



SCHOOL CATALOG

Volume 22
2024

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3 Campus Locations

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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.

GOALS

The Goals 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 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, renaming 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 the 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 there is public parking 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. There is a cafeteria on the first floor of the building. 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 15,300-square foot facility has multiple classrooms and medical labs for the Practical Nursing and Medical Assistant programs, computer labs, a break room for students, administrative offices, and a resource room for students with Internet access. 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 and the Medical Assistant–hybrid program are 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 are also 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, which is provided as an addendum to this catalog. These scheduled program starts are subject to change at the school's discretion. Please contact a Prism Campus Admissions Representative for more detailed information regarding the most current schedule for program start dates.

SCHOOL HOLIDAYS:

New Year's Day – Monday January 1st, 2024

Martin Luther King Day – Monday January 15th, 2024

President's Day – Monday February 19th, 2024

Memorial Day – Monday May 27th, 2024

Juneteenth – Wednesday June 19th, 2024

4th of July – Thursday July 4th, 2024

Labor Day – Monday September 2nd, 2024

Thanksgiving – Thursday & Friday November 28th and 29th, 2024

Christmas – Wednesday December 25th, 2024

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Prism Career Institute typically closes only when inclement weather is severe enough to cause local businesses to close. The school may also choose to delay opening rather than close for the entire day. Information on school closings and delayed openings is available by tuning into WTXF-TV, FOX29, or by accessing www.myfoxphilly.com. Class time lost due to school closing will usually be made up on the next available non-school day or by extending hours on subsequent class sessions.

HOURS OF OPERATION

Campus administrative offices are open Monday to Friday, from 8:30 AM to 5 PM. Daytime classes are held Monday to Friday from 8 AM to 5 PM, and clinical training sessions are held from 7 AM to 4 PM. Evening classes are held Monday to Thursday from 5 PM to 10:30 PM, and Saturday or Sunday classes are typically held between 7 AM to 4:30 PM although hours may vary depending on schedules.

FACULTY, STAFF AND ADVISORY BOARD

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

CAMPUS CLASS SIZES

Class sizes are designed to provide students with an optimal learning environment. For theory classes, class size will generally not exceed 40 students per class. For Practical Nursing clinical classes, the student-to-teacher clinical ratio is 10:1 in both Pennsylvania and New Jersey. Laboratory classes are generally 10:1 but may vary depending upon subject and situation. For Medical Assistant laboratory sessions, the student-to-teacher ratio 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 located on-campus and all interviews will be conducted on-campus.
4. Applicants must achieve a passing score on an entrance exam developed by an independent organization and administered by the school. TEAS test scores for Practical Nursing are valid for one year from test date and applicants are only allowed 3 TEAS test attempts. The tests and cut-off scores are as follows:
 - Medical Assistant –
 - a. T.A.B.E. score of 15
 - Practical Nursing –

New Jersey campuses:

ATI TEAS Exam: minimum score of 50

Philadelphia Campus:

ATI TEAS Exam: minimum score of 46

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:

- Admissions TEAS entrance exam - \$45.00 for each attempt
- All applicants must submit to a criminal background review - \$35.00
- All applicants must submit to a drug screen test - \$35.00 – **Philadelphia Location Only**
- Pennsylvania applicants must pass a child abuse clearance* - \$15.00

*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 circumstance.
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 the 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.
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 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 includes, but is not limited to, physical examination and proof of required immunizations including a 2-step PPD within the first 21 days of class, or their enrollment may be cancelled. **Primary COVID-19 Vaccination series (2-doses of Pfizer/Moderna or 1-single dose of J & J) is required prior to the first day of classes).**

In New Jersey, a Secondary COVID-19 vaccination (Booster) must be obtained prior to the start of PN 204 Nursing. Failure to do so will result in termination from the program.

While not required prior to admission, students in the practical nursing program should be aware that they will be required to have an up-to-date flu shot by November 1st of a current year's flu season in order to enroll in clinical courses.

For 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 are just beginning 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.

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 continually denied clinical placement on the basis of the 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 is 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 admissions acceptance or to test for certifications that can be earned at the graduates option. Employers of Medical Assistants may require a CHBC and may base their hiring decisions upon 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.

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. Prevention from attending a clinical rotation impacts a students ability to complete the academic program, and/or limit employment in the field upon graduation. As a result, full COVID-19 vaccination is required for all Prism Career Institute students.

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 financial aid office.

LAPTOP REQUIREMENTS

All Prism students are required to have their own laptop computer for use in accessing student records, participating in interactive distance learning courses and materials, research, e-books, e-library, examinations, and communication 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® 8.1, or 10. Apple Mac – Operating System: Mac OS X
- Hard Drive – 64 GB or greater
- Processor – Intel i3 or AMD equivalent or greater
- Memory (RAM) – 2.2 GHz CPU or greater with minimum of 4 GB RAM (8 GB Recommended)
- Browser - Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)
- Camera, microphone, and speaker
- Active anti-virus software

Students are not required to buy a new laptop. If you plan to use an existing laptop, please be sure it complies with these requirements. Laptops can be purchased from any reputable retailer.

Chromebooks, tablets, and cell phones are not acceptable options as they are not compatible.

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 assist students in meeting the cost of their education. Each student seeking financial aid is required to meet with a member of the Financial Aid Office, at which time the student's eligibility is evaluated and a personalized student financial plan is structured. All students are eligible to apply for financial aid under a variety of federal and supplemental financial assistance 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 have the responsibility to complete and submit 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.

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 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. 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 inability to meet his or her financial obligations to the institution due to the delayed disbursement 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. No official transcripts or diplomas will be issued to a student or graduate with an outstanding debt to the school.

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 for tuition and fees as per the refund policy applied to the appropriate payment period in the chart below.

Schedule of Obligation by Payment Periods

Practical Nursing Payment Periods Clock Hours		Medical Assistant Payment Periods Clock Hours	
1 st Payment Period 1-450	2 nd Payment Period 451-900	1 st Payment Period 1-360	2 nd Payment 361- 720
3 rd Payment Period 901- 1200	4 th Payment Period 1201-1560		

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.

