



## SCHOOL CATALOG

Volume 9  
2017

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

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

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

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





### **3 Campus Locations**

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### **SCHOOL CATALOG Volume 9 PUBLISHED JULY 2017**

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## **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 that 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.

## **GOALS**

The Goals of Prism Career Institute are:

- To provide quality, relevant, and effective instruction to our students
- To assist our graduates in finding employment opportunities with meaningful career potential
- To provide employers opportunities to assist in shaping our curricula consistent with the needs of the workplace
- To develop credibility with employers
- To meet all standards established by our accrediting body and the U.S. Department of Education
- 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

## **SCHOOL OWNERSHIP AND HISTORY**

Prism Career Institute is owned by PrisMed of South Jersey, a wholly owned subsidiary of Prism Education Group, Inc. which is investor-owned by HLM Venture Partners and Conning Capital Partners.

In 2004, PrisMed of South Jersey acquired the Academy of Computer Careers in New Jersey, re-naming it Prism Career Institute. In November 2004, Prism Career Institute opened the Philadelphia campus located at 8040 Roosevelt Boulevard, where it has been in continuous operation, providing quality career training. In 2005, Prism established two campuses in New Jersey, in Cherry Hill and in West Atlantic City, where they continue to provide career training in occupations in demand in the communities they serve.

## **LOCATION AND FACILITIES**

Prism Career Institute's Philadelphia, PA campus is located at 8040 Roosevelt Blvd. in Northeast Philadelphia. The 20,500-square foot facility offers the students multiple classrooms, nursing labs, computer labs, a student break room, a student resource room with computers and Internet access, and administrative offices. The campus is handicap-accessible. The campus is conveniently located near public transportation, and there is public parking available.

The Cherry Hill Campus is located at 3 Executive Campus, Suite 280, on Route 70 in Cherry Hill, New Jersey. The 20,600-square foot campus offers multiple classrooms, computer labs, dedicated training labs for the Nursing program, Nurse Aide program, and Medical Assistant program, a student resource room, and administrative offices. There is a cafeteria on the first floor of the building. The campus is handicap-accessible. The campus is conveniently located near public transportation, and there is public parking available.

The West Atlantic City Campus is located in the Bayport One Building, 8025 Blackhorse Pike, Suite 250, West Atlantic City, New Jersey. This 15,300-square foot facility has multiple classrooms and medical labs, computer labs, a break room for students, administrative offices, and a resource room for students with Internet access. The campus is handicap-accessible, and there is ample parking available.

## **LICENSING, ACCREDITATION, AND AGENCY APPROVALS**

Prism Career Institute's Philadelphia Campus is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Council for Continuing Education & Training (ACCET). The Practical Nursing program is also approved by the Pennsylvania State Board of Nursing.

Prism Career Institute's Cherry Hill, New Jersey campus and West Atlantic City, New Jersey campus are licensed by the New Jersey Department of Labor and Workforce Development and are accredited by the Accrediting Council for Continuing Education & Training (ACCET). The Practical Nursing program is approved by the New Jersey State Board of Nursing. The Nurse Aide Training Program is approved by the New Jersey Department of Health and Senior Services.

Prism Career Institute is approved by the U.S. Department of Education, which allows the school to participate in federal financial aid programs under Title IV of the Higher Education Act. The school is also approved by the state-approving agency for enrollment of those eligible to receive GI Bill and/or Post-911 education benefits.

## **SCHEDULED START DATES**

Prism publishes a program start calendar, which is provided as an addendum to this catalog. These scheduled program starts are subject to change at the

school's discretion. Please contact a Prism campus Admissions Representative for more detailed information regarding the most current schedule for program start dates.

## **SCHOOL HOLIDAYS AND BREAKS**

Labor Day – September 4, 2017

Fall Break (Day program only) – September 27, 2017 – October 1, 2017

Thanksgiving – November 23 and 24, 2017

Winter Break – December 24, 2017 to January 1, 2018

Martin Luther King Day – January 15, 2018

Presidents' Day – February 19, 2018

Spring Break (Day program only) – March 24, 2018 – April 1, 2018

Memorial Day – May 28, 2018

Summer Break – June 24, 2018 to July 1, 2018

Independence Day – July 4, 2018

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

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

## **HOURS OF OPERATION**

Campus administrative offices are open Monday to Friday, from 8:30 AM to 5 PM. Daytime classes are held Monday to Friday, 8 AM to 5 PM, and clinical training sessions are held from 7 AM to 4 PM. Evening classes are held Monday to Thursday from 5 PM to 10:30 PM, and Saturday classes are held from 7 AM to 4 PM.

