed and explain why they believe it is inaccurate, misleading, or violates their privacy rights.
2. Prism Career Institute may either amend the record or decide not to amend the record. If Prism Career Institute decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Prism Career Institute will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who has no direct interest in the outcome. That individual may be an official of the Prism Career Institute. The student shall be afforded the opportunity to present evidence on the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Prism Career Institute will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, because of the hearing, Prism Career Institute decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
6. If, because of the hearing, Prism Career Institute decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Prism Career Institute will: a) maintain the statement with the contested part of the record for as long as the record is maintained, and b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Crime Awareness and School/Campus Security

Prism Career Institute faculty and staff are concerned that every student and employee experiences a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Campus Director. The report discusses safety and security issues, including the importance of prompt crime reporting, campus security procedures, statistics for the prior three calendar years, and other pertinent information.

No later than October 1 each year, current students and employees receive the annual Crime Awareness and Campus Security Report, available on the School's website at www.prismcareerinstitute.edu/consumer-info. Information about this policy is available in the Campus Director's office.

Emergency Response & Evacuation Procedures

Prism Career Institute maintains an Emergency Response and Evacuation Plan to protect students and employees. In a significant emergency, the school will immediately notify the campus community via email, text, or other methods, unless doing so would compromise safety efforts.

At least one annual test of emergency procedures is conducted and documented with the date, time, description, and whether it was announced or unannounced. The test of emergency procedures is conducted and documented with the date, time, description, and whether it was announced or unannounced. The Emergency Response and Evacuation Plan is available upon request.

Drug Free Workplace and Campus

Prism Career Institute adheres to all requirements of the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226. Prism Career Institute is committed to maintaining an environment that is free of illegal drug and alcohol abuse.

The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Students may be subject to drug or alcohol testing, including random testing, when required or authorized under institutional policy. Students who violate Prism's drug or alcohol policies may be subject to disciplinary action up to and including dismissal, referral for prosecution where appropriate, and/or referral for assessment or treatment as circumstances warrant.

Possession or use of alcohol, intoxication, or being under the influence of alcohol while on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Violations may result in disciplinary action and may also result in referral for assessment or treatment, as circumstances warrant.

Prism Career Institute recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone experiencing such a problem is encouraged to contact their Campus Director for support and referral assistance. Such inquiries will be handled as privately as reasonably possible and in a supportive manner.

It is the intent of Prism Career Institute to address substance abuse concerns with appropriate support, intervention, and disciplinary action based on the circumstances involved.

Non-Discrimination Policy / Title IX Information

Prism Career Institute (PCI) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 and its implementing regulations, including in admission and employment.

Inquiries about Title IX may be referred to the PCI Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Prism Career Institute's nondiscrimination policy and grievance procedures can be located at: https://prismcareerinstitute.edu/wp-content/uploads/2025/02/Non-Discrimination-Policy.pdf on our website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit: https://www.prismcareerinstitute.edu/title-ix-information/

Equal Opportunity Policy

Prism Career Institute values diversity and seeks talented students and staff from diverse backgrounds. The school does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, or status as a veteran in the administration of its educational policies, programs, activities, admissions policies, financial aid and loan programs, employment, or other school-administered programs. It is against the law to discriminate against any beneficiary of a program financially assisted by Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the individual's status as a lawfully admitted immigrant or as a participant in a WIA program.

Individuals believing that they have been subjected to discrimination in relation to a WIA Title I-assisted activity may file a complaint with the Campus Director or the United States Department of Labor Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Further information can be obtained from the Pennsylvania Department of Labor and Industry, Office of Equal Opportunity, Room 514, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17120.

Students with Disabilities

Prism Career Institute provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who request and demonstrate the need for accommodation on a case-by-case basis as required by law.

To be eligible for disability-related services on campus, applicants must identify themselves and disclose their disability to the Campus Director at the time of enrollment. The Campus Director will submit the accommodation request to the Compliance Coordinator, who will inform the student whether the request(s) can be accommodated. Certain job competencies may be considered so essential to the professional practice in the field that some accommodations may not be available.

Once eligibility has been established, the student and a staff member will work to make reasonable and appropriate approved accommodations. Under the Americans with Disabilities Act, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (e.g., walking, standing, seeing, speaking, hearing, breathing, learning, working, or taking care of oneself), has a record of such impairment, or is regarded as having such impairment.

Disability Support Procedure:

1. The applicant must exhaust all local, state, and federal assistance prior to requesting accommodation from the school
2. The applicant must notify the campus immediately upon enrollment of requests for accommodations in writing
3. Appropriate documentation must support the request in a written report prepared on official letterhead by an appropriately credentialed professional that clearly diagnoses a disability and/or records showing the history of the disability. School plans, such as individual educational plans, are not sufficient documentation, although they may be included in the comprehensive evaluation and report. Students have the right to choose whether to disclose their disability. If a student chooses not to disclose, then she/he will not receive accommodations. Prism is not required to provide accommodations to a student

who does not self-disclose his or her disability.

4. Once a qualified individual with a disability has requested services in a timely manner, Prism Career Institute will determine appropriate accommodations based on the disability documentation. The student is responsible for scheduling appointments with the Compliance Coordinator to discuss and determine appropriate and reasonable accommodations. It is imperative that the student meet with the Compliance Coordinator at the beginning of each term to discuss any concerns.

