



STUDENT CATALOG

Volume 5
2012 – 2013

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

Egg Harbor Twp. Campus:
Bayport One
8025 Blackhorse Pike, Ste 250
West Atlantic City, NJ 08232
(609) 407-7476

Philadelphia Campus:
8040 Roosevelt Blvd.
Philadelphia, PA 19152
(215) 331-4600

www.prismcareerinstitute.edu



3 Campus Locations

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**Volume 5
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This Catalog and the Catalog Addendum is the Official Publication of Prism Career Institute and is subject to revision at any time. 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. Students should read carefully and understand fully the policies, rules and regulations contained herein. Ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance.

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 Vietnam veteran in the administration of its educational policies, programs, or activities, admissions policies, financial aid and loan programs, employment, or other school administered programs.

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EQUAL OPPORTUNITY POLICY

Prism Career Institute is committed to providing equal opportunity for all people and does not unlawfully discriminate in the administration of its admissions policies, educational policies, scholarship and loan programs, or any other Institute-administered activity.

INTRODUCTION

Prism Career Institute is dedicated to providing quality instruction which prepares graduates for employment in a career of their choice. Prism offers education in employment fields that have growth potential and require quality skills which will make graduates more marketable to prospective employers. Our primary objective is to equip students with the knowledge, attitude and professional behaviors necessary to compete and progress in today's job market.

Prism's instructional methodology is accomplished through a variety of techniques, including discussion of theory, written and practical assignments, quizzes, and exams. Computer and other contemporary technology is used in instruction wherever appropriate to provide hands-on experience with the tools that students will experience in the workplace.

Classes are of various sizes to provide quality instruction and allow individual attention. Our average student/teacher ratio varies depending on subject area and delivery method used for the material such as, class lecture, lab, or combination of teaching methods. Due to the wide range of subjects taught at Prism, a student should expect to have a number of different instructors during the duration of their program.

LOCATION AND FACILITIES

Prism Career Institute has three campuses: Philadelphia, PA, Cherry Hill and Egg Harbor Township, NJ and has been educating individuals in the Pennsylvania and New Jersey markets since 1986.

The Cherry Hill campus was relocated to a businesslike setting at 3 Executive Campus, Suite 280 in Cherry Hill in September of 2005. This 13,000 square foot facility is centrally located to public transportation, has modern classrooms, and labs and amenities. The campus is handicap accessible. Ample parking is available.

Our Egg Harbor Township Campus has been in Bayport One, 8025 Blackhorse Pike, Suite 250, West Atlantic City since September of 2005. This 12,000 square foot facility also has modern classrooms and equipment, and ample parking for our students. The campus is handicap accessible. Ample parking is available.

The Philadelphia, PA campus located at 8040 Roosevelt Blvd in Northeast Philadelphia is the main campus and was opened in November of 2004. The 20,500 square foot facility offers the students a fully equipped lab, and classrooms. The campus is handicap accessible. Public bus transportation is available at this location.

SCHOOL OWNERSHIP AND HISTORY

Prism Career Institute was initially established in 1986 to serve the citizens of Southern New Jersey and has developed over the years into a three campus private post-secondary education system offering programs on three campuses in Southern Jersey and Philadelphia. Over the years, the school's programs evolved to include a variety of computer, medical, paralegal and business programs in response to the changing needs of the regional job market.

The three Prism Career Institutes are owned by PrisMed of South Jersey, Inc. since 2004. PrisMed of South Jersey, is a wholly owned subsidiary of Prism Education Group, Inc. which is investor owned by HLM Venture Partners, Salix Ventures, and Conning Capital Partners. As an organization, Prism is fully committed to the success of its students and to assisting them in finding real opportunities for careers in their training related fields.

As the needs of the job market and instructional methods change, Prism Career Institute seeks continuous curriculum improvement to ensure students are equipped with the skills necessary for entry level employment and advancement in today's workforce.

LICENSES AND AGENCY APPROVALS

The Prism Philadelphia Campus is licensed by the Pennsylvania Department of Education. Prism Career Institute campuses in Cherry Hill and West Atlantic City are licensed by the New Jersey Department of Labor and Workforce Development. The NJ and PA Boards of Nursing have provided approval for the Practical Nursing Program at their respective locations. The schools are approved by the US Department of Education which allows the schools to participate in federal financial aid programs under Title IV of the Higher Education Act.

The schools have been approved as an education and training provider by the following agencies:

- Workforce Investment Act (WIA)
- Trade Readjustment Act (TRA)
- Workforce Development Partnership Program (WDPP)
- Division and Office of Vocational Rehabilitation

The Veteran's Administration has approved Prism Career Institute for the training of Veterans.

ACCREDITATION

Prism Career Institute is accredited by the Accrediting Council for Continuing Education and Training (ACCET). The main campus in Philadelphia has been continuously accredited since April 1988. Accreditation is the process by which ACCET grants public recognition to organizations which offer quality continuing education and training programs and meet all of the standards set forth by ACCET. ACCET's core focus is on educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices over time. The purpose of the accreditation process is to provide a professional and independent judgment as to the quality of the educational institution and the programs offered, and to encourage continuous quality improvement.

The four major components of this on-going process are:

1. Development and implementation of institutional goals and objectives which focus upon a continuing education mission.
2. Comprehensive, analytic self-evaluation reviews and reports by the institution.
3. On-site professional peer review to evaluate the adequacy and accuracy of the self-evaluation.
4. Independent review and decision by the Accrediting Council as an assessment of the institution's commitment and compliance with ACCET standards, policies and procedures.

MISSION

The mission of Prism Career Institute is to prepare our students for careers of their choice through quality training in current industry skills which enable graduates to succeed in professions which provide satisfaction and an enhanced quality of life.

VISION

The vision of Prism Career Institute is to be the career school of choice in the communities we serve; to develop partnerships with the business community which ensure relevant and quality education and training; to educate our students in occupational areas that have growth opportunities and to support our students in finding rewarding employment; to conduct our business in a professional and ethical manner; and to provide our employees opportunities for growth and development and professional pride, and satisfaction.

GOAL STATEMENT

The Goals of Prism Career Institute, in support of the Mission and Vision are as follows:

- To provide quality, relevant and effective instruction to our students.
- To assist our graduates in finding jobs with meaningful career potential.
- To provide employers opportunities to assist in shaping our curriculum consistent with the needs of the workplace.
- To develop credibility with employers.
- To meet and exceed whenever possible all standards established by our accrediting body and the US Department of Education.
- To conduct our school as a business.
- To provide a friendly and professional work environment.
- To provide our employees personal and professional growth opportunities consistent with their level of skill, experience, commitment, and results.

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 discretion of the School based on a variety of factors. Prism generally has classes starting each month. Please contact a Prism Admissions Representative for more detailed information regarding the most current schedule for program start dates. All campuses are listed on the inside front cover of this catalog.

HOLIDAYS

The school observes the following holidays:

New Year's Day	July 4 th
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving (2 days)
Memorial Day	Christmas Day

In addition the school also schedules three break sessions which includes Christmas (Winter Break) for two weeks, the week which includes the Fourth of July (Summer Break) and the first week of April (Spring Break).

SCHOOL CLOSING

Information regarding where to find specific information of closings due to inclement weather is posted in the student lounge and distributed at orientation as well as printed in the catalog. Whenever possible, a recorded message will be available on the school voice mail by 6:00 am to indicate if school has been cancelled. Students should tune into FOX 29, or go to www.myfoxphilly.com, to see whether or not a Prism school has been closed or has an opening delay.

In the event that the school is closed due to inclement weather or for any other reason on a normally scheduled class day, students may be required to make-up the missed days. Make-up time may be conducted outside of the regularly scheduled class time including afternoons, evenings and/or Fridays or Saturdays.

ADMISSIONS

GENERAL

The goal of the Admissions Department is to assist candidates in determining which of our programs of study suit their individual needs and career goals. Admissions personnel will utilize background information provided such as general interests, abilities, educational and work history, and motivation to aid in determining the best career plan.

Admission Representatives are available to provide career information and answer questions related to the school and programs offered. An appointment is required to visit the School for a career planning session to thoroughly discuss any questions or concerns the applicant may have.

ADMISSIONS REQUIREMENTS

Applicants must meet the following requirements to be eligible for acceptance to the School:

1. Applicants must be 18 years of age prior to matriculation.
2. Prospective students must have earned and be prepared to provide official documentation of receiving a high school diploma or General Education Development (GED) certificate.
3. Applicants must meet with an Admissions Representative and be recommended to apply based on satisfactory completion of an interview.
4. Applicants must achieve a passing score on an entrance exam developed by an independent educational testing organization and administered by the school. A passing score is established by the school for each program based on educational criteria provided by the testing organization consistent with the academic skill level required for the respective programs. A second level of testing is required for the Practical Nursing Program. The school may provide tutoring and/or study materials, at a nominal fee, to applicants who do not score in the range necessary for admission into their program of choice.

The entrance exam retest requirements are as follows:

- A. Primary test - An applicant may retest once within 30 calendar days. Subsequent attempts require a 30 day waiting period.
 - B. Practical Nursing exam— An applicant may retest once within 30 calendar days. Subsequent attempts require a six month waiting period.
5. Each Applicant is required to meet with a Financial Aid representative to determine what financial aid, if any, the student may qualify for. The student must agree to sign a Financial Aid Plan prior to being accepted to the school. This plan may include financial aid grants, government agency and private loans, scholarships, and payments by the individual. Students may also have educational services paid for by employment, training and other agencies for which the school is an approved vendor and with which there is a current executed services agreement. In the event the financial aid package agreed to by the student includes third party funds that are not received by the school prior to graduation, the student will be responsible for ensuring tuition is paid in full.

Students without a high school diploma or a GED may contact the School administration for information regarding the availability of GED programs in the area.

ADMISSIONS PROCESS

Admission to Prism Career Institute follows the steps listed below:

1. Interested persons will complete an initial self-evaluation/application to provide pertinent

background information.

2. Applicants will meet with a representative of the Admissions Department to evaluate goals and expectations and to determine the program of study which is appropriate for (or to meet) their interests, education/skills and personal circumstances.
3. The applicant is provided a tour of the facility and, where possible, will be afforded an opportunity to meet staff and students.
4. An entrance exam, as described in the Admissions Requirements, is administered, and, if passed, an applicable registration fee will be required, which must be paid at the time of enrollment.
5. The applicant meets with a representative from the Financial Aid Department to determine financial aid eligibility and develop a plan for financing their education, including a payment plan, if necessary.
6. An Enrollment Agreement is completed and executed, containing the details of the student's enrollment, including the program of study, start and end dates, tuition and fees, payment plan, and other necessary information. **The enrollment agreement is a legally binding contract between the student and the school. Applicants should read and understand the contents of the agreement prior to signing.**
7. The student receives notification of acceptance or denial to the school, via written correspondence from an authorized representative of the school.

It is the responsibility of prospective students with physical or mental disabilities to inform the Admissions Department prior to visiting the school in order to discuss the suitability of any particular program. Prism will make reasonable accommodations for instruction of students with disabilities consistent with the requirements of applicable federal and state laws.

The school enforces a strict code of ethical conduct on all Admissions and other administrative personnel involved in the admissions process. It is the explicit policy of Prism Career Institute that no student should ever be coerced into enrolling into a program of study in which they are not interested or is inconsistent with their expressed needs and capabilities. Any coercive or otherwise unethical behavior or misrepresentation during the admissions process should be immediately reported to the Campus Director or School Administration.

ADVANCED STANDING/TRANSFER OF CREDITS

Students may receive credit for advanced standing for previous education, training or work experience; all requests for advanced standing **must** be made in writing prior to enrollment. Advanced standing/transfer of credit may be considered for successful completion of prior education from a recognized accredited institution where grades earned were at a minimum grade of a C or 70% or its equivalent. All students requesting advanced standing credits will be required to provide documentation of prior work experience, official transcripts from institutions recognized by the United States Department of Education, the transferring institution's course catalog and take an proficiency exam prior to approval of the advanced standing credits. Credits will not be considered for transfer if they were earned more than five years prior to the program start date. The minimum passing score for the proficiency exam is 85%. Students may not request advance standing or transfer of credit for more than 50% of the entire program.