## **CAMPUS CLASS SIZES**

Class sizes are designed to provide students with an optimal learning environment. For theory classes, class size will generally not exceed 45 students per class. For Practical Nursing clinical and laboratory classes, the student-to-teacher ratio is 15:1 in Pennsylvania and 10:1 in New Jersey. For the Nurse Aide Program clinical and laboratory classes, the student-to-teacher ratio is 10:1. For Medical Assistant laboratory sessions, the student-to-teacher ratio does not exceed 20:1.

## **ADMISSION INFORMATION**

### **General Admission Requirements**

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

1. High School diploma or GED – Prospective students must sign an attestation stating that they have either a high school diploma or GED (high school equivalency) certificate from an institution recognized by the U.S. Department of Education, and must be prepared to provide documentation to the school in support of the attestation.
2. Completion of Admissions Interview – Applicants must meet with an Admissions Representative and be recommended to apply based on satisfactory completion of an interview
3. Applicants must achieve a passing score on an entrance exam developed by an independent organization and administered by the school. Test scores are valid for one year from test date. The tests and cut-off scores are as follows:
  - Medical Assistant – T.A.B.E., minimum score of 15
  - Nurse Aide – T.A.B.E., minimum score of 14
  - Practical Nursing – ATI TEAS Exam: minimum score of 52%

The entrance exam re-test requirements are as follows:

- After a first attempt, an applicant may re-test once immediately
- After a second attempt, an applicant must wait 14 days to re-test
- After the 14-day waiting period, the applicant may re-test two more times, for a total of 4 admission test attempts (Practical Nursing only)
- If the 14-day waiting period extends into the first 5 days of a new term, a student may be allowed to re-test prior to the start of the new term, with the approval from the Campus Director

### **Program-Specific Admission Requirements**

In addition to the general admission requirements stated above, the following programs have the following entrance requirements:

For admission to the Practical Nursing Program:

Applicants must pass a drug screen

Applicants must pass a criminal background check and child abuse clearance

Applicants must pay a \$20.00 testing fee for the initial test and each subsequent re-test, if necessary.

For admission to the Nurse Aide Program:

Applicants must pass a criminal background check

Applicants must complete their health form, including the 2-step PPD (tuberculosis screening test) prior to the first day of class

## **Admissions Procedures**

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

1. Applicants complete an initial questionnaire to provide pertinent background information.
2. An admissions representative interviews each applicant to evaluate goals, expectations and to determine the program of study that meets the applicant's interest, educational level and personal circumstance.
3. Each applicant will take a tour of the campus with an Admissions Representative. The tour may include an opportunity to meet staff and faculty, if possible.
4. A school entrance exam, as described in the Admissions Requirements, is administered, and students who achieve a passing score will be considered for admission.
5. The applicant meets with a Financial Aid Representative to determine financial aid eligibility and to develop a plan for financing their education, including a personal payment plan if necessary.
6. An enrollment agreement is completed and signed by both the student and a school representative. The enrollment agreement contains 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 student will pay the Registration Fee at this time.
7. The student receives written notification of acceptance from the school by an authorized representative of the school.
8. After enrollment, student must complete and submit the required health form including the proof of immunizations and 2-step PPD within the first 21 days of class or their enrollment may be cancelled.

## **TUITION COSTS AND FEES**

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

A Schedule of tuitions, books, supplies, and fees for all programs is available in the School Catalog Addendum. The School Catalog and Addendum are available from the Campus Admissions Representative. Prism accepts payment by the following methods: Cash, Check, Visa, MasterCard, Discover Card, and American Express. The terms of payment are specified on the student's Enrollment Agreement.

## **FINANCIAL ASSISTANCE**

Prism Career Institute participates in several United States Department of Education Title IV Financial Aid programs and other financial assistance programs that can assist students in meeting the cost of their education. Each

student seeking financial aid is required to meet with a member of the Financial Aid Office, at which time the student's eligibility is evaluated and a personalized student financial plan is structured. All students are eligible to apply for financial aid under a variety of federal and supplemental financial assistance programs.