If a student with a disability believes that his or her requests for accommodations and/or modifications of those accommodations have not been met appropriately or in a timely manner, or if the student believes that her or she has been discriminated against on the basis of the disability, it is recommended that the student contact the Compliance Coordinator to discuss the problem. If the problem is not resolved satisfactorily, the student should contact the Corporate Office of Prism Career Institute to resolve the disagreement regarding the recommended accommodations or modifications. If the student is still not satisfied with the resolution, the student may file a grievance directly with the Corporate Office of Prism Career Institute. This grievance must be made in writing and must include the following information:

1. The issue involved in the alleged discriminatory act
2. Identification of the complainant's disability
3. The date of the alleged discriminatory acts
4. Specific details of the alleged discriminatory act
5. Identification of witnesses who have knowledge of the discriminatory act

If the Corporate Office of Prism Career Institute determines that a violation of the law or this policy has occurred, a remedy will be offered. If not, the complainant will be informed in writing and be offered other possible remedies to the complaint within thirty days.

For more information regarding the Americans with Disabilities Act, including contact information for the Compliance Coordinator, please visit Prism Career Institute's ADA Policy

Copyright Policy

Prism is committed to complying with all copyright laws regarding the use of copyrighted materials and does not allow employees or students to copy or utilize copyrighted materials. Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment, including fines and imprisonment.
Therefore, users of Prism's computers in the Learning Resource Center or anywhere else on the Prism campus are prohibited from downloading, sharing files, uploading, or transmitting anything electronically without proper authorization. Acknowledging the source does not constitute permission from the author. Prism does not authorize any photocopying in violation of federal copyright law (Title 17 of the U.S. Code). If your photocopying violates federal law, you are personally liable for any infringement. Prism also reserves the right to erase/remove anything downloaded to a school computer for any purpose.

Violation of the rules regarding copyright infringement may result in the following:

- Students' computer access will be blocked
- Access to the student resource center will be prohibited
- Disciplinary action, up to and including dismissal, will be considered
- Copyright infringement is punishable by law and may result in criminal or civil liability.

Educational Delivery

While Prism offers its educational programs residentially largely on its campuses, some courses may be delivered in an Interactive Distance Learning (hybrid) format in their entirety or in a blended format with both online and on-campus components. Courses in the Medical Assistant hybrid program will be offered in both asynchronous and synchronous ways using Canvas and Zoom, Microsoft Teams, or other comparable systems.

Clinic rotations in Practical Nursing are conducted off-site at area medical facilities and always under the supervision of a PCI faculty member. Simulation clinic labs may be used to supplement and/or replace external clinic hours in certain situations including, but not limited to, weather closings, the notification that an external clinic site is not available on certain dates, or a determination that students would benefit from additional supplemental experience or hands-on practice in specific skills, scenarios, or applications that are expected or otherwise unavailable at an external clinical facility.

Externships in Medical Assistant are approved and assigned by the school and are supervised by the extern site and the PCI Externship Coordinator.

School Emergency Closure

In the event of an unannounced school closure, students enrolled at a New Jersey campus at the time of the closure must contact the New Jersey Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

PROGRAMS OF STUDY

Practical Nursing

PROGRAM OBJECTIVES

The principal objective of the Prism Practical Nursing Program is to provide students with the knowledge and skills to prepare for taking the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and to gain entry-level employment as a Practical Nurse. Practical Nurses must be licensed to garner employment as a Practical Nurse. The curriculum incorporates test-taking strategies throughout the program to prepare students for the style and structure of NCLEX questions. Prism utilizes a variety of delivery methods for teaching coursework, including lectures, labs, simulations, videos, interactive media, and clinical site rotations.
The Prism Career Institute Practical Nursing Program comprises 1500 clock hours of instruction, which may be completed in approximately 60 instructional weeks during day classes and 70 instructional weeks in the evening/weekend program. Upon program completion, graduates may be eligible to apply to the State Board of Nursing to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) at several off-site State-sanctioned locations. The school will assist in completing the registration and paying the required fees. The fee charges are applied to each student's account at that time.

Nursing students successfully completing the Practical Nursing Program will be able to:

1. Utilize knowledge, skills, and abilities to provide nursing care for clients under the supervision of other health care team members.
2. Utilize basic critical thinking skills to provide effective therapeutic nursing care in diverse settings.
3. Assist in the application of the nursing process as the framework to make decisions regarding the diverse needs of clients across the lifespan.
4. Function within the ethical, legal, and professional standards of nursing practice for the practical nurse.
5. Use effective skills in communication with clients and in collaboration with members of the healthcare team to provide culturally sensitive nursing care.
6. Utilize teaching/learning concepts to promote, maintain, and restore health to clients.
7. Demonstrate leadership/management abilities in the long-term care setting by organizing, assigning, and providing cost-effective client care.
8. Demonstrate behaviors that reflect a pattern of personal and professional responsibility and accountability, self-development, and life-long learning.
9. Provide varied educational experiences for students by partnering with community facilities and various healthcare settings to assist in meeting the healthcare needs of individuals within different age groups.

Licensure Disclosure

The Practical Nursing program at Prism Career Institute meets the educational requirements for licensure in Pennsylvania, New Jersey, and Delaware. Graduates are eligible to apply for licensure in these states upon program completion (see addendum regarding certification fees). For other states or U.S. territories, students should review specific licensure requirements with the appropriate state board before enrolling.

Practical Nursing Program Overview:

This program comprises 811 lecture hours, 90 lab hours, and 599 clinical hours*.