Acceptable documentation of work experience shall be provided in a letter which describes the applicable experience and skill level, job performance and other relevant information signed by the prospective student's supervisor as an original on company letterhead. Resumes will not be accepted as documentation for advanced standing.

All requests and supporting documentation will be reviewed and evaluated by the Education Department in conjunction with the Campus Director. Approvals/denials for advanced standing/ transfer of credit will be made within seven (7) days of submission of all documentation. Any appeals to a transfer of credit decision must be made in writing by the student to the Campus Director within three (3) business days of receipt of said decision.

Approvals granted for Advanced Standing/Transfer of Credit will result in program tuition adjustments. These adjustments, made on a course by course basis, may result in changes to a student's financial aid eligibility. See your Financial Aid Advisor for assistance any time advanced standing credit adjustments are granted.

RE-ADMISSION

The school recommends that all students make every effort to continue and complete their program of study without interruption. However, the school realizes that occasionally, due to circumstances beyond their control, a student may be forced to discontinue their education. Students who withdraw and wish to continue their education at a later date should contact the Campus Director of Education when they determine a feasible date for return. Approval for return to the program will be determined based on available classroom space, course schedule, having met Satisfactory Academic Progress requirements, and other factors at the discretion of the school.

Participants who were dismissed may apply for re-admission, though the individual must demonstrate evidence that they have resolved the reason(s) for the previous dismissal. Re-admittance of terminated students is at the sole discretion of the Campus. If a dismissed student is approved for return to School, the student must meet all current entrance requirements for the program and the student may be placed on a temporary probationary status. Failure to meet the probation requirements established will result in immediate dismissal.

Re-Admission students will only be accepted if the pace of completion is within the allowable maximum timeframe of 150%.

All students seeking to return to school must meet all financial obligations, including being current in payments or establish a new payment plan for all prior obligations to the School including any loans, or balance due at the time of withdrawal or dismissal prior to returning to school.

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

TRANSFERS (PROGRAM TO PROGRAM)

Students wishing to transfer from one program into another during their enrollment must request approval from the Director of Education. Approval is subject to availability of classroom space and Satisfactory Academic Progress in the original program of study. In addition, any students whose education is sponsored by a government or private agency must first obtain written authorization from their counselor, case worker or other authorized agency staff in order to receive approval of the transfer by the school.

Students will be responsible for all tuition and fees for the original program of study up to the date of the transfer. Completed courses which are shared by both the original and the new program will be counted towards advanced standing credit in the new program. Any such advanced standing credit will be reflected as an appropriate adjustment to the tuition and fees for the new program and will be recorded as Transfer Credit (TC) on the student's transcript.

Students are required to submit any additional documentation requested as a result of the transfer in a timely manner or risk dismissal.

TRANSFERS (PRISM CAMPUS TO PRISM CAMPUS)

Students wishing to transfer from one Prism campus to another Prism Campus during their enrollment should request assistance from the Director of Education to ensure the transfer can be made smoothly and with the maximum credit transfer.

Transfers from one campus to another may be permitted when it is beneficial to the student and their family. Students seeking a transfer should review with the Director of Education the following five considerations when preparing to transfer:

1. All Satisfactory Academic Progress standards have been met as of the date of the transfer.
2. All required documents are completed and executed prior to the transfer.
3. All obligations to the School and financial aid sources must be current at the time of transfer.
4. Written approval from any applicable government agencies has been received for agency-sponsored students.
5. Space/course availability at the receiving campus.

TRANSFERS FROM OUTSIDE INSTITUTIONS

Appropriate credit is given for comparable previous education and training. A student's program duration may be shortened depending upon the amount of credits accepted from prior education and training. The School maintains records of previous education and credit given. It is required that students provide an official transcript from prior educational institutions to apply appropriate credits.

Applicants to the school may receive advanced standing subject to the following provisions:

1. Advanced standing will be offered at the discretion of the Director of Education.
2. An examination may be required to demonstrate knowledge of the subject matter. (passing grade will be 80% or higher)
3. Students must petition for advanced standing no later than fourteen (14) days after the commencement of their training and must submit the School's Advanced Standing Form to do so.

No applicant may receive advanced standing representing more than 50% of the total credits or clock hours of the program of interest, unless the applicant has previously completed training at a Prism School. Transfer or advance standing students will receive tuition credits equal to the percentage the credits are to the full number of credits in the program they are enrolled in.

FINANCIAL AID

GENERAL

Prism Career Institute participates in several financial aid programs to assist students in meeting the cost of attendance. The school administers many of the programs, while others are handled through outside agencies.

Financial aid comes in the form of grants and loans. Grants are funds that do not require repayment; however, they may require specific performance standards in addition to those established by the school. Loans are borrowed money and must be repaid by the student, with interest. Borrowers should carefully consider financial resources, payment amounts, and repayment options before signing a promissory note.

Some non-Title IV loans require a credit check for the student and/or co-signers on the loan application prior

to approval. Students in delinquent or default status at the time of application on any educational loan will be prohibited from obtaining further educational loans by the United States Department of Education.

Eligible students may receive grants, loans, or a combination of the two types of aid. The basis for determining eligibility depends on the specific financial aid program. These factors include the student status (full or part-time), length of the program, and the cost of attendance, including room, board, and other related expenses. Full-time students are defined as day students regularly scheduled to attend class for 24 hours per week. Evening students are defined as part-time students who are scheduled to attend class 12 hours per week. Income, financial resources, and dependency status are also utilized in determining eligibility.

General requirements for student financial aid programs mandate that students must a) be a U.S. citizen or an eligible non-citizen; b) have a high school diploma or its recognized equivalent; and c) be making satisfactory progress in his or her course of study.

STUDENT LOAN CODE OF CONDUCT

Policy Statement

Prism Career Institute, as a participant in federal loan programs, is required to have a code of conduct applicable to the institution's officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008.

Reason for Policy

The HEOA program participation agreement, which must be executed by all institutions participating in Title IV financial aid programs including student loan programs, requires a code of conduct with which the institution's officers, employees, and agents shall comply. Such code must prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of an institution with respect to such loans, and include the provisions set forth in the HEOA related to conflicts. The law further specifies that the code shall be displayed prominently on the institution's website and that all employees and agents with responsibilities related to such loans be annually reminded (and review) the code of conduct.

Code of Conduct

Prism Career Institute hereby adopts the following provisions from the HEOA, Section 493 as its Code of Conduct Related to Student Loan Activities and will annually inform all institutional officers, employees, and agents with responsibilities for student loan activities and decisions of the provisions of this code. This code is supplemental to existing university policies related to conflicts of interest and commitment.

(1) BAN ON REVENUE-SHARING ARRANGEMENTS

(A) PROHIBITION.—The institution shall not enter into any revenue-sharing arrangement with any lender.

(B) DEFINITION.—For purposes of this paragraph, the term 'revenue-sharing arrangement' means an arrangement between an institution and a lender under which—

(i) a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and

(ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution, or an agent.

(2) GIFT BAN.—

(A) PROHIBITION.—No officer or employee of the institution who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

(B) DEFINITION OF GIFT.—

(i) IN GENERAL.—In this paragraph, the term 'gift' means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

(ii) EXCEPTIONS.—The term ‘gift’ shall not include any of the following:

(I) Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.

(II) Food, refreshments, training, or informational material furnished to an officer or employee of an institution, or to an agent, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, employee, or agent.

(III) Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.

(IV) Entrance and exit counseling services provided to borrowers to meet the institution’s responsibilities for entrance and exit counseling as required by subsections (b) and (l) of section 485, as long as—

(aa) the institution’s staff are in control of the counseling, (whether in person or via electronic capabilities); and

(bb) such counseling does not promote the products or services of any specific lender.

(V) Philanthropic contributions to an institution from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

(VI) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

(iii) RULE FOR GIFTS TO FAMILY MEMBERS.—For purposes of this paragraph, a gift to a family member of an officer or employee of an institution, to a family member of an agent, or to any other individual based on that individual’s relationship with the officer, employee, or agent, shall be considered a gift to the officer, employee, or agent if—

(I) the gift is given with the knowledge and acquiescence of the officer, employee, or agent; and

(II) the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

(3) CONTRACTING ARRANGEMENTS PROHIBITED.—

(A) PROHIBITION.—An officer or employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

(B) EXCEPTIONS.—Nothing in this subsection shall be construed as prohibiting—

(i) an officer or employee of an institution who is not employed in the institution’s financial aid office and who does not otherwise have responsibilities with respect to education loans, or an agent who does not have responsibilities with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans;

(ii) an officer or employee of the institution who is not employed in the institution’s financial aid office but who has responsibility with respect to education loans as a result of a position held at the institution, or an agent who has responsibility with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans, if the institution has a written conflict of interest policy that clearly sets forth that officers, employees, or agents must excuse themselves from participating in any decision of the board regarding education loans at the institution; or

(iii) an officer, employee, or contractor of a lender, guarantor, or servicer of education loans from serving on a board of directors, or serving as a trustee, of an institution, if the institution has a interest policy that the board member or trustee must excuse themselves from any education loans at the institution.

Sanctions

Violations of this policy, including the failure to avoid a prohibited activity or disclose a conflict of interest in timely manner, will be dealt with in accordance with applicable university policies and procedures, which

may include disciplinary actions up to and including termination from the institution.

HOW TO APPLY

Students must complete a Free Application for Federal Student Aid (FAFSA) each year at www.fafsa.ed.gov. Applications are processed through the FAFSA on the web and the Financial Aid Office receives confirmation of application and all information is confidential. Students must be accepted at Prism Career Institute before financial aid applications can be processed. The FAFSA is used to determine eligibility for all types of federal and state programs.

Rules and funding levels for financial aid programs are subject to change and ***the availability of and eligibility for aid from any government programs is not guaranteed from one year to the next.*** Prospective students seeking to learn more about financial aid programs should contact the School's Financial Aid Department or contact the US Department of Education. Many questions regarding financial aid can be answered by logging on to www.ed.gov.

FINANCIAL AID PROGRAMS

The school participates in the following financial aid programs:

PELL GRANTS

The Pell Grant is a Title IV program sponsored by the U.S. Department of Education and is administered through the School's Financial Aid Office. All students are encouraged to apply for the Pell Grant. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for a Pell Grant. Funds are disbursed to the student account at the beginning and midpoint of the enrollment period.

FEDERAL DIRECT STUDENT LOAN PROGRAM (FDSLPL)

These loans are also Title IV programs funded by the federal government. The school participates in the Stafford loan (subsidized and unsubsidized) and Parental Loans for Undergraduate Students (PLUS) programs. Applicants for FDSLPL loans must complete a promissory note, and the FASFA.

Loan application information is transmitted to the loan servicer electronically through the school's computer system. Disbursements are also made to the school electronically and students will be notified by letter that the disbursement has been made.

Stafford loans may be subsidized or unsubsidized. Interest on subsidized loans is paid by the federal government during the term of enrollment and the six-month grace period following the last day of attendance. Unsubsidized Stafford loans accumulate interest from the date of disbursement; students may opt to pay interest while in school or have the interest for the enrollment period capitalized (added to the loan principal).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is awarded to undergraduate students who have not previously attained a bachelor's degree. It is first awarded to students with the highest financial needs who are also eligible for Pell Grants.

To most efficiently use funds, it is the policy of Prism Career Institute to use the aggregate basis for matching and to use non-institutional funds (i.e., state scholarships and/or private funds), to the extent possible in meeting the match requirement. Eligibility amounts are determined by the Financial Aid Department at each campus. The disbursement of matching funds must occur prior to or concurrent with the disbursement of federal funds. **However, for outside resources (i.e., state scholarships and/or private funds), if the school has written confirmation which a student has been awarded those outside resources, they may be used for match purposes even if received after the federal funds**

were disbursed.