For more information about federal financial aid, please visit [www.finaid.org](http://www.finaid.org). To apply for financial aid, applicants must submit the Free Application for Federal Student Aid (FAFSA). A link to the electronic application is available through the School's website or students can go directly to the FAFSA site, ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) where step-by-step instructions are provided. Students have the responsibility to complete and submit all applications in a timely manner, with supporting documentation. Certain situations may require that the applicant submit additional documentation. The Financial Aid Office assists students in the application process.

Currently, Prism Career Institute participates in the following programs:

### **Federal Pell Grants**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **Federal Direct Loans:**

- **Subsidized**

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

- **Unsubsidized**

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

### **Federal Parent Plus Loans**

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

## Supplemental Assistance Programs

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

- **Veterans' Educational Benefits**

Prism Career Institute is approved for the training of veterans and eligible veterans' dependents. Students must apply for these benefits prior to admission and must submit the application to the Prism Career Institute certifying official. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits as follows:

In order to receive funding from the Department of Veterans Affairs, a student must achieve a minimum 2.0 cumulative grade point average each semester and must complete their program within the approved number of hours. In addition, VA-funded students whose Cumulative GPA falls below 2.0 at the end of any semester will be placed on financial aid probation for a maximum of two consecutive terms of enrollment. If the VA-funded student's Cumulative GPA is still below 2.0 at the end of the second consecutive term of probation the Department of Veterans Affairs will be notified and the student's benefits will be terminated.

- **Agency Funding**

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

- **Student Payment Plans**

A student payment plan option is provided for students who have balances remaining after all other financial aid options have been exhausted. Approval may be based on credit history and co-borrowers may be required. Students making cash payments can arrange for a convenient payment plan over the course of their enrollment. Minimum payment requirements are required and all education costs must be paid in full prior to graduation.

## Eligibility Requirements

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

- Be a United States citizen or eligible non-citizen.
- Have a valid Social Security Number
- Have financial need, except for some loan programs.
- Have a high school diploma or General Equivalency Diploma (GED)
- Be enrolled or accepted for enrollment as a regular student working toward a diploma or degree in an eligible program.
- Make satisfactory academic progress as outlined in the school policies herein.

- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Have completed the number of hours paid by federal financial aid, if applicable, for the previous term/ semester.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Have not exceeded the aggregate loan limits for your student status or have not previously received the maximum aid allowed for the current award year.
- Register with the Selective Service, if required.
- For the Pell Grant program eligibility, you may not have previously earned a bachelor's degree.
- For the Direct Loan program, you must attend at least half-time (12 clock hours per week)

Applicants under the age of 24 are considered to be dependent by federal definition and are required to have parental participation in completing the financial aid forms and the financial aid process.

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

### **Definition of Financial Need**

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

$$\text{Cost of Attendance} - \text{EFC} = \text{Financial Need}$$

### **Student Cost of Attendance**

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

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

## **Financial Aid Received Prior to Attending Prism Career Institute**

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

## **Requirements for Citizenship Verification**

If a student is an eligible non-citizen for Federal Title IV aid purposes, a database match will be conducted to determine the student's eligibility status with the Department of Homeland Security (DHS). If DHS is unable to complete the match, i.e., social security number, name, and birth date, the student will be asked to submit additional documentation. Students are not eligible for financial aid until citizenship verification has been completed.

## **Requirements for Financial Verification**

A percentage of all students applying for Federal Financial Aid are selected for a process called Verification. Prism will notify you if your application is selected for Verification. If you are notified, please submit the Verification documentation requested by Prism's Financial Aid Office as soon as practicable, but no later than 14 days from the date of notification. Applicants may be required to submit copies of their tax transcripts and, for those who are under the age of 24, their parents' tax transcripts. Failure to submit the requested documentation will jeopardize your Financial Aid. A Student's anticipated financial award may be adjusted as determined by the Verification results.

## **Correction to Information**

If it becomes necessary to correct any of the information on an ISIR as the result of verification or another documentation process, the Financial Aid Department will note the corrections on the current ISIR and submit the corrections electronically to the U. S. Department of Education. A new ISIR, showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR.

If the applicant becomes ineligible for a Federal PELL Grant or other Federal Title IV aid as a result of the corrections in his/her information, the applicant will be notified by the Financial Aid Department. If corrections result in a change in eligibility, the applicant will be so advised and a revised Financial Plan will be developed for the applicant's review and approval.