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 dependent by federal definition and are required to have parental participation in completing the 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, made to the Director of Financial Aid within 10 calendar days of the date of the decision. 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 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: $\text{Cost of Attendance} - \text{EFC} = \text{Financial Need}$

Student Cost of Attendance

An average cost of attendance for a student attending Prism Career Institute consist of tuition and registration fee, as well as allowances for room, board, personal expenses, transportation and miscellaneous costs. Tuition and direct academic costs are assessed for one academic year. Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the length of the program, attending part time or full time, and the student's living arrangements (students living with parents or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

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 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., 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 has been completed. Non-immigrant foreign students will only be enrolled 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.

Correction to Information

If it becomes necessary to correct any of the information on an ISIR as the 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 may result in the student 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 to repay, 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 in 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) has been deferred.
- f. Understand your rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled 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 financial aid staff of the School 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 on-line 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 withdraws, and has been awarded Title IV funding, requires that the following calculation be performed by the financial aid office to determine the percentage of funds the School must return to the funding resource:

A percentage of unearned institutional charges are determined based on the number of clock hours the student attended divided by the total number of clock hours within the student's current payment period.

In some cases, withdrawing students may have to repay some of the Federal Pell Grant they received. Every case will be determined individually, and students may make an appointment with the financial aid office to explore the impact that the withdrawal may have.

- For students withdrawing after 60% of their academic payment period, no return of Title IV funds is required. (The School may keep 100% of the Title IV funds.) For purposes of Return of Title IV funds, the withdrawal date will be the last date that the student had academically related contact with the School or no later than 14 days after the last date of attendance.
- 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 Grants
 5. The student

- The School adheres to federal regulations regarding the return of Title IV Financial Aid (effective July 1, 2011). 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 that 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 student withdraws, only the cost of the textbooks that the student has received will be included in the total cost of attendance for the purposes of the Title IV refund calculation. 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 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 as required.

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.

For 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 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. These refunds will be made within 30 days of 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.

For 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 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, 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 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, to have an official transcript released, 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

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

For the Medical Assistant hybrid program:

<u>Percentages</u>	<u>Grade</u>	<u>Quality Point Value</u>
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:

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

Clinical/Externship courses are Pass/Fail; however, all work completed is graded in the above letter grade format. Numeric grades and credits are provided to allow comparison with the grading systems utilized by other institutions.

Students receive grades at the end of each course to demonstrate their level of 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). If at any time during a course a student's grades fall below minimum passing grade, the student will meet with the instructor to form a corrective plan of action to bring the student's grade average up to passing. Students who receive a failing grade after a course will be required to repeat that course. See the course repeat policy below.

Certain Practical Nursing courses contain two components: a) lecture/lab and b) clinical training. A student must pass both components of the course to earn a passing grade for that course. 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.

Students must receive a passing grade in all courses to graduate from the program.

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 a Quality Point value to get a total number of quality points, and then dividing the quality point total by the total number of credits. Each programs Quality point values is:

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.

Both final course grades and GPA shall be rounded to the closer whole number grade. 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.

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 in the computation of the CGPA. For further information on repeating courses, please see below.

COURSE INCOMPLETE

The course instructor may grant a student a grade of Incomplete, or "I", if the student is not able to complete the course due to missing coursework, exams, projects, or other extenuating circumstances. After receiving a grade of Incomplete, students must resolve the grade by the beginning of the following term. (The program director may extend the period for an additional 10 days upon finding significant and unusual circumstances beyond the control of the student). After submission of the missing coursework, the instructor will give the student a final grade, which will replace the grade of Incomplete. However, if all coursework is not completed at the end of the

specified timeframe, the student will fail the course and the grade of Incomplete will be changed to a grade of “F”.

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 be given a grade of W, which will not be used in the calculation of the student's CGPA and will not count towards program hours attempted for determining satisfactory academic progress.

REPEATING A COURSE

If a student fails a course, the course must be repeated. Only the higher grade is counted in calculating the student's CGPA. All hours from courses attempted must be included when calculating the maximum required time frame for completing the program. Students will incur a charge for repeated courses (see addendum). Only one retake is permitted unless an appeal is submitted and granted by the Nursing Director, MA Program Manager or Campus Director. Retaking of courses is on a space available basis only.

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 both the student's cumulative grade point average (CGPA) as well as the student's Maximum Time Frame to Complete.

- **Cumulative Grade Point Average (CGPA) (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, students are required to maintain a cumulative GPA of at least 2.5 in the Practical Nursing Program and a cumulative GPA of at least 2.0 in the Medical Assistant.

- **Percentage of Clock Hours Completed (Quantitative Measure)**

Prism will evaluate the percentage of clock hours completed by enrolled students at the completion of each term or payment period. To demonstrate a satisfactory pace at the completion of each term or payment period, Practical Nursing students must complete at least 80% of the clock hours attempted at the end of each term and Medical Assistant students must complete at least 70% of the clock hours attempted at the end of each payment period.

Effective July 1st, 2021 the Department of Education has removed Quantitative as a required measure for SAP. Prism Career Institute will continue to monitor Quantitative as per our Accrediting body to ensure all students complete within the 150% Maximum Time frame as outlined below:

- **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
Medical Assistant hybrid	720	1080
Practical Nursing	1560	2340

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 minimum standard cumulative grade point average at any evaluation point will receive written notification from the Dean of Nursing/Education or designee in the form of an academic advising plan. The student will meet with the Dean of Nursing/Education or designee to create and implement an academic plan to assist the student with meeting 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 it is impossible for a student to successfully complete the program in the maximum timeframe of 150%, or CGPA, the student may be informed they cannot meet the graduation requirements.

FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. While on Financial Aid Warning, students will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid 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 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.

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive an academic advising plan to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid. Students may only remain in Financial Aid Probation for one term or payment period. A student who achieves the required SAP minimums at the end of the term or payment period where he or she is on 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 Financial Aid Probation will be dismissed; 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.

Non-Title IV Eligible

A student may remain enrolled if they can demonstrate the ability to complete the program within the maximum time frame of the program 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 assist them in improving 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 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 Financial Aid 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 from the date that 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 at least 2.5 (75%) for the Practical Nursing program.
3. All Medical Assisting students must achieve an overall program attendance of at least 90%.
4. All PN students must achieve an overall program attendance of at least 90%
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 extended beyond the period of enrollment, students must be current on all payments scheduled up to 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 a current status of their financial obligations to the school at the time of NCLEX certification.