INSTITUTIONAL EDUCATIONAL LOAN/PRIVATE FINANCING

The school may offer loans to eligible students to assist with financing of their education and training. Loans may be issued by several different institutional lenders who establish their own eligibility criteria, interest rates, and payment terms. Lenders may require a cosigner prior to approving a loan. Consult with the School's Financial Aid Department for details.

AGENCY SPONSORSHIP

Many students attending the Prism Career Institute are sponsored by outside agencies under government programs. These programs include the Workforce Investment Act (WIA), Workforce Development Partnership Program (WDPP), Trade Readjustment Act (TRA), Division of Vocational Rehabilitation (DVR), Office of Vocational Rehabilitation (OVR), and the Veterans Administration (VA)

Detailed information regarding eligibility criteria may be obtained by contacting the agency responsible for administering the program.

APPLICATION PROCESS

A representative of the Financial Aid Department will assist the student in completing an application for financial aid, loan applications (if required) and other necessary paperwork. There is no fee for this service.

If eligibility requirements are met, the applicant may be required to submit copies of their most recent tax return, driver's license, social security card, and other types of personal records. All students who wish to secure loans will be required to complete a loan application, promissory note, and submit verifiable references when the loan application is presented.

Eligibility is contingent upon a number of factors, including but not limited to the accuracy of the information given, aid received while attending other institutions, the status of outstanding educational loans and the availability of funds.

Inability to provide the necessary documentation will render the student ineligible for financial assistance. Information or documentation, including necessary signatures, requested from attending students, must be submitted promptly to the Financial Aid Office.

Students who fail to submit or provide any requested information for approval of financial aid within 5 business days of notification will be prevented from further attendance until the necessary information is received.

ENTRANCE/EXIT COUNSELING

Loan recipients are required by the Federal Government to undergo entrance and exit counseling. Entrance counseling is completed during the loan application process with the Financial Aid representative. Exit counseling is performed prior to completion of the program; the student will be contacted prior to graduation to establish an exit interview time.

QUESTIONS/CONCERNS

The Financial Aid Department personnel are available to answer questions. Students should arrange for an appointment to discuss any problems or questions related to financial aid, that may arise before, during and after enrollment at the school.

TUITION/FEES

PROGRAM COSTS

A schedule of tuition, books, supplies and fees for all programs is contained in the catalog addendum. The catalog is only complete with an addendum. Prism's catalog with an addendum is available from personnel in either the School's admissions office or the campus director.

COST OF ATTENDANCE FOR CLINIC AND EXTERNSHIP SITES

Successful completion of the Medical Assisting, Medical Billing and Coding and Practical Nursing programs require a period of attendance at off-campus extern and/or clinical sites. There may be additional cost for transportation for students in order to attend those sites. The location of and distance to those sites vary and accordingly, the cost will also vary for each student. Students should speak with Career Services or the Director of Education for information pertaining to assigned externship sites.

PAYMENT

Students are required to meet with school financial aid personnel to establish a payment plan for their school cost prior to the start of class. Prism works with students in many ways to assist them in finding ways to pay for their college education expenses. A planning session will be scheduled for each prospective student during the admissions process with the Financial Aid Department personnel to determine financial eligibility and affordability and to plan how the student can meet their cost of attendance. All loan applications must be complete and approved prior to the start of class.

Please note that all financial obligations of each student must be fulfilled including being current in any cash payments due to Prism, in order to be eligible for receipt of a diploma, transcripts and career placement services.

CANCELLATION POLICY

For any student enrolled in a Campus in Pennsylvania:

In the event an applicant is not accepted or cancels in writing within five (5) business days of signing the Enrollment Agreement, all advanced payments will be refunded. This policy also applies if the instruction has begun during the five-day period. Refunds will be made within 30 days following effective date of cancellations.

For any student enrolled in a Campus in New Jersey:

In the event an applicant is not accepted or cancels in writing within five (5) business days of signing the Enrollment Agreement, all advanced payments will be refunded. This policy also applies if the instruction has begun during the five-day period. Refunds will be made within 30 days following effective date of cancellations.

INSTITUTIONAL REFUND POLICY

The following refund policy is for the New Jersey Campus Locations (Cherry Hill and Egg Harbor Township):

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

A student may cancel their enrollment agreement, and receive a full refund without any penalty or obligation, up to five (5) business days from the date the student signed the enrollment agreement, even if instruction has begun. In this case, any payments made will be refunded within thirty (30) days following the effective date of cancellation.

After the five (5) day cancellation period, the school will refund tuition and fees according to the following policies, whichever is more beneficial to the student regardless of the source of funds used to pay student tuition, related fees and other educational costs. All monies must be refunded within a 30-day period of the student's date of cancellation.

After the 5-day cancellation period, in calculating refunds, the following shall apply:

1. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - a. Ten percent (10%) of the total tuition (not to exceed \$1,000.00) if withdrawal occurs in the first week;
 - b. If withdrawal occurs after the first week and through fifty percent (50%) of the period of training, a pro-rata portion of tuition for the training period plus ten percent of the unearned tuition for the period of training not completed will be charged. (Pro-rata portion to be determined by number of weeks attended by number of weeks financially obligated.)
 - c. One hundred percent (100%) of the total tuition if withdrawal occurs after completion of more than fifty-percent (50%) of the course.
3. For Part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
 1. Ten percent (10%) of the total tuition (not to exceed \$1,000.00) if withdrawal occurs in the first 25 hours of scheduled attendance;
 2. If withdrawal occurs after the first week and through fifty (50%) of the period of training, a pro-rata portion of tuition for training period plus ten percent (10%) of the unearned tuition for the period of training not completed will be charged. (Pro-rata portion can to be determined by number of weeks financially obligated.)
 3. One hundred percent (100%) of the total tuition if withdrawal occurs after completion of more than fifty percent (50%) of the course.
4. Any funds received under Title IV are subject to refunds based on the Federal Regulatory Policies.

The following refund policy is 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.

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.

After the 5-day cancellation period, in calculating refunds, the following shall apply:

For full-time attendance in programs less than 1,200 hours in length, the school may retain the

application/registration fee plus the following:

- a. Ten percent of the total tuition (not to exceed \$1,000.00) if withdrawal occurs in the first week;
 - b. If withdraw occurs after the first week and through fifty percent of period of training, a pro-rata portion of tuition for training period plus ten percent of unearned tuition for the period of training not completed will be charged. (Pro-rata portion to be determined by number of weeks attended by number of weeks financially obligated).
 - c. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the course.
5. 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 based on:
- a. Ten percent of the total tuition (not to exceed \$1,000.00) if withdrawal occurs in the first 25 hours of scheduled attendance.
 - b. If withdraw occurs after the first week and through fifty percent of period of training, a pro-rata portion of tuition for training period plus ten percent of unearned tuition for the period of training not completed will be charged. (Pro-rata portion to be determined by number of weeks attended by number of weeks financially obligated).
 - c. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the course.
6. Any funds received under Title IV are subject to refunds based on the Federal Regulatory Policies.

Prism Career Institute strives to maintain an organized and ethical organization. If at any time, a student feels a concern should be raised, please feel free to contact your Instructor. If the concern cannot be resolved at this level, the student should direct their concern to the Campus Director. Any concerns that are not resolved at the Campus level may be director in writing to the Chief Operating Officer. If questions or concerns are not satisfactorily resolved at the noted tiers of the school, a letter of concern may be sent to the respective state department of education to seek resolution. In Pennsylvania the address is:

PA Department of Education
Division of Private Licensed Schools
333 Market Street 12th Floor
Harrisburg, PA 17126-0333

RETURN OF FEDERAL TITLE IV FINANCIAL AID FUNDS

Prism is required to comply with any Title IV Policy which has been established by the U.S. Department of Education for any student who has been awarded these funds.

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, or are dismissed prior to completing 60% of a payment period or term.

For a student who withdraws after 60% of the term is completed, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV

funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible **no later than 45 days** after the date of the determination of the date of the student's withdrawal.

Any refund due will be refunded first to the Title IV programs in the following order:

- Direct Lending Program
 - Direct Stafford Program – Unsubsidized
 - Direct Stafford Program – Subsidized
 - Direct PLUS Program
- Federal Pell Program
- Federal SEOG Program
- Any other Title IV Program

After satisfying this requirement, if a portion of the refund remains, the regulation requires the school to allocate the remaining funds in the following order:

- Required refunds of other federal, state, private or institutional student financial assistance programs
- Then the student
- **Refunds will be made within 45 days**

DELINQUENT PAYMENTS

Students are expected to make payments required by their school payment plan due dates. Prism has many Financial Aid sources available to students including loans, and grants. Students are expected to work with Prism's Financial Aid staff to determine the best payment plan for them. Failure to meet the financial obligations established in the Payment Plan agreement will result in the following disciplinary action:

1. 10 days late: Students will be contacted regarding delinquency of payment
2. 30 days late: Student should be counseled regarding delinquency of payment and the consequences of continued delinquency and a late fee may be assessed
- 2-3. 60 days late: Student will be notified in writing of future action if arrangements are not made to bring account current which may lead to dismissal from school
- 3-4. 90 days late: Student may be dismissed and the delinquent account will be reported to a credit-reporting agency for further collection

In the event a student is dismissed due to delinquent or non-payment of financial obligations, the student will be liable for the balance due to the School, as determined by the School refund policy. The balance owed may include scheduled financial aid awards, which were not disbursed due to the dismissal or other reasons, which deem the student ineligible to receive those funds. Any late payments occurring under an approved alternate financing arrangement will be treated as delinquencies and will be counted towards the balance owed to the School.

Students having financial difficulties meeting private loan agreement or other financial obligations must schedule an appointment to meet with the Campus Director to discuss alternate financing arrangements prior to becoming delinquent in any payments. Any requests for modification of private loan agreements will be considered by the Campus Director on a case-by-case basis and any changes to the agreement must be provided in writing and executed by the Campus Director which may be in the form of a new loan agreement.

STUDENT RIGHTS

You have the right to know:

1. The names of the accrediting and licensing agencies of the school.
2. The cost of attending and what the institutional refund policy is regarding both withdrawals and dismissals.
3. Financial assistance available, including Federal, State, local, and private financial aid programs and how recipients are selected.
4. How financial need is determined, including how costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in the student's cost of education.
5. What the interest rate is on any loan, the total amount the student must repay, when repayment begins, and what cancellation or deferment provisions apply.
6. How satisfactory progress is determined and the consequences of failing to meet those standards.
7. The placement, retention and crime rates on the campus.

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 of time 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 due to the fact that 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 in connection with 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 in the course of 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 final 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 final 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 President 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 ask the Campus President'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, as a result 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, as a result 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.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Prism Career Institute to comply with the requirements of Family Educational Rights and Privacy Act (FERPA). The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CONSUMER INFORMATION and DISCLOSURES

DRUG AWARENESS/PREVENTION

Prism Career Institute expressly prohibits the unlawful possession, use or distribution of illicit drugs and

alcohol by students on its property or as part of any of its activities.

As a condition of our school's eligibility to participate in the Title IV funding programs, we must comply with the Drug Free School and Communities Act of 1989. The policy applies that:

- The unlawful possession, use or distribution of illicit drugs and alcohol by any student is prohibited on school premises or as part of its activities.
- Students who report to class who are suspected of being under the influence of alcohol or drugs will be escorted off the premises.
- Possession and/or sale of illegal substances will be reported to the local police. Sale or possession of illegal substances will result in immediate termination.

Use of illicit drugs and alcohol poses many risks. Consumers of illegal drugs and alcohol risk numerous adverse health effects. Persons nearby risk the danger of accidents due to improper operation of machinery, irrational acts and the impaired ability to react or respond as a result of substance abuse. Employers risk the loss of time, money and other resources when employees abuse alcohol or drugs.