ALL COURSES IN EACH TERM MUST BE SUCCESSFULLY COMPLETED BEFORE MOVING INTO THE NEXT ACADEMIC TERM. There are no course prerequisites, as each term includes State-approved and designated training courses that must be completed to move to the next academic term. Students must also pass all courses to graduate from the program.

COURSE ID	COURSE TITLE	CLOCK HOURS
AP103	BODY STRUCTURE AND FUNCTION	105
CD101	CAREER READINESS	30
MH101	MENTAL HEALTH NURSING	30
NN101	NAVIGATING NURSING	90
PH103	PHARMACOLOGY I	45
PH202	PHARMACOLOGY II	60
PN103	FOUNDATIONS OF PRACTICAL NURSING	285
PN110	NURSING I	270
PN120	NURSING II	240
PN130	NURSING III	270
PR102	PERSONAL & PROFESSIONAL RELATIONSHIPS	30
PN100	INTRODUCTION TO NURSING CONCEPTS	45
	TOTAL	**1500**

Additional Requirements:

- Practical Nursing students are also required to supply to the school, in a form satisfactory to the Dean of Nursing, within the first 21 days of class: 1) a two-Step PPD or alternatively a QuantiFERON-TB Gold [QFT]; and 2) proof of blood titers. Students without these requirements will not be allowed to continue attending, and their enrollment may be canceled.
- COVID-19 – Students who are not vaccinated against COVID-19 may be prevented from participating in rotations at clinical sites during their enrollment based on the policy of each of the clinical sites that Prism utilizes for access. Being unable to attend a clinical rotation site impacts a student's ability to complete the academic program and/or limit employment in the field upon graduation. For that reason, failure to complete the full COVID-19 vaccination series may prevent a student from meeting the academic requirements for graduation. To enroll, the school requires a student to provide a written waiver stating that they are aware of the COVID-19 limitations on meeting the program's graduation requirements.

- CPR instruction and certification is not provided by Prism, and it is the students' responsibility to ensure certification is achieved and proof is provided as a prerequisite to clinical classes.

COURSE DESCRIPTIONS

PRACTICAL NURSING PROGRAM

AP103 BODY STRUCTURE AND FUNCTION (105 hours, Lecture)
Basic concepts of physical science, life science, microbiology, and all body systems are presented. This course provides a systems approach to gross anatomy and physiology, emphasizing the integration of body systems and functions as they apply to health and disease. *Prerequisite(s): None*

NN101 NAVIGATING NURSING (90 hours, Lecture)
This course provides students with an introduction to medical terminology, mathematical proficiency in medication administration, and effective test-taking strategies through an integrated approach. Students will gain an understanding of medical language, body system functions, and accurate documentation practices. Students will learn about dosage calculations and IV drip rates to administer medication accurately. Students will apply these three areas of study in weekly assignments and activities. The course provides students with tools to develop skills in critical thinking, test-taking, and time management. *Prerequisite(s): None*

PN100 INTRODUCTION TO NURSING CONCEPTS (45 Lecture)
Introduction to Nursing Concepts offers a foundational exploration of nursing principles, including the profession's historical development, key roles, and the impact of nursing organizations. The course addresses the structure and regulation of the healthcare delivery system, health disparities, and interprofessional collaboration. Topics include health promotion, wellness, disease prevention, and health policy impacts. Students will analyze priority-setting frameworks, human growth and development, and strategies for inclusion and diversity. The course also covers grief, self-concept, stress, coping mechanisms, and end-of-life care. *Prerequisite(s): None*

PR102 PERSONAL AND PROFESSIONAL RELATIONSHIPS (30 Lecture)
Personal and Professional Relationships introduces nursing students to essential principles of communication, ethical decision-making, and teamwork. The course focuses on building effective relationships with patients and healthcare teams, addressing communication barriers, and applying the Code of Ethics in nursing practice. Students will explore evidence-based practices and quality improvement strategies to enhance patient care and safety while emphasizing patient-centered care and collaboration within healthcare organizations. *Prerequisite(s): None*

PN103 FOUNDATIONS OF PRACTICAL NURSING (Total Hours: 285; 105 Lecture, 90 Lab, 90 Clinical)
This course consists of three integrated components: didactic, laboratory, and clinical. Together, these courses introduce students to the foundational knowledge, skills, and clinical experiences required for safe and effective practical nursing practice. *Prerequisite(s): AP103, NN101, PN100, PR102*

> **PN103 FOUNDATIONS OF PRACTICAL NURSING (105 Lecture)**
> Foundations of Practical Nursing introduces students to the core principles and practices essential to the practical nurse's role. Emphasis is placed on effective communication, the nursing process, and the application of clinical judgment to achieve optimal client outcomes. Students will explore safe medication administration, accurate documentation, and evidence-based interventions to prevent injury and infection. Additional topics include patient-centered care, complementary therapies, perioperative care, and strategies to address sensory, mobility, and nutritional needs, all within the context of national safety standards and ethical nursing practice

PN103 FOUNDATIONS OF PRACTICAL NURSING (90 Lab)
This lab course provides practical nursing students with foundational hands-on experience in essential clinical skills. Students practice vital signs, hygiene, mobility, medication administration, wound care, elimination, oxygenation, and glucose monitoring in a simulated environment. Emphasis is placed on patient safety, infection control, clinical judgment, and professional behavior. The course concludes with a multi-skill final assessment and a reflective evaluation to support readiness for clinical practice.