ATTENDANCE POLICY

Poor attendance and/or frequent lateness can substantially affect the student's ability to master the knowledge and skills necessary for satisfactory course completion. Students are expected to attend all hours of scheduled instruction, whether it is lecture, laboratory, or clinical. Attendance is recorded for each learning session, and all absences are recorded as time missed, regardless of the reason. Lateness and/or early departure from class are also recorded as time missed and will also be used in the calculation of the total number of hours of attendance for each class. Interactive Distance Learning (hybrid) course attendance is subject to the same policies.

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

- Medical Assistant: Students must attend at least 80% of each course to be eligible to receive a passing grade and must demonstrate an overall program attendance of 90% to be eligible for graduation.
- Practical Nursing: Students must attend at least 80% of scheduled course hours to be eligible to receive a passing grade and must demonstrate an overall program attendance of 90% to be eligible for graduation. For courses that have multiple components (theory, lab, clinical) students must achieve at least 80% attendance individually in the theory and lab components and 90% in the clinic component.
- 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 (voluntary or involuntary) before the scheduled end time of any class will have that increment counted as missed class time. Students arriving later than 15 minutes to clinical or lab will receive an absence for the entire class. See the student handbook for additional attendance policy details.
- Accrued absences will count from the first scheduled day of classes each term. Cumulative attendance progression will be periodically evaluated during each academic term and at the end of each term. Students who are below 90% cumulative attendance at any evaluation point will be placed on attendance warning status and counseled on improving their attendance to achieve the graduation requirement of 90% overall program attendance. If at any time it is determined that a student has reached a point that the 90% overall program attendance requirement can no longer be mathematically achieved, they will be dismissed. Attendance hours cannot be made up.
- Students are required to complete 100% of scheduled hours for externship in the Medical Assistant program.
- 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 Education/Nursing and published in the course syllabi.

MAKE-UP POLICY

Assignments

Prism encourages students who miss in-class assignments to seek make-up assignments from their instructors. Make-up work must be completed before the beginning of the following academic term. Students that fail to make up missed work will receive zero for the assignment and the subsequent grade calculated at the end of the academic term. In general, all make-up tests must be completed on the next school day, unless circumstances prevent the student from doing so. Students who still have uncompleted assignments or tests on the last day of a course may receive a grade of Incomplete and be required to complete the required assignments/tests before beginning the following academic term. All make-up work may be subject to a grade reduction and noted limits for make-up work as explained in each course syllabus.

Hours

Clinical course hours missed can be made-up by attending simulation labs offered at specific scheduled times but cannot be in excess of 10% of the total course hours. Didactic course hours missed can be made up only with the written approval of the Dean of Nursing but not to exceed 3 hours in any course.

Didactic make-up classes are generally scheduled on Fridays.

Course make-up time must be approved and may be made up for the following documented reasons:

- Illness as evidenced by a doctor's note
- Illness of an immediate family member as evidenced by a doctor's note
- Juror Duty
- Military Duty
- Mandatory Court Appearance

EXTERNSHIP/CLINICAL TRAINING

Prism Career Institute offers clinical and externship learning experiences. An externship is included in the Medical Assistant program. A clinical training experience 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 his or her circumstance.

Medical Assistant externships or outside clinical rotations in the Practical Nursing program are typically assigned based onsite schedules and availability which may include day, evening, and weekend hours which may not coincide with students on-campus course schedule. 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 access is started on the computer. 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 or students 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, 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 one in their possession, check or use the phone 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 communal areas of the school 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 discretion of the Instructor as to whether the student may sit for the exam. When a student is not permitted to take the exam, the student will stay in the resource room or designated area until the exam period is completed. Following the exam, the student must meet with the Instructor to decide with the instructor to make-up the exam later the same day. The student will have seven (7) points deducted from the final earned grade. If the student delays the make-up exam to the next day, the student will have ten (10) points deducted from the earned 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 time it is scheduled. 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

Any student who is absent during an examination is required to take a make-up exam on the next classroom day. Make-up exams will be subject to a percentage point reduction. Missed exams cannot be made up during scheduled classroom time. 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 time it is scheduled. A student absent on the day of a quiz will not have the ability to make up the missed quiz as there are no make-ups for missed quizzes.

A student who is absent on the day of an examination will be permitted to make-up one (1) examination per course, provided the student makes-up the examination on the same day they return to the class. The student will have ten (10) points deducted from the earned exam score. If the student does not make up the examination on the day they return to the class, the student will receive a zero (0) for the assessment and the student is required to see the Instructor for academic counseling. It is the responsibility of the student to decide for the make-up examination.

LEAVE OF ABSENCE

Students who anticipate an extended absence from classes due to extenuating circumstances such as family emergencies, illness, or 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 inhibit a student from making the LOA request in advance, the School may grant a LOA on behalf of a student without prior written request as long as 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 have any effect on the completion rate or CGPA calculation related to 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 a total of 180 days per calendar year or one-half 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 when calculating the CGPA.

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 being 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
- c) For the Practical Nursing Program, transfer credits will only be considered for MT101 Medical Terminology, TTS 100 Test Taking Strategies, AP101 Body Structure and Function, PR103 Personal and Professional Relationships, PH100A Med Math and PY101 Growth & Development through the Lifespan. 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 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 the Dean of Nursing (DON) or Campus Director.
- If a student does not agree with the DON or Campus Director'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 reasonable material in writing 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 DON or Campus Director will provide a written response within 15 business days. If the decision to accept is reversed, the DON or Campus Director will notify the student and will see that the changes are made to the student record.
- There is no fee for evaluating transfer of credit.
- Financial aid awards, if applicable, will be affected by such 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 transfer of credit for courses completed at Prism and if so, how many credits will be accepted. Upon request, Prism will provide certified copies of transcripts and program 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 meet with the Campus Director to review their progress and options for completing their education at Prism Career Institute later. A statement of withdrawal should be submitted in writing. If no notification of withdrawal is provided in writing, the withdrawal date will be the students last day of attendance.

Approval for return to the program will be determined based on available classroom space, course schedule and other factors at the discretion of the school. Students must also meet with a financial aid representative to review their account for refunds or remaining balance owed to the school.

All students seeking to return to school must be in good financial standing, including payment of prior balances that were due at the time of withdrawal or dismissal from the school. Some returning students

may be eligible to establish a new payment plan for prior financial obligations. For further information, please speak to a financial aid representative.

Returning students will be responsible for any differences in tuition rates and fees between the original enrollment period and their return.