The school provides an additional pamphlet, available in the admissions office, outlining some of the many dangers associated with drug and alcohol abuse. If you did not receive a copy and wish to receive copy, please contact your Admissions Representative.

COUNSELING OR REHABILITATION

The school does not provide any counseling or rehabilitation service for substance abuse. Students who believe they have a drug or alcohol problem, or suspect another of such a problem, are encouraged to speak with the Campus Director who will assist them in seeking help by referring them to an appropriate counseling agency or rehabilitation center.

DISCIPLINARY ACTION

Students or employees who violate the school policy regarding drug and alcohol abuse will be subject to immediate termination and referral to the proper authorities. The dismissal may be waived provided the student is attending and making satisfactory progress in a counseling or rehabilitation program which is approved by the Campus Director.

CAMPUS CRIME REPORT

Prism Career Institute provides a safe secure environment for its students by complying with all Federal and State and local building and fire regulations. Crime statistics may be viewed by going to the US Department of Education's website at www.ope.ed.gov/security, or you may obtain a copy from the Campus Director.

CAREER SERVICES

GENERAL

The goal of the Career Services Department is to provide assistance and support to students and alumni in securing employment in their field of study. Through the Career Development course, students are taught:

- Resume Writing
- Cover/Thank you Letter Writing
- Job Searching Techniques
- Interviewing Skills
- Professional Etiquette

Placement assistance is not intended to eliminate the need for students to seek employment themselves,

but to enhance the students' ability and awareness of the most updated job searching and interviewing techniques.

Career Services personnel assist students in obtaining job interviews through a network of established contacts, including both employers and employment agencies. Students are encouraged to explore volunteer, internships, and temporary job assignments as they provide the opportunity to gain valuable experience and often lead to permanent positions. Prism Career Institute provides no guarantee of employment. An offer of employment is ultimately dependent on the student's effort, follow-through, initiative and application of the skills obtained during the course of study.

Several months prior to graduation, students should make an appointment with a representative of the Career Services Department to discuss their future career goals and develop a plan of action. Students are encouraged to actively communicate with the Career Services office regarding their job search before and after graduation. Students are also required to inform the Career Services office of any job offers and any positions accepted.

RECORDS/FOLLOW-UP

The school maintains placement records and makes follow-up calls to employers in order to determine the level of satisfaction and explore future employment needs. The School reserves the right to contact employers to verify employment in order to maintain accurate student records. Follow-up with employers aids the School in determining the effectiveness of its training programs and plays an integral part in continual overall program improvement.

STUDENT GUIDELINES

GRADING POLICY

Prism Career Institute utilizes the following scale for measuring student academic progress for all programs except the Practical Nursing Program (see below):

90 — 100	A
80 — 89	B
70 — 79	C
60 — 69	D
Below 60	F
Incomplete	I
Externship	Pass/Fail
Transfer Credit	TC
Withdrawal	W

Grades are recorded in school records in the numeric format. Alpha grades and credits earned are provided to allow comparison with the grading systems utilized by other institutions.

For academic purposes a clock hour is a class period of 50-60 minutes of instruction. Clock hours are converted to credit units to allow for comparison with other educational facilities. Students earn one semester credit unit for each 15 hours of lecture, 30 hours of laboratory/clinical or 45 hours of externship. Prism makes no guarantee which credits or clock hours obtained will transfer to other institutions.

However, for Financial Aid purposes a clock hour is a class period of 50-60 minutes of instruction. Clock hours are converted to credit units to allow for comparison with other education facilities. For purposes of Title IV funding, students earn one financial aid semester credit for each 37.5 hours of lecture, 75 hours of laboratory or 112.5 hours of externship. Prism makes no guarantee which credits or clock hours obtained will transfer to other institutions.

PRACTICAL NURSING GRADING POLICY

Prism Career Institute utilizes the following scale for measuring Practical Nursing student academic progress:

100 — 90	A
80 — 89	B
75 — 79	C
74 and below	F
Incomplete	I
Clinical	Satisfactory/Unsatisfactory
Transfer Credit	TC
Withdrawal	W

All courses in the Practical Nursing curriculum must be completed with a grade of 75% (C) or better. Students must maintain a cumulative grade average of 75% (C) or higher throughout the entire program to be considered to be making satisfactory academic progress toward a Practical Nursing Program Certificate.

If an Incomplete is granted the student has 7 calendar days from the day of the end of the course to make-up all required deficiencies. If the student does not make-up all coursework and turn it in within 7 calendar days the grade for the course will become an F.

FAILED COURSES

Grades of F are counted as credits attempted but not achieved and have a 0 value towards GPA. The coursework must be repeated and completed within 1.5 times the attempted credit hours to be counted towards achieved credits. If the course is repeated, only the higher grade will compute in the GPA. Students who fail a course will not incur additional cost for the first repeated course. A third attempt at a course will result in additional charges, and is the final allowable attempt to pass the course. Further information related to this cost is available at the financial aid department within each campus.

COURSE INCOMPLETES

The course instructor may grant a student an Incomplete if the student is unable to complete the course due to extenuating circumstances such as personal illness, illness or death of a close family member or loss of transportation. If the instructor does not grant the Incomplete, the student may appeal in writing within 5 school days to the Director of Education. The situation will then be evaluated by the Director of Education and the Campus Director. They will decide if the Incomplete will or will not be granted. Their decision is final.

If an Incomplete is granted the student has 7 school days from the day of the course to make up all required deficiencies readings, projects, quizzes, tests, etc., and turn them in to the instructor of the course who will determine the new grade. The grade will replace the Incomplete on the student's record. If the student does not make-up all coursework and turn it in within 7 school days the grade for the course will become an F.

MAKE-UP TIME

Make-up time is an option for students who have missed class. Time should be made up during the week of the absence. With the approval of the Director of Education, the period may be extended to the end of the course.

Make-up time must be pre-approved by the student's instructor or the School administration. Make-up time that is not pre-approved will not be counted toward satisfactory progress.

The instructor will assign specific assignments for completion during make-up time; students must complete

and submit the assignments in order to receive credit for the time. Students must also log their make-up hours on the appropriate form and have the hours verified by an instructor or administrative staff member at the end of each make-up period. Unverified hours will not be accepted.

Students may not "bank" make-up hours in anticipation of a planned absence.

Make up time shall not exceed 10% of the overall program attendance. Make-up time must be completed during the time frame of the program.

Make-up Work

The in-class experience can never be made up. However, Prism supports and encourages students who want to keep up academically. Therefore, students are permitted to obtain make-up work credit by performing the following types of training-related academic work activities outside of regular class hours but within the time frame the course: completion of missed assignments or tests, other instructor-assigned make-up work, and scheduled tutoring. Make-up work may be subject to a ten percentage point deduction. Prism's goal is excellent attendance by all students in regularly scheduled classes. Make-up

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Prism Career Institutes' Satisfactory Academic Progress policy must conform to the standards set by ACCET, the U.S. Department of Education, the Pennsylvania Department of Education, the New Jersey Board of Education, and the State Board of Private Licensed Schools. These regulations require that Prism establish, publish and apply reasonable standards for measuring students' SAP in their educational programs. Included in these standards is a qualitative measure, a quantitative measure, a maximum timeframe, increments of evaluation, consequences for failure to meet standards and an appeals procedure through which students may challenge a finding of unsatisfactory academic progress. The qualitative and quantitative standards used to monitor academic progress are cumulative and include all periods of each student's enrollment (including any periods for which the student did not receive financial aid).

THE QUALITATIVE MEASURE OF SAP: CUMULATIVE GRADE POINT AVERAGE (GPA)

Prism will evaluate the cumulative GPA of all enrolled students as a qualitative measure of each student's satisfactory academic progress. The cumulative GPA of enrolled students will be assessed upon the student's completion of the midpoint and end of the scheduled academic year to determine the student's continued eligibility for financial aid.

THE QUANTITATIVE MEASURE OF SAP: PERCENTAGE COMPLETED

Practical Nursing Program: Prism will evaluate the percentage of clock hours completed by enrolled students at the midpoint and end of the scheduled academic year. To make satisfactory academic progress, at the midpoint and end of the scheduled academic year a student must:

- Attend at least 80% of the scheduled hours on a cumulative basis during each evaluation period
- Maintain a C (75%) average (i.e., a cumulative G.P.A. of 2.5/4.0)***
- Must complete all attempted program requirements within 1.5 times the length of the program as published in the catalog (See illustration below)

All Other Programs: Prism's programs range from 30-58 credit hours which are divided into four terms of 12.25-16.25 weeks for day students and 26.75-32.5 weeks for the evening students. Satisfactory academic progress is measured at the end of each term as follows:

- Must have successfully completed at least 70% of the credits attempted at each interval evaluation

- Maintain a C (70%) average (i.e., a cumulative G.P.A. of 2.0/4.0)***
- Must complete all attempted program requirements within 1.5 times the length of the program as published in the catalog (See illustration below)

Program	Program Length Published in Catalog	Required Maximum Timeframe for Completion
Medical Assisting	44 credits	66 credits
Medical Billing and Coding	34 credits	51 credits
Patient Care Assistant	33 credits	49.5 credits
Paralegal Studies	49 credits	73.5 credits
Practical Nursing	1560 hours	2340 hours

For programs longer than 900 clock hours, Prism will continue to measure a student's satisfactory academic progress at the midpoint and end of each academic year through the end of the program. Students who fail to meet the requirements above at the midpoint or end of any academic year will be placed on Financial Aid Warning. However, a student may continue to receive federal Title IV funds while on Financial Aid Warning. The Director of Education will notify the student of his or her Financial Aid Warning status in writing.

A student placed on Financial Aid Warning status who does not meet the minimum G.P.A. requirements noted above and who does not maintain an 80% cumulative attendance record at the end of any subsequent evaluation point will be placed on Financial Aid Probation. During the Financial Aid Probation period students are not eligible for Financial Aid and assume the responsibility for paying any fees associated with the cost of attendance during this period. All fees for this period must be paid with funds from outside of the Title IV program.

MAKING AN APPEAL

In order to receive federal Title IV funds while on Financial Aid Probation, a student must file an appeal in writing with the Director of Education. 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 special circumstances. The appeal must contain information detailing why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The appeal must be filed within 5 business days of the receipt of notice that the student has been placed on Financial Aid Probation.

If the Director of Education determines that the student had good reason for failing to meet SAP and should be able to meet the SAP requirements by the end of the payment period, or the Director of Education develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP standards by a specific point in time, the student may receive federal funds for that payment period. The Director of Education will inform the student of the determination of the appeal no later than 5 business days after the appeal is filed.

Graduation Requirements

In order to graduate, a student must have:

- Attended 90% of the program clock hours
- Earned an overall GPA of 2.0 (70%)***
- Completed all attempted program requirements within 1.5 times the length of the program as published in the catalog.

*** **Note:** *Students enrolled in the Practical Nursing Program must have earned an*

overall G.P.A. of 75% (i.e., 2.5/4.0).

A student who does not meet these graduation requirements will no longer be eligible for Title IV funding.

Repeating Courses

If a student fails a course, the student must retake the course.

Only the most recent grade is counted in calculating the student's GPA. However, the hours from all courses attempted must be included when calculating the maximum required time frame of 150% for completing his/her program.

Transfer and Readmitted Students

Transfer students from another institution will be evaluated qualitatively only on the work completed while at Prism. Students transferring from one program to another program offered at Prism will have their G.P.A. calculated on a cumulative basis, including all coursework attempted at Prism.

The quantitative requirement remains 70% for all students (other than Practical Nursing Program students, who must meet the 75% requirement), but the maximum time frame is based on the number of hours/credits the student must complete in his/her current program. If the student transfers 100 clock hours, and must complete 800 clock hours in the current program, the maximum required time frame is 700 clock hours x 150%, or 1050 attempted hours. If the student transfers 10 credits, and must complete 43 credits in the current program, the maximum required time frame is 33 credits x 150%, or 49.5 attempted credits. Students may contact the Director of Education with any questions regarding this policy.