PN103 FOUNDATIONS OF PRACTICAL NURSING (90 Clinical)
This course introduces students to essential clinical skills through structured lab-based simulations and health assessment practice. Emphasis is placed on providing safe client care, effective therapeutic communication, accurate documentation, and the development of clinical judgment. Students apply the nursing process, perform general surveys and system-specific assessments, and engage in reflective practice to prepare for real-world clinical environments.

MH101 MENTAL HEALTH NURSING (30 hours, Lecture)
This course introduces practical nursing students to the principles of mental health nursing, with a focus on evidence-based, trauma-informed, and client-centered care. Students will explore common mental health conditions, therapeutic communication, the nursing process, and interprofessional collaboration. Emphasis is placed on clinical judgment, safety, and supporting clients across diverse settings and stages of care. *Prerequisite(s): PN103*

PH103 PHARMACOLOGY I (45 hours, Lecture)
This course introduces foundational pharmacological principles essential for safe, effective nursing practice. Students will explore drug classifications, mechanisms of action, dosage calculations, adverse effects, and strategies for client education. Emphasis is placed on clinical reasoning, medication safety, and evidence-based nursing interventions across various body systems and client populations. Topics include psychotropic medications, pain management, respiratory agents, pediatric considerations, and complementary therapies. Through active learning and case-based application, students will develop the pharmacologic knowledge and nursing judgment required to administer medications safely and advocate for client well-being. *Prerequisite(s): PN103*

PN110 NURSING I (Total Hours: 270; 88 Lecture, 182 Clinical)
This course consists of two integrated components: didactic and clinical. Together, these courses build upon foundational nursing knowledge and provide opportunities for students to apply concepts in supervised healthcare settings. *Prerequisite(s): PN103*

PN110 NURSING I (88 Lecture)
Nursing I builds upon foundational concepts to prepare students for entry-level practical nursing care across mental health and adult health settings. Through case-based learning, clinical reasoning, and focused skill development, students explore therapeutic relationships, stress responses, cognitive changes, tissue integrity, substance use disorders, and the management of chronic health conditions. Emphasis is placed on ethical practice, effective communication, and the application of the nursing process to promote safety, wellness, and culturally responsive care. The course further develops clinical judgment and provides a foundation for NCLEX-PN readiness and continued clinical learning.

PN110 NURSING I (182 Clinical)
This course builds clinical competence in adult medical-surgical nursing through supervised patient care experiences. Students apply core nursing skills, participate in case-based discussions, and integrate

classroom concepts into clinical decision-making. Emphasis is placed on patient safety, clinical judgment, communication, documentation, and professional practice to support progression in the Practical Nursing Program and preparation for NCLEX-PN success.

PH202 PHARMACOLOGY II (60 hours, Lecture)
This course builds on Pharmacology I and expands students' knowledge of pharmacologic principles to include complex and multisystem medication management. Students will explore drug therapy across various body systems, with an emphasis on hematology, cardiovascular, endocrine, immune, neurological, reproductive, and infectious disorders. Learners will integrate the nursing process, clinical judgment, and client education to promote safe medication administration, adherence, and prevention of complications. This course also prepares students for the ATI Pharmacology Proctored Assessment and the NCLEX-PN through practice questions, focused review, and capstone activities. *Prerequisite(s): PH103, MH101, PN110*

PN120 NURSING II (Total Hours: 240, 88 Lecture, 152 Clinical)
This course consists of two integrated components: didactic and clinical. Together, these courses expand students' knowledge of adult health nursing and provide opportunities to apply advanced clinical reasoning in caring for clients with acute and complex health conditions. *Prerequisite(s): PH103, MH101, PN110*

PN120 NURSING II (88 Lecture)
Nursing II builds on the foundational knowledge and clinical reasoning developed in prior courses to support safe, evidence-informed care of adult clients experiencing acute and complex health conditions. Students explore alterations in mobility, neurological and sensory function, endocrine and cardiovascular disorders, cancer care, critical care concepts, and emergency nursing. Emphasis is placed on recognizing clinical changes, prioritizing nursing interventions, and collaborating with the interprofessional team to improve client outcomes.

PN120 NURSING II (152 Clinical)
This clinical course provides students with supervised experiences caring for clients with acute and complex health conditions. Students apply classroom knowledge in the clinical setting while strengthening assessment skills, clinical judgment, medication administration, and nursing interventions. Emphasis is placed on recognizing changes in patient condition, prioritizing care, communicating effectively with the healthcare team, and providing safe, evidence-based nursing care. Students also develop leadership skills through care coordination, delegation, and participation in collaborative patient care.

PN130 NURSING III (Total Hours: 270; 95 Lecture, 175 Clinical)
This course consists of two integrated components: didactic and clinical. Together, these courses prepare students to apply maternal-child nursing concepts, strengthen clinical judgment, and integrate knowledge and skills acquired throughout the Practical Nursing Program in preparation for entry-level practice. *Prerequisite(s): PH202, PN120*

PN130 NURSING III (95 Lecture)
This course introduces nursing care concepts across the maternal and pediatric lifespan, with a focus on promoting safe, client-centered, and developmentally appropriate care. Students will examine health promotion, illness prevention, and disease management in maternity and pediatric clients while applying evidence-based practices and nursing judgment. Emphasis is placed on pregnancy, childbirth, newborn adaptation, pediatric growth and development, common health conditions, and family-centered nursing care.