TRANSFER BETWEEN PROGRAMS OR CAMPUSES

Students transferring from one program into another, or from one PCI campus to another, are required to have approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising because of the transfer. The Program Director will evaluate scheduling, transfer of credit, and credit which shall be awarded for common coursework that has been 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 to the student directly. Students auditing courses will receive a grade of AU which will not have any effect on the completion rate of CGPA related to SAP or the 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, 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 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 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

demonstrate 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 which are harmful to other students, staff or the school.
- Failure to maintain satisfactory academic progress, about either attendance or academics.
- Illegal duplication of copyright protected software and printed materials.
- Use of cell phones or recording devices while in the campus buildings including classes, lab, 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 being 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, made to the Dean of Nursing (DON) or the Campus Director within 3 business days of the date of the decision. The DON 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.

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 prohibited on the school premises always and is subject to the rules of the property in which 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 appear neat and well-groomed always. Students should wear scrub uniforms to class and lab sessions. Medical Assistant students will also wear the scrub uniforms to externship or clinical training sites. Nursing students must wear the 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

Practical Nursing school can be a demanding and stressful experience. Balancing academics, work, family, and a social life is challenging and often requires learning and applying new skills. Student services staff are available to students to discuss concerns and/or refer to someone who can provide assistance. The student services staff at Prism is dedicated to helping students deal with issues that might interfere with academic performance and/or a sense of personal well-being. We are committed to promoting maintenance of good mental health, knowledge, and skills for healthy living. Prism students visit the student services staff for many reasons. All conversations dealing with personal matters are kept confidential. If the student is referred to an outside, appropriate resource, a follow up is completed after the student seeks help for any life issues.

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, and students are encouraged to explore volunteer, internship, and temporary job assignments as they provide the opportunity to gain 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 examine their career goals. Graduates should communicate regularly with Career Services to discuss their job search, as well as job offers, and any position accepted.

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 campus Program Director.

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 for the highest level of academic integrity and does not tolerate academic dishonesty. All incidences of academic integrity violations will be disciplined.

Such acts include, but are not limited to:

- Cheating
- Plagiarism- presenting another's work as your own without properly citing the source to include restating, paraphrasing, or misrepresenting someone else's words or ideas.
- Permitting another student to copy work and submit 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 aid is not permitted.
- Providing answers from grades assignments to others
- Providing others with access codes to complete exams or assignments in circumstances where the reasonable conclusion is it is not permitted.

CRIMINAL BACKGROUND SCREENING

Students enrolled in the Practical Nursing program will have been required to undergo a criminal background check prior to acceptance but students may again be required to undergo additional background checks and drug testing before they can be placed in certain clinical rotations, depending upon the clinic site. Pennsylvania requires that graduates undergo an additional background check as part of the NCLEX-PN exam registration process. New Jersey requires graduates to undergo an additional background check as part of the licensing process. Students are responsible for inquiring with the appropriate state agencies about their background and drug testing requirements prior to enrolling in the Practical Nursing program. Students who have prior criminal records may be denied the opportunity to take the NCLEX-PN exam in Pennsylvania and may be denied a license to practice in New Jersey and other states, even if the exam is taken and successfully completed. 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 resides 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, to obtain employment.

STUDENT COMPLAINT PROCEDURE

If a problem occurs relating to the school, the student should take the following steps:

- Students who have questions or concerns should first direct their inquiries to the appropriate faculty member or an Assistant Dean of Nursing (ADON) or the Medical Assistant Program Manager. If the student does not feel that the issue was resolved, an appointment with the Dean of Nursing should be made. The Campus Director is available to meet with the Dean of Nursing and the student when needed. Complaints to the Campus Director should be made in writing.
- If the situation remains unresolved after discussion with the Campus Director, the student should contact the Corporate Office of Prism Career Institute at 856-317-0100.
- The Prism Career Institute Philadelphia Campus is licensed by the Pennsylvania State Board of Private Licensed Schools in accordance with 22 Pa. Code§73.122(12)(ii).
- The New Jersey campuses are licensed by the New Jersey Department of Labor and Workforce Development. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of these state agencies at the following addresses:

Philadelphia Campus: Pennsylvania State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

New Jersey Campuses: NJ Department of Labor and Workforce Development
PO Box 055
Trenton, NJ 08625-0055

- The student also has the right to contact Prism Career Institute's accrediting organization, Accrediting Council for Continuing Education & Training (ACCET) Complaints should be submitted in writing and mailed, or emailed to the ACCET office.
Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- a. Name and location of the ACCET institution;
- b. A detailed description of the alleged problem(s);
- c. The approximate date(s) that the problem(s) occurred;
- d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
- e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
- f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
- g. The status of the complainant with the institution (e.g. current student, former student, etc.).

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW Washington, DC 20036
Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306

- Students also have the right to contact the New Jersey Board of Nursing. Complaints should be submitted in writing and mailed or emailed to the NJ BON. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
 1. The letter of complaint must contain the following:
 - a. Name and location of the institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting NJ BON;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, NJ BON will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).

Complaints regarding violations of the Federal Educational Rights and Privacy Act (FERPA) can be filed with the governmental office that administers FERPA:

Family Policy Compliance Office
 United States Department of Education
 400 Maryland Ave, SW
 Washington, D.C. 20202-4605

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 puts limits on what information Prism Career Institute may disclose to third parties without receiving prior written consent from the student.

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 giving information over the phone or via email may be a convenient method of communication, it is not recommended since both methods carry a substantial amount of 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 the records of a student without prior written consent of the student. 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 web site
- 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 ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. 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 to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her 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 does not have a direct interest in the outcome of the hearing. That individual may be an official of Prism Career Institute. The student shall be afforded a forum for the opportunity to present evidence relevant

to 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 such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

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

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 are subject to random and repeated drug screens, and immediate dismissal from Prism Career Institute, and local law enforcement agencies are notified, as applicable.

Possession or use of alcohol, or 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. Students who violate this policy are subject to disciplinary action, up to and including termination from school enrollment, and are required to meet with Prism Career Institute officials to assess the problem and determine if further action is required, or if referral for substance abuse treatment is warranted.

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 having such a problem is encouraged to contact his or her Campus Director for support and referral assistance. All such inquiries are held in the strictest confidence and are handled in a non-threatening and supportive manner.