Attendance/Lateness Policy

Prism assesses a student's attendance as a quantitative measure of SAP for all students at the midpoint and end of each scheduled academic year. Frequent absences from class impede a student's SAP and must be discouraged. Missed time in a class will be rounded to the quarter hour. Those students who arrive or leave within 15 minutes of a class start or end time are to be recorded as late. Students must maintain a minimum attendance of 80% for each evaluation period and must achieve a cumulative attendance of 90% of the program hours scheduled, with no more than 10% of make-up time contributed, to graduate. Students failing to meet the attendance requirements at each evaluation point will be placed on SAP Warning. Attendance deficiencies must be corrected within the warning period or the student will be dismissed. Students sponsored by any outside agency must also meet the attendance requirements of the sponsoring agency.

APPEALS AND DISMISSALS

A student who has failed to meet satisfactory progress standards due to extenuating circumstances may appeal the determination by submitting a written description of those circumstances to the Campus Director within 10 days of notice of academic dismissal. The Campus Director will inform the Appeals Committee, which will evaluate the circumstances presented by convening an Appeals Committee meeting with the student and any involved Campus personnel within 5 days of notification of the appeal.

A positive determination will result in the student continuing on a probationary academic status for a period to be determined by the Campus Director. The notice of the results of an appeal will state the terms that must be met for the probation period and for the being removed from probation. A negative determination will result in dismissal.

Dismissal from the school may also result from non-compliance with any of the Prism Career Institute's non-academic policies. Students who are dismissed/terminated from school for reasons other than academic have the right to appeal the decision within 10 days of termination. The appeal must be written and submitted to their Campus Director. The Campus Director will inform the Appeals Committee, which will evaluate the circumstances presented by convening an Appeals Committee meeting with the student and any involved Campus personnel within 5 days of notification of the appeal.

work may be completed up to 7 calendar days after the class has ended. Make up work will not be accepted after 7 calendar days.

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 have achieved a minimum cumulative grade point average of 2.0 (70%) for Allied Health programs, and 2.5 (75%) for the Practical Nursing program.
3. Minimum attendance rates (90% overall attendance), required credits and academic standards, as set forth by the school, must be satisfied. Students funded by government or other entities must meet the requirements established by the sponsoring agency.
4. All financial obligations to the school and any outside agencies providing financial assistance for enrollment at the school must be fulfilled. In the event that payment terms extend beyond the term of enrollment, students must be current on all payments scheduled up to and including the graduation date.
5. Prior to graduation, a copy of the student's resume in electronic and hard copy formats must be provided to the Career Services Department in a form acceptable to that Department.

Students meeting all of the above criteria will receive a Diploma for their designated program.

Students finishing scheduled courses without meeting all of the remaining graduation requirements will be ineligible for career services, copies of transcripts and receipt of a diploma until all the deficiencies are corrected. Students must complete all academic requirements necessary for graduation within one and one half times the regular scheduled program length (150%), as measured by the credit hours attempted.

EXTERNSHIP OVERVIEW

Prism Career Institute offers some programs which have a required externship. During an Externship, a student is assigned a temporary, **non-paid** position with an employer who has agreed to provide supervision and a role with responsibilities related to the program of study. The Externship is designed to provide the student the advantages of putting into practice what they have learned in the classroom in a supportive work environment. If a student elects to enroll in a program which includes or requires an externship, it is a mandatory part of the curriculum and must be completed to be considered for program graduation.

The Externship allows the student to apply new skills and knowledge in a real-world setting. This provides a more practical educational experience that adds to a student's success. Prism Career Institute is committed to making the student's Externship a positive experience by working closely with the student to find the best fit based on student's interests, preparedness and education.

PLACEMENT/REQUIREMENTS OF EXTERNSHIP

Placement in Externship generally occurs within one week after a student completes all classroom program requirements with a 90% attendance rate. The student must be able to demonstrate mastery of skills necessary to perform in an Externship prior to placement and be prepared to accept the Externship assignment. In addition, all financial obligations by the student must be fulfilled prior to Externship.

During the Externship, conduct, attendance, and GPA standards as outlined in the appropriate sections of this catalog, must be maintained. While on Externship the student is still considered a Prism Career Institute

student. Therefore, your performance, behavior and attitude will reflect on you, the school and other students from Prism. **Students are required to complete 100% of the required externship hours on an externship site.**

The Extern Coordinator will provide students with an appropriate externship opportunity. In the event that Prism determines that a change in extern site is required the extern coordinator will assist with an additional site. If a change is required based on the site's request to remove a student due to documented behavior, attendance, or other student misconduct, the student may be subject to additional fees and prior approval of a site identified by the student.

LEAVE OF ABSENCE

It is the policy of the School that any student, who misses fourteen (14) consecutive calendar days without communication from the student as to the circumstances and intentions to return, will be dismissed. Prism strongly discourages students from missing classes; however, students anticipating an extended absence should request a Leave of Absence (LOA). A Leave of Absence is subject to the following restrictions:

1. The request for a LOA **must** be in writing.
2. The request must be specific as to the beginning date of the LOA and the expected date of return. By signing the Leave of Absence Request, the student attests to understanding the procedures and implications for returning to his/her program of study.
3. The school reserves the right to adjust the scheduled return date to the next available start date following the return date specified by the student.
4. Failure to report to class on the scheduled return date will result in withdrawal.
5. Students are encouraged to take no more than one (1) LOA during the course of a program.
6. The period of the LOA should not exceed sixty (60) calendar days. Extensions may be granted for up to a total of 180 days in one calendar year or one half the published program length, whichever is shorter, at the discretion of the Campus Director. Said extension must be in writing and fully documented in a student's file. The institution will not assess additional charges because of a Leave of Absence period away from school.
7. A leave of absence may be denied if a student does not meet the institution's academic, financial or disciplinary requirements.

TUTORING

Students in need of additional instruction may contact the ROGA/Registrar to register for the regularly scheduled tutoring sessions. Tutoring will be provided at no additional cost to those students that demonstrate a good faith effort to learn the material during the regular class hours. The school reserves the right to deny tutoring to students who do not meet this criterion. Students with grades less than 70% will be encouraged to take advantage of the tutoring services.

CONTINUED EDUCATION

Students **graduating** from any career program of 600 hours or greater 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 completion of their program. 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 participate in the course will be charged to the student and required in payment with non-Title IV Funds.

REMEDIAL EDUCATION/GED

Prism Career Institute currently does not offer remedial education or GED training programs. Students requiring remedial education should contact the Education Department for assistance in locating a suitable program.

CODE OF CONDUCT

Students are expected to act in a manner, which would be deemed appropriate in a professional business setting, and meet all program requirements. Students not adhering to this policy may be dismissed from the school. Below is a partial list of behaviors that are considered inappropriate and may subject the student to dismissal.

1. Possession, consumption or distribution of alcohol and illicit drugs on school property or as part of any of its activities.
2. Abuse of school property.
3. Illegal duplication of copyright protected software and printed materials.
4. Delinquent or non-payment of tuition or fees.
5. Unsatisfactory progress, with regard to either attendance or academics.
6. Behavior, which is distracting, disruptive or inappropriate in class or on the school premises.
7. Cheating on exams, quizzes or assignments.
8. Acts which may be harmful to other students, staff or the school.
9. Inappropriate use of the Internet for personal entertainment, illicit conduct or use which exposes other students to inappropriate content.
10. Acts of harassment or threats of violence against a student, faculty or staff. Harassment shall be defined as any act or acts which create a hostile environment contrary to the learning process 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.
11. Failure to comply with a regulation not contained in official School Publications but announced as administrative policy by a School official or other person authorized by the Campus Director.
12. Students shall not discuss the financial arrangements for the payment of their tuition with anyone other than School personnel. This information is confidential.

CHEATING

Academic cheating is a very serious matter constituting a violation of numerous rules of student conduct. The School considers plagiarism to be a significant form of cheating, and plagiarism is therefore included in this discussion of cheating.

A student caught cheating will receive a failing grade for the test or assignment in which the cheating occurred and will have a notation about the cheating placed in his or her academic file.

Students caught cheating will be notified in writing and will be given seven (7) days from the date of the notice to show written cause, supported by documentation, as to why the failing grade and file notation should not be made permanent. If satisfactory written cause is not submitted within that seven (7) day period, the failing grade and the file notation will be made permanent. Depending upon the circumstances of the violation, the School may require the student to appear at a hearing to determine whether the above mentioned penalties will be imposed.

Once the failing grade and file notation have been made permanent, a second instance of cheating will lead to the student's immediate suspension from his or her program of training. The student will be given seven (7) days to show cause, in writing with documentation, as to why he or she should not be expelled from the School. Failure to satisfactory show such cause shall lead to immediate expulsion of the student. Once again, the School may require the student to appear at a hearing to determine whether this penalty will be imposed.

In the instance of one student improperly providing answers to another, or helping another student to plagiarize, the School considers both to be equally guilty of cheating, and the penalties described above will apply to both of them.

PLAGIARISM

Plagiarism is the un-credited use (both intentional and unintentional) of somebody else's words or ideas. All of the following are considered plagiarism:

1. Turning in someone else's work as your own
2. Quoting someone and leaving out the quotation marks
3. Copying someone else's ideas and using them as your own.
4. Failing to give credit for the use of someone's work

Academic honesty is very important to Prism, therefore anyone suspected of plagiarizing in any form, may be subject to dismissal.

DRESS CODE

Students are required to dress in an appropriate manner while on campus and at the assigned externship/clinical location. Prism is a Career Institute with the intent of preparing students for the professional environment. Students should show concern for the appropriateness of dress while attending the School and be guided by the principle that what is proper for the workplace is proper for School.

Allied Health programs will be required to wear medical scrubs and safe, appropriate footwear in compliance with OSHA.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

FOOD AND DRINKS

A break room is provided 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 at all times 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.

INTERNET AND USE OF COMPUTERS

Prism Career Institute provides Internet access to its students in an effort to support our goals in providing educational instruction and career services. It is expected that students follow the guidelines established, which are based upon common sense, decency and the laws established by the State of New Jersey, Commonwealth of Pennsylvania and the United States of America.

COMPUTER USAGE

The following regulations are to be strictly adhered to:

1. Students are permitted to use the computers, software and the Internet under the supervision of an instructor for educational purposes in accordance with curriculum outline.
2. Students are permitted to use the Internet under the supervision of staff or faculty for job search reasons in accordance with our career services guidelines.
3. Students are not allowed to download programs or games from the Internet without faculty permission.
4. Students caught downloading programs or games without permission will result in individual Internet privileges being lost and may result in classroom access to the Internet being removed.
5. Misuse of equipment, software or Internet is prohibited and will be treated as acts of vandalism. Violators will be responsible for costs due to misuse of school property.
6. Students should always follow and never modify security restrictions on any computer.
7. Students will respect the rights of others in regards to freedom from harassment and intimidation, such as derogatory social networking site postings.
8. Students shall adhere to the laws concerning copyright and intellectual rights.
9. Students should save any work on portable media at the end of any class. Prism Career Institute is not responsible for any work left on a computer at the end of a class session that is damaged or destroyed.

Prism Career Institute reserves the right to revoke Internet and E-mail usage, and/or dismiss individuals who violate any of the above policies.

COPYRIGHT INFRINGEMENT

The creator of the work is the author. The author is the owner of the copyright. Copyright symbols are placed on copies to let users know that the piece is protected by copyright laws. Copyrights (or copr, ©) are

listed on documents to indicate copyrights exist. Examples of work protected by copyright laws are: art, music, graphics, email, web information and software. An infringement of copyright laws would be downloading, uploading, and file sharing or transmitting anything that is protected by copyright and using it without the permission of the author. The most common form of illegal downloading is peer-2-peer (P2P) programs such as BitTorrent, eMule, etc. Sharing files from these sites is considered illegal. Some works of authorship are in the "public domain". This means they are no longer protected under copyright laws and can be used freely.