PN130 NURSING III (175 Clinical)

This clinical course provides supervised learning experiences that support the application of maternal-child nursing concepts and family-centered care principles. Students integrate classroom knowledge while providing safe, developmentally appropriate nursing care, strengthening assessment skills, clinical judgment, communication, documentation, and client education. Emphasis is placed on health promotion, disease prevention, patient safety, and the delivery of evidence-based nursing care across diverse healthcare settings. Students continue to develop the professional competencies necessary for entry-level practical nursing practice

CD101 CAREER READINESS (30 hours, Lecture)

The capstone course will focus on preparing students to meet the specific needs for success on the NCLEX-PN. Test-taking strategies and practices for computer-adaptive tests shall be emphasized. The course is also designed to facilitate the transition from student to practical nurse. Theories, concepts, and applications of nursing principles will be used to reinforce students' critical-thinking skills. Students will review principles of leadership and management to facilitate the transition from learner to entry-level Practical Nurse.

**Simulation clinic labs may be used to supplement and/or replace external clinic hours in certain situations, including, but not limited to, notification that an external clinic site is not available on certain dates, or a determination that students would benefit from additional experience or hands-on practice in specific skills, scenarios, or applications that are expected or otherwise unavailable at an external clinical facility.*

Medical Assistant-Hybrid

Length: 720 Clock Hours, 40 Instructional Weeks
Credential Awarded: Diploma
Shift: Day & Evening – See Program Version for Listing of Starts and Shift Availability by Campus Location
Mode of Delivery: Hybrid – residential and blended interactive distance learning.

Program Objective

The objective of the Medical Assistant hybrid program is to provide comprehensive training that enables graduates to obtain entry-level employment as Medical Assistants in a variety of clinical settings. The program is 720 hours in length and can be completed in 40 instructional weeks. Prism utilizes a variety of delivery methods for teaching coursework, including lectures, labs, simulations, videos, interactive media, and externships. Coursework is delivered on campus through each of the above methods; however, some courses will be delivered remotely in their entirety or in a blended format through Interactive Distance Learning (IDL) via the internet, accessible to Prism students through its Learning Management System (LMS). The program includes 410 lecture hours, 160 lab hours, and a 150-hour externship.

Medical Assistant students successfully completing the program will be able to:

- Utilize knowledge, skills, and abilities to perform administrative and certain clinical duties under the direction of a physician or designee.
- Conduct a wide array of administrative duties in a medical setting, including scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.
- Conduct clinical duties that may include taking and recording vital signs and medical histories, preparing patients for examination, and drawing blood.
- Function within the ethical, legal and professional standards of medical assisting and associated medical office administration requirements.
- Use effective skills in communication with clients and in collaboration with members of the healthcare team to provide culturally sensitive services.
- Utilize teaching/learning concepts to promote, maintain, and restore health to clients.
- Demonstrate behaviors that reflect a pattern of personal and professional responsibility and accountability, self-development, and life-long learning.
- Meet the basic requirements to take the Medical Assist Certification Exam(s).

Hours of externships availability

Medical Assistant students are expected to be available for externship duties between 8:00 a.m. and 6:00 p.m., Monday through Friday, or during the site's normal business hours. For most programs, the level of supervision required is not available on nights and weekends, so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.

Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process, and during their studies.
In the interests of safety and the effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between six and eight hours per day, five days a week, or in accordance with the site's business hours.

Career Opportunities

Medical Assistants perform a variety of clinical tasks, including drawing blood, performing electrocardiograms and urinalysis, obtaining vital signs, preparing the patient for the doctor, and charting information in the patient's medical record. Medical Assistants may also perform clerical office tasks such as making appointments, maintaining medical records, and assisting with insurance payments. Medical Assistants are commonly employed in physicians' offices, hospitals, and other healthcare settings.

Graduates of the Medical Assistant hybrid program are eligible to obtain optional national certifications in Medical Assisting, Phlebotomy, and EKG (Electrocardiography). At the end of the program, graduates receive a study program designed to prepare them for the National Certification Examination for Medical Assistants. Certification exams are generally offered on campus, and certification fees are included in the general fee charges.

Program of Study

Course Code	Course Name	Clock Hours
AP110	Anatomy & Physiology I*	45
AP120	Anatomy & Physiology II*	45
AP130	Anatomy & Physiology III*	45
MA110	Intro to Medical Assisting	30
MA115	Patient Intake Procedures	45
MA120	EKG (Electrocardiography)	45
MA130	Pharmacology	45
MA135	Phlebotomy	90
MA150	Medical Assisting Clinical Capstone	45
MA160	Career Development*	45
MA170	Externship	150
MO100	Medical Office Procedures	45
MO110	Electronic Health Records*	45
	Total Clock Hours	**720**

* Components of these courses will be delivered via interactive distance learning (online), which will not exceed 15% (108 hours) of the total program hours
*A clock hour is defined as an actual hour of scheduled attendance.

Schedule

Morning: 9:00 a.m. – 1:30 p.m. Monday through Thursday
Evening: 5:30 p.m. – 10:00 p.m. Monday through Thursday
*Required externship hours may be scheduled outside of typical class sessions.
Externship hours will be available during typical office hours Monday through Friday, 8:00 a.m. to 5:00 p.m.
Hours are subject to change.

Course Descriptions

Explanation of Course Numbering System
The first two letters identify the subject area. For example, AP represents courses associated with the Allied Health subject area.

AP	Allied Health Professionals
MA	Medical Assistant
MO	Medical Office Administration

The first number indicates the course level: 100 series courses are generally first-year courses or have no prerequisites; 200 series courses are generally second-year courses or require completion of a prerequisite.