It is the intent of Prism Career Institute to help and guidance with compassion and respect rather than to punish. However, it must be emphasized that any occurrence of substance abuse that results in endangering personal safety or compromising the quality of education subjects the offender to immediate dismissal from Prism Career Institute

Non-Discrimination Policy / Title IX Information

As mandated by Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the School does not discriminate on the basis of sex, sexual orientation, or Gender Identity in admission to or employment in its educational programs or activities.

Inquiries concerning the application of Title IX and its implementing regulations by the School may be referred to the School's Title IX Coordinator, or the Office of Civil Rights of the United States Department of Education.

Prism Career Institute is committed to achieving a prompt and equitable resolution of any student or employee complaints under Title IX. Any individual alleging noncompliance with Title IX should file a written complaint with the Title IX Coordinator, who will proceed to investigate the matter. Either the complaining party or the Title IX Coordinator can demand an administrative hearing to address the matter. The complaining party will be given a copy of the written findings of the Title IX Coordinator as promptly as possible after the investigation, and hearing, if requested, has taken place. These findings will include the Title IX Coordinator conclusion as to whether a violation of Title IX has taken place and, if so, the remedial actions to be taken by the Institution.

For more information regarding Title IX including contact information for the Title IX Coordinators 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 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 are responsible for identifying themselves and disclosing information about the disability to the Campus Director at the time of enrollment. The Campus Director will submit the request for accommodations to the Compliance Coordinator who will inform the student as to whether the student's 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 the 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 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 as part of the comprehensive evaluation and report. Students have the right to choose to disclose or not 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 American with Disabilities Act including contact information for the Compliance Coordinator please visit [Prism Career Institute 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 is not considered permission of 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:

- Student's 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 system.

Clinic rotations in Practical Nursing are conducted offsite 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 under the supervision of 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 the student for the style and structure of the NCLEX exam questions. Prism utilizes a variety of delivery methods for teaching coursework including lecture, lab, simulations, video, interactive media, and clinical site rotations.

The Prism Career Institute Practical Nursing Program comprises 1,560 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). The school will assist in completing the registration and pay 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 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 health care settings to assist in meeting the health care needs of individuals within different age groups.

Practical Nursing Program Overview for the 1560 Clock hour version for the Cherry Hill and Egg Harbor Twp. Campuses:

This version will be discontinued effective for new students enrolling after the 2024 July Day Summer term.

This program is comprised of 810 lecture hours, 90 lab hours and 660 clinical hours*.

COURSE ID	COURSE TITLE	CLOCK HOURS
AP102	BODY STRUCTURE AND FUNCTION	90
CD101	CAREER READINESS	30
MH101	MENTAL HEALTH NURSING	30
MT101	MEDICAL TERMINOLOGY	30
PH100A	FOUNDATIONS OF MED MATH	30
PH103	PHARMACOLOGY I	45
PH202	PHARMACOLOGY II	60
PN103	FOUNDATIONS OF PRACTICAL NURSING	285
PN204NJ	NURSING I	270
PN205NJ	NURSING II	270
PN301NJ	NURSING III	300
PPR104	PERSONAL & PROFESSIONAL RELATIONSHIPS	45
PY101	GROWTH & DEVELOPMENT THROUGH THE LIFE SPAN	45
TTS100	TEST TAKING STRATEGIES	30
	TOTAL	1560

Practical Nursing Program Overview for the 1560 Clock hour program at the Philadelphia Campus:

This version will be discontinued effective for new students enrolling after the 2024 July Day Summer term.

This program is comprised of 745 lecture hours, 95 lab hours and 720 clinical hours*.

Course ID	Course Title	Clock Hours
AP102	BODY STRUCTURE AND FUNCTION	90
CD101	CAREER READINESS	30
IV203	INTRAVENOUS THERAPY	15
MH101	MENTAL HEALTH	30
MT101	MEDICAL TERMINOLOGY	30
PH100A	FOUNDATIONS OF MED MATH	30
PH103	PHARMACOLOGY I	45
PH202	PHARMACOLOGY II	60
PN103	FOUNDATIONS OF PRACTICAL NURSING	285
PN204	NURSING I	270
PN205	NURSING II	270
PN301	NURSING III	300
PR102	PERSONAL & PROFESSIONAL RELATIONSHIPS	30
PY101	GROWTH & DEVELOPMENT THROUGH THE LIFE SPAN	45
TTS100	TEST TAKING STRATEGIES	30
	TOTAL	1560

Practical Nursing Program Overview - 1500 clock hour version:

Effective for new students enrolling after the 2024 July Day Summer term.

This program is comprised of 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
PY101	GROWTH & DEVELOPMENT THROUGH THE LIFE SPAN	45
	TOTAL	1500

Additional Requirements:

- All Practical Nursing students must be COVID-19 vaccinated and provide valid proof prior to starting classes. 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 cancelled.
- CPR instruction and certification are provided by Prism Career Institute AT THE New Jersey campuses during Term I as a prerequisite to clinic classes. Prism Career Institute will be responsible for the cost associated with the training. CPR instruction and certification is not provided by Prism at the Philadelphia campus and is the students responsibility to ensure certification is achieved and provided as a prerequisite to clinical classes.

COURSE DESCRIPTIONS

PRACTICAL NURSING PROGRAM – all campuses

AP102 BODY STRUCTURE AND FUNCTION (90 hours) will be replaced after the 2024 Summer term with:

AP103 BODY STRUCTURE AND FUNCTION (105 hours)

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 with emphasis on the integration of body systems and functions as they apply to health and disease. (105 hours lecture)

CD101 CAREER READINESS (30 hours)

The course will focus on preparing the student to meet specific needs for success on NCLEX-PN. Test taking strategies and practice of the computer-adaptive test-taking methods shall be emphasized along side of ATI. The course is also designed to facilitate the transition from the role of student to practical nurse. Theories, concepts and application of nursing principles will be adopted to reinforce student critical thinking skills. Students will review principles of leadership and management to facilitate the transition from learner to entry level Practical Nurse. Students will complete an employment portfolio for use in future job interviews and will participate in practice interviews. (30 hours lecture)

IV203 INTRAVENOUS THERAPY (15 hours) Philadelphia course, after the 2024 Summer term this material will be covered in Nursing I for the Philadelphia students

MH101 MENTAL HEALTH NURSING (30 hours)

The course presents concepts in mental health and psychiatric nursing, abuse and neglect, stress management, crisis intervention and mental disorders are studied along with current treatments and trends in psychiatric nursing. Therapeutic milieu and effective communication are discussed. (30 hours lecture)