WHAT IS THE DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)?

The Digital Millennium Copyright Act, H.R. 2281, was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited via the World Wide Web (the Internet). To review an online copy of this act, please go to <http://lcweb.loc.gov/copyright/legislation/hr2281.pdf>. Prism is committed to complying with any and all copyright laws for the use of copyright materials on Prism computers. Prism respects the copyrights of those who created literary documents, music, software etc. Violation of copyright laws by a student may subject them to criminal or civil liability. 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 include fines and possible imprisonment

STUDENT COMPLAINT PROCEDURE

Prism Career Institute is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the school to ensure quality training. Students should make every attempt to resolve problems through the school's formal complaint procedure.

If a problem occurs relating to the school, the student is responsible to follow the complaint procedure below:

1. Students complete a complaint form, and discuss the difficulty with the staff/faculty member most directly involved with the situation. Classroom issues should be addressed to the instructors, financial aid matters should be directed toward the Financial Aid Advisor, etc.
2. If the problem cannot be satisfactorily resolved at this level, or if the student feels uncomfortable discussing the situation with the staff member responsible, the student should make an appointment to see the Campus Director.
3. If the situation remains unresolved after discussion with the Campus Director, the student should contact the corporate office (856-834-1000) of Prism Career Institute.

In the event all available channels of appeal at the School have been pursued and the problem remains unresolved to the satisfaction of the student, the student has the right to take the following steps:

1. The student may contact ACCET and PA Department of Education or the NJ Department of Labor and Workforce Development office by mail. Complaints received by telephone will be logged along with a request for a written follow-up; an initial letter speeds up the process.

2. The letter of complaint must contain the following:
 - a. The nature of the problem (s);
 - b. Approximate date (s) which the problem (s) occurred;
 - c. Names of individuals involved, including staff and/or other students;
 - d. Copies of important information regarding the problem (s);
 - e. Evidence demonstrating which the school complaint procedure was followed prior to contacting ACCET and the PA Department of Education/NJ Department of Labor and Workforce Development; and
 - f. The signature of the student filing the complaint.

3. Send the written complaint to:

For PA SCHOOLS

PA Department of Education
Division of Private Licensed Schools
333 Market Streets 12th Floor
Harrisburg, PA 17126-0333

For NJ SCHOOLS

NJ Department of Labor and Workforce Development
PO BOX 055
TRENTON, NJ 08625-0055

ACCET

Accrediting Council for Continuing Education & Training
Complaint Administrator
1722 N Street NW
Washington, D.C. 20036
(202) 955-1113

All complaints about the School may be pursued, consistent with the complaint procedures outlined above, by any student without fear of reprisal.

MAXIMUM NUMBER OF STUDENTS IN CLASSROOMS AND LABORATORY

Class sizes are designed to provide students with an effective student-teacher ratio that provides for good learning and outcomes. The overall ratio for all programs other than Practical Nursing will generally not exceed 35:1. Medical Lab ratios will generally not exceed 20:1. The overall ratio for the Practical Nursing program is generally 40:1, and Practical Nursing Clinical/Labs are 10:1 in NJ and 12:1 in PA.

PROGRAMS OF STUDY

03

Program	Cherry Hill	Egg Harbor Township	Philadelphia
Medical Assistant with Externship	D	D	D
Medical Billing and Coding	D	D	D
Paralegal Studies	D	D	D
Nursing	D	-	D
Patient Care Assistant	-	D	-

D = Day

NOTE TO ALL PROGRAM DESCRIPTIONS

*Actual time to complete will vary depending upon the individual schedule established for each student, course availability, vacations, holidays, student absence and any scheduled breaks in training. Please contact the Admissions Representative at your campus for scheduling details.

-All software utilized in any of the above applicable courses is licensed and may not be duplicated. Failure to adhere to this policy may result in formal disciplinary action up to and including termination.

-Day Sessions (except for Practical Nursing) are scheduled from Monday through Thursday from 8:00 am through 2:30 pm.

-Practical Nursing Sessions are scheduled Monday through Friday from 8:00 am through 4:00 p.m., except for Clinical which are scheduled Monday through Friday from 7:00 am. through 3:00 p.m.

MEDICAL ASSISTANT WITH EXTERNSHIP

PROGRAM OVERVIEW

Medical Assistant is one of the most in-demand professions in the U.S. Medical Assistants are a critical component to the success of an efficient and responsive medical practice. Physicians depend on Medical Assistants to record patient histories, schedule visits, transcribe dictation, order supplies and prepare correspondence. Our instructors are experienced and knowledgeable about the latest procedures and technologies used in the practices of healthcare professionals. Graduates from this program are awarded a diploma, and are prepared for national certification and are ready to pursue a rewarding career in a variety of healthcare settings.

Course ID	Course Title	Credits
KY048	KEYBOARDING	2.00
WP024	WORD PROCESSING	1.20
PC024	PROFESSIONAL COMMUNICATION	1.20
IC324	INTERPERSONAL COMMUNICATIONS	1.20
MT172	MEDICAL TERMINOLOGY I	3.00
DT172	MEDICAL TERMINOLOGY II	3.00
PI124	PATIENT HYGIENE/INFECTIOUS DISEASE	1.40
AP1148	ANATOMY & PHYSIOLOGY I	2.60
AP2148	ANATOMY & PHYSIOLOGY II	2.60
MP148	MEDICAL OFFICE PRACTICE	2.40
RM296	RECORDS MANAGEMENT	3.00
PL296	PHLEBOTOMY	4.80
ME224	MEDICAL LAW & ETHICS	1.30
PV224	PATIENT HISTORY/VITAL SIGNS	1.80
CP248	CPR/FIRST AID	0.60
EG248	EKG	3.00
PH248	PHARMACOLOGY	2.80
CP336	CLINICAL PROCEDURES	1.80
CD224	CAREER DEVELOPMENT	1.40
EX932	EXTERNSHIP	2.90
TOTAL		44.00

MEDICAL ASSISTANT WITH EXTERNSHIP

Total.....900 hours.....44 credits

Approximate Time to Complete*

Day Session	37.5 Training Weeks
Evening Sessions	75 Training Weeks

JOB SKILLS

This program provides basic understanding of medical information and the routine clinical procedures in a medical office or outpatient facility. Graduates will learn to assist physicians in preparing patients for examination, to perform phlebotomy, EKG and first aid procedures and record vital patient information. Graduates will also be trained to use computers and essential software programs as well as support office operations. Graduates from this program can pursue careers in a physician's office, a hospital, an outpatient clinical or HMO.

JOB OPPORTUNITIES

MEDICAL ASSISTANT	INPATIENT UNIT CLERK	PHLEBOTOMIST
MULTI-SKILLED TECHNICIAN	HOSPITAL ADMISSIONS	EKG MONITOR

MEDICAL BILLING and CODING

PROGRAM OVERVIEW

Specialists in Medical Billing and Coding are in high demand because of a growing healthcare system and continuing changes in health insurance. Professionals in this field interpret and record payment for the procedural, pharmaceutical and rehabilitative orders of physicians and other healthcare practitioners. They must be familiar with medical information from a variety of sources for submission of insurance claims and to facilitate the interaction across the medical and office staff. Graduates who desire to obtain certification can receive assistance from the school to prepare and sit for their certification exam. Employment prospects are quite good for billing specialists and certified coders either in medical practices, hospitals or health insurance carriers.

Course ID	Course Title	Credits
KY048	KEYBOARDING	2.00
WP024	WORD PROCESSING	1.20
PC024	PROFESSIONAL COMMUNICATION	1.20
CS124	CUSTOMER SERVICE	1.20
MT172	MEDICAL TERMINOLOGY I	4.40
DT172	MEDICAL TERMINOLOGY II	4.40
PI124	PATIENT HYGIENE/INFECTIOUS DISEASE	1.40
HC124	HEALTH CARE DELIVERY SYSTEMS	1.20
SS124	SPREADSHEETS	1.20
MP148	MEDICAL OFFICE PRACTICE	2.60
RM296	RECORDS MANAGEMENT	4.70
ME224	MEDICAL LAW & ETHICS	1.20
PH224	PHARMACOLOGY	1.20
CP224	INSURANCE CLAIMS	1.20
CD224	CAREER DEVELOPMENT	1.40
EX900	EXTERNSHIP	2.00
	TOTAL	34.00

MEDICAL BILLING AND CODING

Total.....720 hours.....34 credits
Approximate Time to Complete*
 Day Session 28 Training Weeks
 Evening Session 56 Training Weeks

JOB SKILLS

This program results in the development of comprehensive billing and coding skills combined with a foundation in the medical operating environment. You will be able to pursue career opportunities in a rapidly growing and diversifying field. You will become experienced in ICD-9, CPT and HCPCS coding protocols and their applications as well as becoming comfortable with the legal and ethical issues in this field and the need for confidentiality in handling patient information and records.

JOB OPPORTUNITIES

MEDICAL CLAIMS BILLER
CLAIMS VERIFICATION CLERK
INSURANCE BILLING CLERK

INSURANCE CLAIMS PROCESSOR
MEDICAL CODER
MEDICAL RECORDS CLERK

PARALEGAL STUDIES

PROGRAM OVERVIEW

Paralegals are in high demand with opportunities for rewarding careers in law firms, banks, real estate, government agencies and large corporations. In less than a year, the Paralegal Studies Program prepares students to become professionals who play a vital role in many aspects of the law. Paralegal is a rewarding career with interesting assignments and opportunities to help others. If you're just getting started in a career, re-entering the workforce or looking for opportunities to advance, the Paralegal Studies Program provides the skills and knowledge for a great future in the legal field without going to law school.

Course ID	Course Title	Credits
KY048	KEYBOARDING	2.00
WP024	WORD PROCESSING	1.20
PC024	PROFESSIONAL COMMUNICATION	1.20
LS148	U. S. LEGAL SYSTEMS	2.70
RE148	REAL ESTATE LAW	2.70
IP124	INTRODUCTION TO PARALEGAL	1.20
FL172	FAMILY LAW & BANKRUPTCY	4.40
CS124	CUSTOMER SERVICE	1.20
PP124	PRESENTATIONS	1.20
WT148	WILLS, TRUSTS & ESTATES	2.70
SS148	SPREADSHEETS I & II	2.40
CR148	CRIMINAL LAW	2.70
CV296	CIVIL LAW	5.70
BC248	BUSINESS COMMUNICATIONS	3.10
BL248	BUSINESS LAW	2.70
LF296	LEGAL OFFICE FINANCIAL MANAGEMENT	5.20
DB272	DATABASE RESEARCH	3.60
CD224	CAREER DEVELOPMENT	1.40
PP936	PARALEGAL PROJECT	1.70
	TOTAL	49.00

PARALEGAL STUDIES

Total.....900 hours.....49 credits

Approximate Time to Complete*

Day Session 37.5 Training Weeks
 Evening Session 75 Training Weeks

JOB SKILLS

Students learn the principles and process involved with many areas of the law, how to research, assist with investigations, prepare and process legal documents, and assist attorneys with a variety of cases. In addition, students learn essential administrative and computer skills to be prepared to assist with clients and office management.

JOB OPPORTUNITIES

LAW PRACTICES
 BANKS

REAL ESTATE
 HUMAN RESOURCES

GOVERNMENT AGENCIES
 INSURANCE COMPANIES

PRACTICAL NURSING

PROGRAM OVERVIEW

Licensed Practical Nurses are an important part of today's high demand medical team. They primarily care for the sick, injured, convalescent and disabled under the direction of physicians and registered nurses. LPNs take vital signs such as temperature, blood pressure, pulse and respiration. They also treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice and hot water bottles and monitor catheters. LPNs observe patients and report adverse reactions to medications or treatments. They collect samples for testing, perform needed laboratory tests, feed patients and record food and fluid intake and output. LPNs help patients with bathing, dressing and personal hygiene, keep them comfortable and care for their emotional needs.