AP110 Anatomy and Physiology I
45 Clock Hours (45 Lecture Hours)

Anatomy and Physiology I offers a comprehensive exploration of foundational knowledge crucial for effective clinical practice. Through a detailed study of the human body's structural organization, including anatomical divisions, organs, and systems, students gain proficiency in the medical language by dissecting terminology into its constituent parts. This course delves into the intricate anatomy and pathology of the digestive system, enabling learners to identify organs, describe functions, and recognize associated signs and symptoms. Additionally, students analyze bone and musculoskeletal terminology, acquiring insight into bone structure, major bones, and related pathology. Emphasizing practical application, the curriculum encompasses clinical contexts, empowering students to interpret medical reports and records accurately while understanding essential laboratory tests and procedures relevant to the musculoskeletal system. This course is designed to provide you with a thorough understanding of the human body, preparing you for a successful healthcare career.

Prerequisite(s): None

AP120 Anatomy and Physiology II
45 Clock Hours (45 Lecture Hours)

Anatomy and Physiology II provides a comprehensive understanding of the human body's major systems. It delves into the complexities of the nervous, respiratory, lymphatic, immune, visual, and auditory systems. The course encompasses the identification of organs, comprehension of their functions, familiarization with common medical terminology, and recognition of pathological conditions, all of which are essential knowledge for students.

Prerequisite(s): None

AP130 Anatomy and Physiology III
45 Clock Hours (45 Lecture Hours)

This course offers a foundational exploration of human anatomy and physiology, focusing on the structure and function of key bodily systems. Students will delve into the male and female reproductive systems, learn to identify organs, understand hormonal functions in menstruation and pregnancy, and define relevant medical terminology. Additionally, the course covers the endocrine system, including glands, hormone functions, and related disorders, alongside the

integumentary system, addressing skin anatomy, dermatological conditions, and diagnostic procedures. The curriculum also includes the urinary system, highlighting its anatomy, functions, and associated medical terms. The emphasis is placed on understanding basic word structure, prefixes, suffixes, abbreviations, and combining forms essential for effectively discussing human body systems.

Prerequisite(s): None

MA110 Intro to Medical Assisting
30 Clock Hours (20 Lecture Hours, 10 Lab Hours)
This course will focus on the history, ethical principles, and pertinent laws that govern the practice of medicine in the healthcare setting's past, present, and future. Also, students will be educated on how to decrease the transmission of diseases by utilizing Standard Precautions recommended by the CDC and OSHA to prevent the spread of pathogens. Procedures related to handwashing and personal protective equipment will be covered.

Prerequisite(s): None

MA115 Patient Intake Procedures
45 Clock Hours (15 Lecture Hours, 30 Lab Hours)
In this course, students will learn how to assist the provider with physical examinations within the medical assisting scope. Emphasis will be placed on measuring and recording fundamental clinical information in the patient's medical record. Procedures related to taking vital signs, body positioning for specific exams, and techniques for interviewing a patient will be focused upon. Students will be taught American Heart Association Basic Life Support CPR and First Aid.

Prerequisite(s): None

MA120 EKG (Electrocardiography)
45 Clock Hours (20 Lecture Hours, 25 Lab Hours)
This course will focus on the basic concepts of electrocardiography, including the cardiovascular system and its terms, abbreviations, suffixes, and prefixes. Students will be taught to perform an EKG and distinguish several arrhythmias and artifacts associated with the patient procedure. In addition, cardiovascular pathologies will be discussed.

Prerequisite(s): AP110, AP120, AP130

MA130 Pharmacology
45 Clock Hours (30 Lecture Hours, 15 Lab Hours)
This course provides a comprehensive overview of drug effects on the human body, covering over-the-counter and prescription medications. Students will learn about commonly prescribed drugs for various medical conditions and their metabolic pathways. Federal laws pertaining to medicinal and street drugs will be discussed, alongside practical training in medication administration within medical office settings.

Prerequisite(s): AP110, AP120, AP130

MA135 Phlebotomy
90 Clock Hours (30 Lecture Hours, 60 Lab Hours)
The course will introduce students to the clinical skill of obtaining blood using capillary and venipuncture techniques. Testing will take place on manikin arms and slowly progress to live subjects. Safety techniques for safely handling

blood specimens and their equipment will be reinforced throughout the course. In addition, students will learn specific areas of the clinical laboratory and perform urine analysis procedures.

Prerequisite(s): AP110, AP120, AP130

MA150 Medical Assisting Clinical Capstone
45 Clock Hours (35 Lecture Hours, 10 Lab Hours)

From therapeutic communication techniques to advanced communication strategies, including active listening and diverse call management, students learn to optimize patient care and administrative communication. Gain analytical skills to enhance appointment scheduling processes and patient management, leveraging technology for improved accessibility to healthcare services. Students will continue to develop clinical skills in vital signs measurement, specimen collection, urinalysis procedures, blood collection techniques, injection administration, and ECG tracing acquisition with strict adherence to safety protocols in preparation for the externship course.

Prerequisite(s): AP110, AP120, AP130, MA110, MA115, MA120, MA130, MA135, MO100, MO110

MA160 Career Development
45 Clock Hours (45 Lecture Hours)

This course is designed to equip students with the essential skills and knowledge to successfully navigate the job market and secure employment in their chosen field, including preparation for the National Health Association CCMA examination. Through targeted assignments and interactive activities, students will develop a professional online presence, craft effective resumes and cover letters, prepare for job interviews, and understand the importance of professionalism in the workplace.