TT100, MT101, PH100A will be combined into one course:

NN101 NAVIGATING NURSING (90 hours)

Student Success is designed to offer students an introduction to medical terminology, mathematical proficiency for medication administration, and effective test-taking strategies through an integrated approach. Students will gain a deep understanding of medical language, body system functions, and accurate documentation practices. Additionally, 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 also provides students with tools to develop skills for improving critical thinking, test taking, time management, and computer proficiency. Whether students are new to healthcare or seasoned professionals, this comprehensive course equips them with the fundamental knowledge and skills necessary for success as a licensed practical nurse. (90 hours lecture)

PH103 PHARMACOLOGY I (45 hours)

This course introduces the study of pharmacology, the effects of drugs on the human body, and the utilization of drug therapy for the treatment of disease. The course will focus on math for medication administration for students and is designed to help prepare students to accurately calculate oral and parenteral dosages and solutions for safe medication administration. The content includes math review, units of measurements, and dosage calculations. (45 hours lecture)

PH202 PHARMACOLOGY II (60 hours)

The necessary knowledge and skills required to perform nursing responsibilities in a safe, effective manner are discussed. Emphasis upon safe drug administration and effects of medications with various age groups is the major focus of the course. Basic medication principles and competency in medication calculation continues to be emphasized. (60 hours lecture)

PN103 FOUNDATIONS OF PRACTICAL NURSING (285 hours)

In this course students are introduced to fundamental nursing concepts and skills needed to provide basic nursing care to promote, restore, and maintain the physical and psychological health of an individual. Basic concepts related to nutrition, medical terminology and Maslow's hierarchy of needs are presented. This course introduces principles related to the safe administration of medications. Simulated laboratory practice is incorporated into the course so that the student can develop and refine technical skills needed to provide safe nursing care and to assist in applying the nursing process. The supervised clinical component occurs in long-term care facility where the student will provide basic care for a patient with appropriate nursing needs. (105 hours lecture, 90 hours lab, and 90 hours clinical*)

PN204 NURSING II (270 hours) (67.5 hours lecture, 202.5 hours clinical*) and

PN204NJ NURSING II (270 hours) (87.5 hours lecture, 182.50 hours clinical*) After the 2024 Summer term will become:

PN110 NURSING I (270 hours)

This course presents the principles of health promotion, maintenance and restoration. Acute and chronic health care problems of the adult are presented in this course of study. This course addresses medically and surgically treated adult disorders, with focus on specific body systems, as well as pain assessment and management. Body systems and alterations in the physiological function as related to adult care are discussed. Basic scientific concepts supporting nursing decisions related to acute and chronic health care problems of the adult are included. This course presents the care of the adult in the community, sub-acute and long-term care settings. Clinical rotations emphasize culturally competent nursing care for individuals across the adult lifespan. (88 hours lecture, 182 hours clinical*)

PN205 NURSING II (270 hours) (67.5 hours lecture, 202.5 hours clinical*) and

PN205NJ NURSING II (270 hours) (87.5 hours lecture, 182.50 hours clinical*) after the 2024 Summer term will become:

PN120 NURSING II (240 hours)

Acute and chronic health care problems of the adult are presented in this course of study. This course addresses medically treated adult disorders, with focus on specific body systems, as well as mental health. The neurological system as well as the musculoskeletal and integumentary systems are covered. The multiple needs of clients with sensory disorders, including eye and ear disorders are addressed. Critical thinking and practical application skills are integrated into the clinical experience for this level of nursing care. (88 hours lecture, 152 hours clinical*)

PN301 NURSING III (300 hours) (75 hours lecture, 225 hours clinical*) and **PN301NJ III (300 hours)** (95 hours lecture, 205 hours clinical*) after the 2024 Summer term will become:

PN130 NURSING III (270 hours)

This course exposes the student to family-centered nursing, care of the maternal/newborn client. Basic concepts related to nutrition, chemistry, microbiology and Maslow's hierarchy of needs are integrated into the content. Knowledge and skills-necessary for the care of the obstetric, neonatal, as well as for the client with an alteration in health. The interrelationship of individuals and the family in both health and illness is explored. Acute and chronic health care problems of the adult are also presented in this course of study. Culturally sensitive nursing care is considered within multicultural populations. Leadership, management, basic teaching and learning concepts are presented as related within the role of the PN. Decision-making skills and management skills are integrated in the clinical experience for this level of nursing care. (95 hours lecture, 175 hours clinical*) Co-requisite: CD101

PY101 GROWTH AND DEVELOPMENT THROUGH THE LIFESPAN (45 hours)

This course introduces the student to the basic principles of growth and development from infancy to older adulthood. Physical, cognitive, social, spiritual, cultural, and emotional factors are considered. The focus is directed toward the normal growth and developmental tasks of both the individual and family. Various psychoanalytical, cognitive, and behavioral theories of human development (personality and social) are presented. (45 Lecture Hours)

PPR104 PERSONAL AND PROFESSIONAL RELATIONSHIPS (45 hours) after the 2024 Summer will be replaced by:

PR102 PERSONAL AND PROFESSIONAL RELATIONSHIPS (30 hours)

This course introduces the student to the role of the Practical Nurse, including the history of nursing, critical thinking, and the nurse as a member of the healthcare team. Ethical and legal issues pertaining to nursing are explored for a better understanding of nursing care and in conjunction with the reasoning of the Nurse Practice Act. Students will have an introductory look at the NCLEX process as related to critical thinking, nursing process and communication. Emphasis in this course is placed on nursing practice issues and concepts related to communication, advocacy, leadership/management, role transition, and social issues for the practical nurse. Current issues and trends in the health care system as well as legal and ethical aspects of nursing are discussed. This course introduces the student to the responsibilities related to entry into practice – employment and education opportunities, and the need for continuing personal and professional development. (30 hours lecture)

**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 Available 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 will allow graduates to obtain entry-level employment as a Medical Assistant 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 lecture, lab, simulations, video, interactive media, and externship. Coursework is delivered on-campus through each 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 435 lecture hours, 135 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 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 make themselves available for externship duties between the hours of 8:00 am to 6:00 pm Mondays through Fridays or normal business hours for the site. 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 study.

In the interests of safety and of 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 according to the site's schedule of 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 physician offices, hospitals, and other healthcare settings.