Course ID	Course Title	Credits
AP101	BODY STRUCTURE & FUNCTION	4.00
CP101	COMPUTER TECHNOLOGY FOR LPN's	3.00
EN101	ENGLISH COMPOSITION	3.00
PY101	GROWTH & DEVELOPMENT/THE LIFE SPAN	3.00
PN101	FOUNDATIONS OF PRACTICAL NURSING	12.00
PR101	PERSONAL & PROFESSIONAL RELATIONSHIP	2.00
PR201	PERSONAL & PROFESSIONAL RELATIONSHIP II	2.00
PH101	PHARMACOLOGY	3.00
PH201	PHARMACOLOGY II	3.00
PN201	NURSING I	14.00
PN202	NURSING II	14.00
IV201	INTRAVENOUS THERAPY	3.00
CD101	CAREER DEVELOPMENT	2.00
	TOTAL	68.00

PRACTICAL NURSING

Total.....1560 hours.....68 credits

Approximate Time to Complete*

Day Session

63 Training Weeks

JOB SKILLS

This program is a 15 month full-time day program that prepares students in the basic skills and knowledge required for a career as a practical nurse. Graduates will possess the skills and knowledge to provide direct patient care under the supervision of a doctor or registered nurse. The program provides a combination of classroom instruction and hands on experience in local health care facilities. Upon successful completion of the program students are eligible to take the licensing examination for practical nurses to become a Licensed Practical Nurse (LPN).

JOB OPPORTUNITIES

NURSING HOMES
PRIVATE HOMES

DOCTOR'S OFFICE
HOSPITALS

CLINICS
LONG TERM CARE

GENERAL COURSES

	CLOCK HOURS	SEMESTER CREDITS
Keyboarding–KY048	48 Hours	2.00 Credits
Students will learn the correct basics of keyboarding. Each student will start at his or her appropriate level and set goals to increase speed and accuracy. Student competencies and progress will be assessed individually by the instructor. Students will also learn computer terms and develop basic computer skills. (12 hours lecture, 36 hours lab)		
Word Processing-WP124	24 Hours	1.20 Credits
This course prepares students to navigate through a word processing program. They will learn the toolbars, how to use templates, and help and spell check icons. Several projects will be completed in this course enabling the student the hands on experience needed to instill confidence for the work force. (12 hours lecture, 12 hours lab)		
Customer Service-CS124	24 Hours	1.20 Credits
Since customer service is an integral part of doing business today, the student will become acquainted with and learn the interpersonal skills necessary for customer satisfaction. Through the use of concepts in the theory of effective communication, psychological influences as related to culturally diverse groups, knowledge of the cycle of good communication skills and its impact on customer relations, telephone and interview skills, the student now raises their own consciousness level so as to deliver good customer service as well as deal with customer dissatisfaction properly and effectively. (12 hours lecture, 12 hours lab)		
Professional Communication-PC024	24 Hours	1.20 Credits
Students will enhance their abilities to communicate in a professional environment interpersonally, in letters, emails, and on the phone. In addition, students will develop listening skills, methods of non-verbal communication and the capacity to plan and conduct meetings. (12 hours lecture, 12 hours lab)		
Career Development-CD124	24 Hours	1.40 Credits
This course will assist the student to conduct an active job search; develop a professional resume, cover letter and thank you letter; review the correct style in completing applications and employment forms; and prepare students for interviews using simulations and mock interviews. (18 hours lecture, 6 hours lab)		
Spreadsheets I-SS124	24 Hours	1.20 Credits
This course is designed to train the student in the correct application of skills to build and print various worksheets in Excel, learning how to utilize the toolbars to the best capacity for the job to be done, building various types of charts and the use of functions of the buttons, i.e. maximum/minimum average and correct application of these as well. The student also learns how to change font and color of background, etc. (12 hours lecture, 12 hours lab)		
Spreadsheets II-SS148 (Paralegal Only)	24 Hours	1.20 Credits
This course is designed to teach students, through hands on experience, how to navigate a spreadsheet. Students will learn how to plan and create a spreadsheet, enter numbers and text, create and utilize graphs, make use of formulas, and learn beginning visual basic language through lab assignments. They will complete an extensive number of spreadsheet projects using a variety of practical applications. (12 hours lecture, 12 hours lab)		

MEDICAL COURSES

Medical Terminology I-MT172

48 Hours

3.00 Credits

The student will be introduced to medical prefixes, suffixes and root words that describe the body systems. They will build competencies with medical terms using prefixes, suffixes, and combining forms. Pronunciation of medical terms becomes important in every chapter and recognition of medical terminology as it relates to the different aspects of the body, the body structure, body fluids, and body cavities. Students will also review physician specialties, medical abbreviations, symbols, pharmacological terms, drugs and their use. As a general overview of the course, body system parts, accessory organs, functions and diseases/pathology of the skeletal, muscular, cardiovascular, lymphatic and immune and respiratory systems will be presented. (42 hours lecture, 6 hours lab)

Medical Terminology II-DT172

48 Hours

3.00 Credits

The student will be introduced to medical prefixes and suffixes and root words that describe the body systems. They will build competencies with medical terms using prefixes, suffixes, and combining forms. Pronunciation of medical terms becomes important in every chapter and recognition of medical terminology as it relates to the different aspects of the body, the body structure, body fluids, and body cavities. Students will also review physician specialties, medical abbreviations, symbols, pharmacological terms, drugs and their use. As a general overview of the course, body system parts, accessories, functions and diseases/pathology of the Digestive, Urinary, Nervous, Special Senses, Integumentary, Endocrine and Reproductive Systems will be presented. The students will also become familiar with diagnostic procedures and some commonly used pharmacological terms that will prove helpful in their future endeavors. (42 hours lecture, 6 hours lab)

Patient Hygiene/Infectious Disease-PI124

24 Hours

1.40 Credits

In this course, students will become familiar with the Medical Assistant's role, lab safety, OSHA, and CLIA regulations. They will also learn how diseases are transmitted, the use of microscopes, hot and cold sterilization procedures and how to identify the presence of infections. (18 hours lecture, 6 hours lab)

EKG-EG248

60 Hours

2.40 Credits

This course correlates the anatomy and physiology of the heart previously learned by the student with its relationship to electrocardiographic procedures. The student will learn the principles of EKG, how to successfully perform an EKG and how to distinguish between a cardiac arrhythmia and an EKG artifact. At the end of the course, the student will be able to competently perform an EKG. (30 hours lecture, 30 hours lab)

Medical Office Practice-MP148

48 Hours

2.60 Credits

This course allows the student to utilize standard medical database software to learn through interactive exercises how to perform all of the daily medical office computer database procedures. Bookkeeping and basic accounting are introduced here as well with the goal of efficiency in front-desk monetary procedures such as a day sheet, patient ledger and other document creation and maintenance reflecting insurance information and the daily workings of a medical office. (24 hours lecture, 24 hours lab)

Medical Law & Ethics-ME224

24 Hours

1.20

Credits

This course provides the student an overview of the legalities and ethical behavior associated with a medical practice/facility. The student is also made aware of licensure, certification and registration, types of medical practices and legal and ethical responsibilities in the health care field. Physician patient contracts and HIPAA regulations are also discussed. (15 hours lecture, 9 hours lab)

Patient History/Vital Signs-PV224

36 Hours

1.20 Credits

This course provides the student basic office skills such as obtaining a patient history, temperature, pulse and blood pressure, proper chart documentation and the setting up of specialized patient examinations and office procedures. Students receive the practical experience of a patient interview and vital signs on each

MEDICAL COURSES—(CONTINUED)

other under direct supervision. The proper use of thermometers, stethoscope and the blood pressure cuff are demonstrated and tested for skill competency in this course. (18 hours lecture, 18 hours lab)

CPR/First Aid-CP248 12 Hours 0.06 Credits

This course assists the student in identifying the circumstances for life-saving techniques such as cardiopulmonary resuscitation (CPR), choking emergencies (The Heimlich Maneuver) as well as rescue breathing. The course further expands the knowledge of other emergency procedures and first aid techniques necessary for the medical environment. Under the direct supervision of the instructor and interacting with a simulated patient aid for CPR and rescue breathing as well as interaction with each other for bandaging and splinting, lifting and moving, and other first aid procedures, these goals are attained with efficiency and accuracy. (6 hours lecture, 6 hours lab)

Pharmacology-PH224 48 Hours 2.80 Credits

This course will introduce students to the recognition of pharmacological terminology, symbols and abbreviations to prepare them for pharmaceutical billing. The student becomes familiar with the components of a prescription, categories of medications utilized in the healthcare field, legislation and drug laws as governed by the state, familiarization with the Physicians' Desk Reference and re-emphasis of OSHA precautions to be followed for the safe and accurate administration of medications. (36 hours lecture, 12 hours lab)

Phlebotomy-PL296 96 Hours 4.80 Credits

This course introduces the student to advanced clinical skills in the form of obtaining blood through venipuncture for patient testing. The student will be exposed to all aspects of a functioning laboratory with emphasis placed on the fundamentals of the components of the structure and function of blood, blood chemistry tests, proper specimen collection and transportation to the lab, and collection of urine for office and laboratory testing. Using an anatomical aid and live subjects, the student can properly demonstrate accurate venipuncture and safe collection of blood specimens under the direct supervision of the instructor. (48 hours lecture, 48 hours lab)

Insurance Claims-CP224- 24 Hours 1.20 Credits

This course is designed to fine tune the student in the correct selection of medical coding for reasons of maximum physician reimbursement of fees for service. It assists them in adequately reviewing a patient ledger card and CMS-1500 form prior to its processing and also guides them in the process of patient collections. The student learns the various types of insurance plans that exist and the parameters that guide each one for payment. The student views and utilizes the ICD and CPT code books and utilizes practice exercises for both. The roles of various positions such as Claims Examiner, Adjuster and Processor are reviewed as additional employment options. (12 hours lecture, 12 hours lab)

Interpersonal Communications-IC324 24 Hours 1.20 Credits

This course provides the student with tools to build therapeutic communications skills for use in the medical office. It includes theories of communications as they pertain to psychological influences related to cultural groups, bias, prejudice and harassment, a description of the cycle of communication, verbal and non-verbal communication and their impact on patient relationships. Internal and external factors which can aid and impact patient communications are also discussed. Telephone and patient interviewing techniques are discussed and role played by the students under the direction of the instructor. The definitions and impact of employee stress and burnout are discussed in addition to the effects of life threatening illnesses from both the patient and student viewpoints. Therapeutic responses to HIV and AIDS are discussed, as well as end-of-life issues with emphasis on coping skills. (12 hours lecture, 12 hours lab)

Word Processing II –WP224 24 Hours 1.20 Credits

This course prepares students to navigate through a word processing program. They will learn the toolbars, how to use templates, and help and spell check icons. Several projects will be completed in this course enabling the student the hands on experience needed to instill confidence for the work force. (12

MEDICAL COURSES—(CONTINUED)

hours lecture, 12 hours lab)

Records Management-RM296

48 Hours

3.00 Credits

This course is designed to introduce and explain to the student the role and responsibility of the medical office personnel, terms referable to medical claim forms and the tools necessary to complete these forms. The student learns how to use the ICD and CPT Manuals for proper coding of claims prior to their billing. Familiarization with the various types of managed care as well as the explanation of reimbursement procedures, insurance fee schedules, patient day sheets and the various types of filing systems prepare the student for the practical application of all learned as the course progresses. (42 hours lecture, 6 hours lab)

Clinical Procedures-CP336

36 Hours

1.80 Credits

This course will introduce students to major clinical competencies which need to be possessed by Medical Assistants, and will also provide valuable practice in each competency. Major laboratory testing procedures, the administration of oral medication and the administration of injections are all covered in the course. (18 hours lecture, 18 hours lab)