Prerequisite(s): AP110, AP120, AP130, MA110, MA115, MA120, MA130, MA135, MO100, MO110

MA170 Externship
150 Clock Hours (150 Externship Hours)

The externship allows students to apply their training in a real-world work environment, encouraging and developing their self-confidence. The externship broadens the educational experience by reinforcing the importance of responsibility, professionalism, ethics, and dependability in the workplace.

Prerequisite(s): AP110, AP120, AP130, MA110, MA115, MA120, MA130, MA135, MO100, MO110, MA150, MA160

MO100 Medical Office Procedures
45 Clock Hours (35 Lecture Hours, 10 Lab Hours)

This course combines practical training in medical assisting procedures—focusing on patient and surgical room preparation for minor office surgeries, including skin preparation and suturing—with instruction in sterile techniques. Emphasis is placed on empathetic discussions about nutrition and behavioral health, covering the roles of behavioral health professionals, DSM-5 utilization, and disorders across different life stages. Students analyze characteristics, signs, symptoms, causes, diagnostics, and treatments for behavioral health and substance use disorders. They also explore the medical assistant's roles in behavioral health examinations, diagnostics, treatment, metabolic phases, and nutritional education, applying knowledge to sensitively educate patients on dietary modifications.

Prerequisite(s): None

MO110 Electronic Health Records

45 Clock Hours (45 Lecture Hours)

In this course, students will learn to utilize electronic health record simulation software to create and annotate several patient records. Healthcare educators designed this web-based electronic health record to teach medical assisting students the proper techniques and workflows for performing tasks in an outpatient setting, from the front office to clinical care, as well as coding and billing skills.

Prerequisite(s): AP110, AP120, AP130

School Catalog Addendum

Philadelphia Campus 8040
Roosevelt Boulevard
Philadelphia, PA 19152
(215) 331-4600

Cherry Hill Campus
3 Executive Campus, Suite 280 Cherry Hill, NJ 08002
(856) 317-0100

West Atlantic City Campus
Bayport One
8025 Blackhorse Pike, Suite 250 West Atlantic City, NJ 08232 (609) 407-7476

WEBSITE

www.prismcareerinstitute.edu

Revised November 1st, 2026

PRISM CAREER INSTITUTE — 2026 PROGRAM START SCHEDULE

Legend	Day	Evening	Day / Evening	Mini Start	—

MEDICAL ASSISTANT

Start Date	End Date	Reported Grad	Philadelphia	Cherry Hill	West Atlantic City
Jan 5, 2026	Oct 16, 2026	Nov 1, 2026	Day	Day	Day
Feb 9, 2026	Nov 20, 2026	Dec 1, 2026	Day	Day	Day
Mar 16, 2026	Dec 25, 2026	Jan 1, 2027	Day	Day / Evening	Day / Evening
Apr 20, 2026	Feb 5, 2027	Mar 1, 2027	Day	Day	Day
May 25, 2026	Mar 12, 2027	Apr 1, 2027	Day / Evening	Day / Evening	Day / Evening
Jul 6, 2026	Apr 16, 2027	May 1, 2027	Day	Day	Day / Evening
Aug 10, 2026	May 21, 2027	Jun 1, 2027	Day / Evening	Day	Day / Evening
Sep 14, 2026	Jun 25, 2027	Jul 1, 2027	Day	Day	Day / Evening
Oct 19, 2026	Aug 6, 2027	Sep 1, 2027	Day	Day / Evening	Day / Evening
Nov 23, 2026	Sep 10, 2027	Oct 1, 2027	Day / Evening	Day	Day / Evening

PRACTICAL NURSING

Start Date	End Date	Reported Grad	ATI Cohort	Philadelphia
Jan 5, 2026	Mar 26, 2027	Apr 1, 2027	01/26 - 0427	Day
Jan 26, 2026	Sep 12, 2027	Oct 1, 2027	01/26 - 1027	Evening - Mini
Feb 16, 2026	Jun 25, 2027	Jul 1, 2027	02/26 - 0727	Day - Mini
Mar 16, 2026	Sep 12, 2027	Oct 1, 2027	03/26 - 1027	Evening
Apr 6, 2026	Jun 25, 2027	Jul 1, 2027	04/26 - 0727	Day
May 18, 2026	Sep 24, 2027	Oct 1, 2027	05/26 - 1027	Day - Mini
May 18, 2026	Dec 5, 2027	Jan 1, 2028	05/26 - 0128	Evening - Mini
Jul 6, 2026	Sep 24, 2027	Oct 1, 2027	07/26 - 1027	Day
Jul 6, 2026	Dec 26, 2027	Jan 1, 2028	07/26 - 0128	Evening
Aug 17, 2026	Dec 24, 2027	Jan 1, 2028	08/26 - 0128	Day - Mini
Aug 31, 2026	Apr 16, 2028	May 1, 2028	08/26 - 0528	Evening - Mini
Oct 5, 2026	Dec 24, 2027	Jan 1, 2028	10/26 - 0128	Day
Oct 19, 2026	Apr 16, 2028	May 1, 2028	10/26 - 0528	Evening
Nov 16, 2026	Mar 24, 2028	Apr 1, 2028	11/26 - 0428	Day - Mini
Dec 14, 2026	Jul 30, 2028	Aug 1, 2028	12/26 - 0828	Evening - Mini

2026 School Holidays

New Year's Day – Thursday, January 1st, 2026
Martin Luther King Day – Monday, January 19th, 2026
President's Day – Monday, February 16th, 2026
Memorial Day – Monday, May 25th,2026
Juneteenth – Friday, June 19th, 2026
Independence Day –Friday, July 4th,2026
Labor Day – Monday, September 7th, 2026
Thanksgiving – Thursday & Friday November 26th and 28th, 2026
Christmas – Friday, December 25th, 2026

When instructional time is impacted by scheduled holidays or approved school closures, Prism may require make-up instructional time to ensure completion of required clock hours. The format and scheduling of any make-up time will be determined by the institution and communicated separately to students and faculty.