Graduates of the Medical Assistant hybrid program are eligible to obtain national certifications in Medical Assisting, Phlebotomy, and EKG (Electrocardiography). At the end of the program graduates are provided with a study program, that is designed to prepare them for a Medical Assistant national certification examination.

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 Fridays 8:00 AM to 5:00 PM

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 represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AP110 Anatomy and Physiology I

45 Clock Hours (45 Lecture Hours)

This course will provide students with a basic understanding of the structure and function of the human body. Included in this course are discussions of basic word structure, prefixes and suffixes along with relevant abbreviations and combining forms associated with the human body. The geometric planes of the body, cell structure and metabolism, and the organization of the body into organ systems with emphasis on the gastrointestinal, the skeletal and muscular systems will be covered. *Prerequisite(s): None*

AP120 Anatomy and Physiology II

45 Clock Hours (45 Lecture Hours)

This course will continue to provide students with basic understanding of the structure and function of the human body. Included in this course are discussions of basic word structure, prefixes, and suffixes along with relevant abbreviations and combining forms associated with the human body. Specific topics will include the special senses, the nervous, lymphatic, and immune systems plus the respiratory system. *Prerequisite(s): None*

AP130 Anatomy and Physiology III

45 Clock Hours (45 Lecture Hours)

This course will continue to provide students with a basic understanding of the structure and function of the human body. Included in this course are discussions of basic word structure, prefixes, and suffixes along with relevant abbreviations and combining forms associated with the human body. Specific topics will include the male and female system reproductive systems, the endocrine, integumentary, and urinary 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 past, present, and future of the healthcare setting. 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 the use of 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 scope of medical assisting. 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 certain 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 to include the cardiovascular system and its terms, abbreviations, suffixes, and prefixes. Students will be taught how to perform an EKG and learn to distinguish several arrhythmias and artifacts associated with the patient procedure. In addition, cardiovascular pathologies will be discussed. *Prerequisite(s): AP110, AP120, and AP130*

MA130 Pharmacology

45 Clock Hours (30 Lecture Hours/ 15 Lab Hours)

This course provides students with an overview of the effects of drugs on the human body. Specific topics included in this course pertain to the use of over the counter and prescription medications. They will also learn commonly prescribed medications for various medical disorders and their metabolism through our body systems. Federal laws regarding both medicinal and street drugs will be discussed. Students will also learn how to administer various medications in a medical office setting. *Prerequisite(s): AP110, AP120, and AP130*

MA135 Phlebotomy

90 Clock Hours (30 Lecture Hours/ 60 Lab Hours)

The course will introduce students to the clinical skill of obtaining blood by both capillary and venipuncture techniques. Testing will take place on manikin arms, and slowly progress to live subjects. Safety techniques for the safe handling of 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 analyzing procedures. *Prerequisite(s): AP110, AP120, and AP130*

MA150 Medical Assisting Clinical Capstone

45 Clock Hours (35 Lecture Hours/ 10 Lab Hours)

This course provides students with an overview of the ways in which communication skills are utilized in the professional setting. Students will learn how to communicate effectively with patients and co-workers, using sensitivity and tact and observing laws of privacy and confidentiality. Common scenarios in the healthcare setting, such as practicing good phone etiquette, verbal and nonverbal communication, and dealing with sick, dying and anxious patients will be discussed. Students will get an opportunity to use critical thinking in resolving interpersonal conflicts. *Prerequisite(s): AP110, AP120, AP130, MA 110, MA115, MA120, MA130, MA135, MO100, and MO110*

MA160 Career Development

45 Clock Hours (45 Lecture Hours)

This course will help students focus on job readiness by learning how to compile an effective resume with a cover letter. They will explore the various ways of job search methods with a strong emphasis on employer simulations and mock interviews. Certification options will be discussed that students can engage via online study guides. *Prerequisite(s): AP110, AP120, and AP130, MA 110, MA115, MA120, MA130, MA135, MO100, and MO110*

MA170 Externship

150 Clock Hours (150 Externship Hours)

The student externship allows the student to apply their training to a live work environment to encourage and develop the student's self-confidence. The externship expands the educational experience by reinforcing the importance of responsibility, professionalism, ethics, and dependability in the work setting. *Prerequisite(s): Successful Completion of all other Courses in Program.*

MO100 Medical Office Procedures

45 Clock Hours (45 Lecture Hours)

This course will allow the student an opportunity to practice various medical assisting procedures. In addition, students will learn how to set up specific procedures associated with the body system to be examined. Empathetic topics regarding nutrition and behavioral health will be discussed. *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. This web-based electronic health record was designed by healthcare educators to teach medical assisting students' proper techniques and workflows for performing tasks in an outpatient setting - from front office to clinical care, to coding and billing skills. *Prerequisite(s): None*



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 June 1, 2024

PROGRAM START DATES:

PRACTICAL NURSING

Start Date	Shift	Program	Campus	Start Date	Shift	Program	Campus
Tue 1/2/2024	Day	Practical Nursing	ALL	Mon 2/5/2024	Evening	Practical Nursing	ALL
Mon 2/12/2024	Day-Mini	Practical Nursing	PHL Only	Mon 4/1/2024	Evening- Mini	Practical Nursing	PHL & CHL
Mon 4/1/2024	Day	Practical Nursing	PHL & CHL	Mon 5/27/2024	Evening	Practical Nursing	ALL
Mon 5/13/2024	Day-Mini	Practical Nursing	PHL Only	Mon 7/22/2024	Evening-Mini	Practical Nursing	PHL & CHL
Mon 7/1/2024	Day	Practical Nursing	PHL & CHL	Mon 9/16/2024	Evening	Practical Nursing	ALL
Mon 8/12/2024	Day-Mini	Practical Nursing	PHL Only	Mon 11/4/2024	Evening-Mini	Practical Nursing	PHL & CHL
Mon 9/30/2024	Day	Practical Nursing	PHL & CHL				
Mon 11/11/2024	Day-Mini	Practical Nursing	PHL Only				

Medical Assistant hybrid with Externship:

Start Date	Shift	Program	Campus	Start Date	Shift	Program	Campus
Tue 1/2/2024	Day	Medical Assistant	ALL	Tue 1/2/2024	Evening	Medical Assistant	NJ Campus Only
Mon 2/5/2024	Day	Medical Assistant	ALL	Mon 2/5/2024	Evening	Medical Assistant	NJ Campus Only
Mon 3/11/2024	Day	Medical Assistant	ALL	Mon 3/11/2024	Evening	Medical Assistant	NJ Campus Only
Mon 4/15/2024	Day	Medical Assistant	ALL	Mon 4/15/2024	Evening	Medical Assistant	NJ Campus Only
Mon 5/20/2024	Day	Medical Assistant	ALL	Mon 5/20/2024	Evening	Medical Assistant	NJ Campus Only
Mon 6/24/2024	Day	Medical Assistant	ALL	Mon 6/24/2024	Evening	Medical Assistant	NJ Campus Only
Mon 8/5/2024	Day	Medical Assistant	ALL	Mon 8/5/2024	Evening	Medical Assistant	NJ Campus Only
Mon 9/9/2024	Day	Medical Assistant	ALL	Mon 9/9/2024	Evening	Medical Assistant	NJ Campus Only
Mon 10/14/2024	Day	Medical Assistant	ALL	Mon 10/14/2024	Evening	Medical Assistant	NJ Campus Only
Mon 11/18/2024	Day	Medical Assistant	ALL	Mon 11/18/2024	Evening	Medical Assistant	NJ Campus Only

PRACTICAL NURSING PROGRAM CHANGES

(These changes are pending review and are subject to approval by all necessary regulatory bodies.)

Effective for new students enrolling after the 2024 Summer term, the Practical Nursing program will be changed from 1560 clock hours in length to 1500 clock hours. This clock hour change includes minor course changes that may affect students who are enrolled in and will continue attending classes under the 1560 clock hour version. Students who fail a course that needs to be repeated, will be required to do so in the new course versions of the 1500 clock hour version. The changes that will affect repeating students are in the following courses:

At both the NJ and PA campuses:

MT101-Medical Terminology, PH100A-Foundations of Med Math, and TTS100-Test Taking Strategy are no longer offered in the program. Students who have to retake any or all of these courses, will be required to pass the new NN101 Navigating Nursing, but at no additional charge.

At the Philadelphia campus:

IV203-Intravenous Therapy will be eliminated as a standalone course. This content will be covered in the Nursing I course.

At the New Jersey campus:

PPR104 -Personal and Professional Relationships is no longer offered in the program. Students who have to retake PPR104 will be required to take PR102-Personal and Professional Relationships

2024 PROGRAM TUITION AND FEES:

<u>Philadelphia campus</u>	
Practical Nursing	
Tuition:	\$27,200.00
Registration Fee:	\$100.00
Textbook Fees:	\$2,886.00
Technology, Lab & Supply Fee:	\$1,083.00
TOTAL	\$31,269.00

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 drug screen test - \$35.00 – Philadelphia location
- Applicant criminal background review - \$35.00
- Applicant child abuse clearance* - \$15.00

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

Medical Assistant hybrid	
Tuition:	\$13,000.00
Registration Fee:	\$50.00
Textbook Fees:	\$765.00
TOTAL	\$13,815.00

<u>New Jersey campuses</u>	
Practical Nursing	
Tuition:	\$27,200.00
Registration Fee:	\$100.00
Textbook Fees:	\$3,024.00
Lab & Supply Fee:	\$1,216.00
TOTAL	\$31,540.00

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

- TEAS entrance exam - \$45.00 for each attempt
- Applicant criminal background review - \$35.00

Medical Assistant hybrid	
Tuition:	\$13,000.00
Registration Fee:	\$25.00
Textbook Fees:	\$765.00
TOTAL	\$13,790.00

OTHER FEES:

Course Repeat Fee – For first-time courses repeated there is a \$250 fee per course. Courses that are repeated a second 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. Career Readiness course is not subject to the Repeat Fee.

PHILADELPHIA CAMPUS - STAFF

Campus Director	Jeffery Mann
Dean of Nursing	Khadijah Williams, RN
Asst. Dean of Nursing	Tamara Brown
Asst. Dean of Nursing	Amina Harris
Clinical Coordinator	Jessica Bellerby
Medical Assistant Program Manager	Monica Rios
Student Services Coordinator	Andrea Owens
Executive Admin. Asst. - Nursing	Aaliyah Hennigan
Admissions Representative	Matthew Hamilton
Admissions Representative	Zanzi Jackson
Director of Financial Aid	Debbie Gerena
Financial Aid Representative	Barbara Dodd
Director Career Services	Marlene Orosco
Registrar	Ivelisse Flores
Administrative Support Specialist	Carolyn Brown
Administrative Support Specialist	Brooke Melino
Career Services Representative	Kirt Boudreaux

CHERRY HILL CAMPUS – STAFF

Campus Director	Edward Rito
Dean of Nursing	Zenia D’Souza, RN
Assistant Dean of Nursing	TBD
Evening Supervisor	Charles McHale
Medical Assistant Program Manager	Monica Rios
Admissions Representative	Danielle Toliver
Admissions Representative	Deborah Mason
Director of Financial Aid	Karen Naegele
Registrar/Nursing Administrative Assistant	Angela Clark
Career Services Representative	Cindy Feldman
Reception – Administrative Assistant	Reina Torres

WEST ATLANTIC CITY CAMPUS - STAFF

Campus Director	Edward Rito
Dean of Nursing	Tim Inverso, RN
Assistant Dean of Nursing	TBD
Evening Supervisor	Jenn Emery
Executive Admin. Asst. - Nursing	Amy Kligerman
Medical Assistant Program Manager	Monica Rios
Financial Aid Representative	Paola Martinez
Admissions Representative	Angelic Martinez
Admissions Representative	Amna Fahmy
Registrar/Nursing Administrative Assistant	Ronald Pino
Career Services Representative	Vivian Bettis
Reception – Administrative Assistant	Hayley Kotacska

PRISM CORPORATE STAFF

Chief Executive Officer	Arlin Schmidt
Director of Human Resources	Priscella Rivera
Director of Operations	Eddie Alkhal
Director of Admissions/Marketing	Shawn Bartley
Director of Facilities and IT	Doug Schmidt
Controller	Terri Smith
Accounting Manager	Ed Oak
Director – Accreditation/Regulatory Compliance	Fred Fitchett
Accounting Support Specialist	Christina Lee
Manager of Learning Technology	Christa Richie
Academic Affairs Coordinator	Cindy Casciano

BOARD OF DIRECTORS

Arlin Schmidt, James McCoy, Bridget Quinn Kirchner
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