Anatomy & Physiology I-AP1148

48 Hours

2.60 Credits

This course is intended to provide the student with a comprehensive exposure to and understanding of human body structure and function, cell body structure and function and the human body systems and their interrelationships. Concentration will be placed on the directional terms and geometric planes of the body, structural unites, the chemistry of life, cell structure, cellular metabolism and reproduction, tissues, the integumentary system, and the skeletal system. (30 hours lecture, 18 hours lab)

Anatomy & Physiology II-AP2148

48 Hours

2.60 Credits

This course is intended to provide the student with a comprehensive exposure to and understanding of human body structure and functions, cell body structure and function and the human body systems and their interrelationships. Concentration will be placed on the articular system, the muscular system, the nervous system, the endocrine system, the blood, the cardiovascular system, the lymphatic system, nutrition and digestive system, the respiratory system, the urinary system and the reproductive system. (30 hours lecture, 18 hours lab)

Clinicals-CL396 (Patient Care Assistant Program)

96 Hours

4.20 Credits

This clinical course is designed to provide the student with supervised, practical, hands-on and observational experiences in an on-campus clinical setting. Students will practice a variety of skills connected with effective patient care. (30 hours lecture, 66 hours lab)

Externship – EX144 (Patient Care Assistant Program)

144 Hours

3.20 Credits

The Externship program allows the student to gain hands on experience in a Medical Office or Healthcare facility environment. They will also apply programs of study related to the Patient Care Assistant Program. (144 hours lab)

Externship-EX990 (Medical Billing & Coding Program)

144 Hours

3.20 Credits

The externship is the capstone course for this program. It provides students the opportunity to apply their training in an actual work environment and to encourage and develop the students' self-confidence and reinforce their commitment to their chosen career. The externship expands the learning experience beyond the classroom into the working world and reinforces the importance of responsibility, professionalism, ethics, dependability and other factors which will impact their professional and personal lives. This Externship is comprised of 72 hours at the externship site and 18 hours of class sessions. (144 hours lab)

MEDICAL COURSES—(CONTINUED)

Externship - EX932 (Medical Assistant Program) 132 Hours 2.90 Credits
The Externship program allows the student to gain hands on experience in a Medical Office or Healthcare facility environment. They will also apply programs of study related to the Medical Assistant Program. (132 hours lab)

LEGAL COURSES

US Legal Systems-LS148 48 Hours 2.70 Credits
This course provides an introduction to the legal system in the US, the function of laws and the court system on the federal, state and local levels. (33 hours lecture, 15 hours lab)

Real Estate Law-RE148 48 Hours 2.70 Credits
This course will give students an overview of basic Real Estate Law. Students will learn different formats of owning real property as well as fundamental landlord-tenant concepts and procedures. They will then cover the major steps in the purchase and sale of land. Important real estate documents will be reviewed as well. (33 hours lecture, 15 hours lab)

Introduction To Paralegal-IP124 24 Hours 1.20 Credits
This course will introduce students to the Paralegal Profession they are about to enter. Students will learn about paralegal tasks, paralegal education, the qualities of a good paralegal, the future of the paralegal profession, paralegal work environments, paralegal specialties, paralegal compensation and paralegal careers. (12 hours lecture, 12 hours lab)

Family Law and Bankruptcy-FL172 72 Hours 4.40 credits
This class presents a broad area of family law and domestic relations. Topics will include marriage, the dissolution of marriages, the division of property, spousal and child support, custody and other family law issues commonly addressed in legal offices. In addition, students will be introduced to bankruptcy issues and their implications for families. (60 hours lecture, 12 hours lab)

Wills, Trusts and Estates-WT148 48 Hours 2.70 Credits
The students will be introduced to the types and purposes of wills and other means of transferring property before and after death. The importance of living wills and health care proxies will also be discussed as well as the impact of dying intestate. (33 hours lecture, 15 hours lab)

Criminal Law-CR148 48 Hours 2.70 Credits
The course provides students the background and understanding of the concepts and terminology related to criminal law. It introduces students to types of crimes, criminal procedures, business and white-collar crimes, the constitutional safeguards of the accused and other aspects of criminal law commonly encountered in legal practices. (33 hours lecture, 15 hours lab)

Civil Law-CV296 96 Hours 5.70 Credits
This course offers an inside view of the processes of civil law and litigation. Students will become familiar with legal terminology and procedures related to the application of civil law and will also explore the use of alternative dispute resolution. (75 hours lecture, 21 hours lab)

LEGAL COURSES (CONTINUED)

Business Communication-BC248 48 Hours 3.10 Credits
This course will teach students to draft effective business documents. A wide variety of correspondence will be reviewed, with special attention paid to letters generated by legal organizations. Students will have an opportunity to draft a variety of these documents. (45 hours lecture, 3 hours lab)

Business Law-BL248 48 Hours 2.70 Credits
In this course, students will learn about the many types of business organizations, their differences and comparative advantages and the roles and responsibilities of owners, directors, officers and shareholders. (33 hours lecture, 15 hours lab)

Legal Office Financial Management-LF296 96 Hours 5.20 Credits
This course offers the student an automated view of the accounting process which encompasses the legal practice. The full-cycle accounting process from transaction through statements using legal accounting software is covered during this class. It also prepares students for managing legal office finances including preparing and managing budgets, bank accounts and checking account management, making purchases of equipment and supplies and financial recordkeeping. (60 hours lecture, 36 hours lab)

Database Research-DB160- 72 Hours 3.60 Credits
This course will teach students how to find the law by using the many databases available to them. Both hard copy databases and computer-based databases are covered. Students will also learn how to read, outline and interpret the law once they find it. (36 hours lecture, 36 hours lab)

Paralegal Project -PP936 36 Hours 1.70 Credits
This is the hands on application of the student's legal knowledge gained throughout the program. The students will receive a series of legal projects to prepare through application of appropriate laws and forms. (15 hours lecture, 21 hours lab)

Presentations-PR124 (Paralegal Only) 24 Hours 1.20 Credits
Students will learn the fundamentals of creating presentations for business and informational purposes in this course. Special attention will be paid to legal presentations. (12 hours lecture, 12 hours lab)

NURSING COURSES

Body Structure and Function-AP101 60 Hours 4.00 Credits
Basic concepts of physical science, life science, microbiology and bacteriology, 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. (60 hours lecture)

Computer Technology for LPN's-CP101 45 Hours 3.00 Credits
This course introduces the student to basic skills necessary to use a computer and to search the Internet. It provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and integration of the applications using a hands-on practical approach. Upon completion of this course, students will have compiled a portfolio of their best work. This course will enable students to utilize computers in a health care setting. (45 hours lecture)

English Composition- EN101 45 Hours 3.00 Credits
This course will assist students in improving their ability to generate ideas, and to organize and present them effectively in written and oral formats. Sentence structure and paragraphing are reviewed. Through reading, discussion, and writing, this course will increase efficiency in the writing process and improve

NURSING COURSES—(CONTINUED)

verbal and written communication skills. An overview of nursing documentation will be provided. (45 hours lecture)

Growth & Development Across

The Life Span—PY101

45 Hours

3.00 Credits

This course introduces the student to the basic principles of growth and development from infancy to the older adult. Physical, cognitive, social, spiritual, cultural and emotional factors are considered. The focus concerns the normal growth and developmental tasks of the individual and family. Various psychoanalytical, cognitive and behavioral theories of human development (personality and social) are presented. (45 hours lecture)

Foundations of Practical Nursing-PN101

285 Hours

12.00 Credits

This course introduces the beginning student to fundamental nursing concepts and skills needed to provide basic nursing care to promote, restore, and maintain the health of an individual. Basic concepts related to nutrition, chemistry, physics, medical terminology and Maslow's hierarchy of needs are presented. This course introduces the student to principles of medical-surgical nursing and explores some of the body systems and related alterations in function. Principles related to the safe administration of medications are introduced. Simulated laboratory practice is incorporated into the course so the student can develop and refine technical skills needed to provide safe nursing care. The clinical component occurs in a long-term care facility where the student will provide basic care for a patient with simple nursing needs. (105 lecture, 90 lab, 90 Clinical)

Personal & Professional Relationships I— PR101

30 Hours

2.00 Credits

This course introduces the student to the role of the practical nurse as a member of the health care team. The corresponding State Board of Nursing scope of practice for the LPN and National Federation of Licensed Practical Nurses nursing practice standards for the LPN are reviewed. Therapeutic communication skills are introduced. (Co-requisite:PN101)(30 hours lecture)

Personal & Professional

Relationships II— PR201

30 Hours

2.00 Credits

Emphasis in this course is placed on nursing practice issues and concepts related to communication, advocacy, leadership/management, interdisciplinary collaboration, 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. Accepting delegation from the supervisor is presented as part of compliance with standards of practice. This course introduces the student to other responsibilities related to entry into practice— employment and education opportunities, and the need for continuing personal and professional development. (Co-requisite: Nursing I and Pharmacology II)(30 hours lecture)

Pharmacology I-PH101

45 Hours

3.00 Credits

This course introduces drug therapy in relation to treatment of specific conditions and diseases discussed in Nursing I. The focus will be on the practical nurse's role in administration of medications. Emphasis is on drug classification, mechanism of action, side effects and nursing implications of specific drug categories—analgesics, integumentary system, gastrointestinal medications, endocrine system, and musculoskeletal medications. A review of basic math principles as they relate to the calculation of drug doses and intravenous fluids for safe medication administration is presented. (Co-requisite: Foundations of Practical Nursing).(45 hours lecture)

Pharmacology II— PH201

45 Hours

3.00 Credits

This course continues the presentation of drug therapy in relation to treatment of specific conditions and diseases discussed in Nursing II. Emphasis on pharmacodynamics, drug classification, and mechanism of action, side effects and nursing implications. (Co-requisite: Nursing I)(45 hours lecture)

NURSING COURSES—(CONTINUED)

Nursing I– PN201

420 Hours

14.00 Credits

This course exposes the student to family-centered nursing, care of the adult client in the acute care setting, and care of a client with a mental health issue. The course continues the presentation of principles of promotion, restoration, and maintenance of health. The course explores the remainder of the body systems (respiratory, neurosensory, cardiovascular and immune) and related alterations in function for adults. 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 and pediatric client (with common obstetrical problems and childhood illnesses introduced respectively), as well as for the client with an alteration in mental health are discussed. The interrelationship of individuals and the family in both health and illness is explored. The clinical rotations offered during this course (24 hrs. per week) prepare the students to identify and meet the needs of the adult with short-term needs, of a maternity patient, of children through adolescence, and of a client with an alteration in mental health. (Pre-requisite: all level I and II courses)(105 hours Lecture, 315 hours Clinical)

Nursing II– PN202

420 Hours

14.00 Credits

This course examines normal age-related changes and adaptations of the geriatric client. Emphasis is placed on the application of nursing observations and interventions to address the multiple needs of geriatric patients with common problems and disorders of aging. Leadership concepts and basic teaching and learning concepts are introduced and utilized by the student in a leadership role. The role of the PN in pain management with geriatric patients will be included. For the clinical component (an average of 22.5 hours/week), the student will demonstrate both the use of decision making skills in the role of provider of care and the use of leadership skills in the role of team leader. (Pre-requisite: Level I, II and III courses)(105 hours Lecture, 315 hours Clinical)

Intravenous Therapy– IV201

60 Hours

3.00 Credits

This course introduces the student to clinical policies and procedures related to initiating, observing, maintaining and documenting intravenous therapy. Legal/ethical issues as they apply to IV therapy are discussed. The role of the PN in IV pain management will be included as well. Lecture and simulated laboratory practice are provided. Students will have an opportunity for supervised IV therapy experiences during the clinical component of Nursing II. (Co-requisite: Nursing II and Career Development)(30 hours lecture, 30 hours lab)

Career Development– CD101

30 Hours

2.00 Credits

Learning how to enhance their job specific skills in this course will enable students to write a more effective resume, cover letter and thank you letter. Practice job interviews will instill confidence in the student and will better prepare them for the work force. Students will learn how to build a presentation portfolio in this class. A final review on preparing to take the NCLEX–PN will occur during this class. (30 hours lecture)