PRACTICAL NURSING PROGRAM CHANGES

Effective December 23, 2025, the New Jersey campuses no longer accepted new enrolling students into the Practical Nursing program.

Effective for all new students enrolling after the 2024 Fall term, the Practical Nursing program was changed from 1560 clock hours in length to 1500 clock hours. This clock hour change included minor course changes that may affect students who were **previously enrolled** in and failed certain classes under the 1560-clock-hour version. Students who failed a course that needs to be repeated will be required to do so in the new 1500 clock-hour course version.

2026 Program Tuition and Fees

Philadelphia campus	
Practical Nursing	
Tuition:	**$27,200.00**
Registration Fee:	**$100.00**
Textbook Fees:	**$3,690.00**
Technology, Lab & Supply Fee:	**$1,083.00**
TOTAL	**$32,073.00**

For complete listing of all Cost of Attendance visit our website:
https://prismcareerinstitute.edu/consumer-information/

In addition to the fees stated above, the Pennsylvania Practical Nursing program has the following pre-acceptance fees that are not refundable once paid:

- TEAS admissions entrance exam - $45.00 for each attempt
- Applicant criminal background review
- Applicant child abuse clearance*

*Clearance must be submitted to the school no later than the start of Term 2

Medical Assistant hybrid	
Tuition:	**$13,500.00**
Registration Fee:	**$50.00**
Textbook Fees:	**$765.00**
TOTAL	**$14,315.00**

For a complete listing of all Cost of Attendance, visit our website:
https://prismcareerinstitute.edu/consumer-information/

New Jersey campuses	

Medical Assistant hybrid	
Tuition:	**$13,500.00**
Registration Fee:	**$50.00**
Textbook Fees:	**$765.00**
TOTAL	**$14,315.00**

For complete listing of all Cost of Attendance visit our website:
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OTHER FEES:

Course Repeat Fee –Courses repeated are subject to a $250 fee per course. Courses that are repeated a 2nd time will be charged the full tuition rate. The full Tuition Rate is calculated by dividing the Full Tuition by the total hours in the program. This rate would be calculated by the Clock hours in the course being repeated.

NCLEX- Registration Fee – This fee will be paid by the institution, for the first attempt only, in the final term as part of the NCLEX registration process, and charged to the students account at that time.
Pennsylvania fee: $295, New Jersey fee - $467.50, Delaware fee - $381

PHILADELPHIA CAMPUS - STAFF

Campus Director	Jeffery Mann
Dean of Nursing	Kiele Rigaud
Asst. Dean of Nursing Day Program	Open - TBD
Asst. Dean of Nursing Evening Program	Sharon Pitts
Coordinator of Nursing Education	Karen Arnold
Clinical Coordinator	Open - TBD
Medical Assistant Program Manager	Shannon Smith
Office Manager	Aaliyah Hennigan
Admissions Representative	Matthew Hamilton
Admissions Representative	Andrea Brown
Admissions Representative	Deborah Mason
Director of Financial Aid	Debbie Gerena
Financial Aid Representative	Barbara Dodd
Director of Career Services	Marlene Orosco
Registrar	Ivelisse Flores
Administrative Support Specialist	Carolyn Brown
Administrative Support Specialist	Brooke Melino
Career Services Representative	Kirt Boudreaux
Director of Student Services	Amina Harris

CHERRY HILL CAMPUS – STAFF

Campus Director	Fred Fitchett
Dean of Nursing Program	Chantia Robinson
Medical Assistant Program Manager	Letitia Dorrall
Clinical Coordinator	Cheron Cooley
Admissions Representative	Danielle Toliver
Financial Aid Representative	Karen Naegele
Registrar/Front Desk	Angela Clark
Career Services Representative	Annie Shultz

WEST ATLANTIC CITY CAMPUS - STAFF

Campus Director/Program Manager	Samantha Castilloveitia
Financial Aid Representative	Karen Naegele
Admissions Representative	Angelic Martinez
Admissions Representative	Amna Fahmy
Registrar	Angela Clark
Career Services Representative	Tashiana Spencer

PRISM CORPORATE STAFF

Chief Executive Officer	Arlin Schmidt
Director of Human Resources	Priscella Rivera
Director of Campus Operations	Jeffery Mann
Director of Operations	Eddie Alkhal
Director of Admissions/Marketing	Shawn Bartley
Director of Facilities and IT	Doug Schmidt
IT Facilities	Gerald Gilchrist
Director of Accreditation/Regulatory Compliance	Fred Fitchett
Accounting Support Specialist	Christina Lee
Learning Management Consultant	Johnathan Nichols
Dean of Academic Affairs	Cindy Casciano
Executive Admin. Asst.	Amy Kligerman

ADVISORY BOARD MEMBERS

Arlin Schmidt, James McCoy, Bridget Quinn Kirchner