## **Renewal Applications**

Students applying for a second academic year of financial aid must complete all required applications and submit additional paperwork, as necessary, when requested by the Financial Aid Department. Failure to do so could result in the student being required to make cash payments to the School or may result in the student being dismissed from Prism Career Institute.

*Note:* The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

## **Loan Default Prevention**

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

- Send in your payment each month even if you haven't received a bill.
- Send in larger or additional payments to reduce the amount of interest you pay on the loan. Be sure to indicate if you want the extra amount applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that you can skip or reduce next month's payment.
- Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know your deferment rights. After sending in the necessary forms, follow up with your lender/servicer to confirm that your loan(s) has been deferred.
- Understand your rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy. Never ignore correspondence or requests for payment from your lender/servicer.
- If you do default on your loan(s) in spite of all the arrangements available to prevent this from happening, you can expect all or some of the following repercussions:
  - Your status may be reported to a national credit bureau and have a negative effect on your credit rating for seven years.
  - You may lose deferment possibilities.
  - Your wages may be garnished.
  - Your federal and state income tax refunds may be withheld.
  - You may be ineligible to receive any further federal or state financial aid funds.
  - The entire unpaid amount of your loan, including interest and cost of collection, may become due and payable immediately.

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

## **Financial Aid Ombudsman**

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

U. S. Department of Education  
FSA Ombudsman Group  
830 First Street, N. E., Mail Stop 5144

Washington, D.C. 20202-5144

Via on-line assistance: <http://studentaid.gov/repayloans/disputes/prepare>

Via telephone: (877)557-2575 Via fax: (202)275-0549

## **Return of Title IV Funds Calculations**

A student who withdraws, and has been awarded Title IV funding, requires that the following calculation be performed by the financial aid office to determine the percentage of funds the School must return to the funding resource:

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

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

- For students withdrawing after 60% of their academic period, no return of Title IV funds is required. (The School may keep 100% of the Title IV funds.) For purposes of Return of Title IV funds, the withdrawal date will be the last date that the student had academically related contact with the School or no later than 14 days after the last date of attendance.
- The return of funds upon withdrawal is distributed in the following order:
  1. Direct Unsubsidized loan
  2. Direct Subsidized loan
  3. Direct PLUS loan
  4. Federal Pell Grants
  5. The student
- The School adheres to federal regulations regarding the return of Title IV Financial Aid (effective July 1, 2011). In accordance with these regulations, a student who discontinues training prior to graduation may owe funds back to the federal government.

## **CANCELLATION AND REFUND POLICY**

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

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

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

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

### **For Pennsylvania Campus Location (Philadelphia):**

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

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 five (5)-day cancellation period but prior to the beginning of classes, all monies paid to the School shall be refunded with the exception of the Registration Fee, which shall be retained by the School. If a student withdraws from classes after the term has begun, the following refund policy shall apply:

- a. For programs of less than six weeks duration, the School will retain the Registration Fee and the following formula for tuition refunds, based on the total clock hours of the program using the following percentages shall be used:
  1. For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program
  2. For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program
  3. For a student withdrawing from or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program
  4. For a student withdrawing or discontinuing after 50% of the program, the student is not entitled to a refund.
- b. For programs of six weeks or longer duration, the School will retain the Registration Fee and the following formula for tuition refunds, based on the total clock hours of the program using the following percentages shall be used:

1. For a student withdrawing from or discontinuing the program during the first seven (7) calendar days of the term, the tuition charges refunded by the school shall be at least 75% of the tuition for the term
2. For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
3. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be at least 30% of the tuition
4. For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund

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

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

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 determination, which is the last day of attendance.

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

- a. For programs 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.
- b. For full-time attendance in programs exceeding 300 hours in length, the school may retain the Registration Fee plus:
  1. Ten percent of the total tuition if withdrawal occurs in the first week;
  2. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
  3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25% of the program
  4. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
  5. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50% percent of the program.
- c. For part-time attendance in programs over 300 hours in length, calculation of the amount the school may retain in addition to the Registration Fee shall be:

1. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance;
2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance;
3. Forty-five percent of the total tuition if withdrawal occurs after 75 hours but prior to the completion of 25% of the program;
4. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
5. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the program.

### **Accrediting Council for Continuing Education & Training Refund Policy:**

If an applicant is rejected for enrollment by an institution a full refund of all monies paid will be made to the applicant. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less the applicable registration fee.

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

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

### **DELINQUENT TUITION PAYMENTS**

Students are expected to make payments required by their school payment plan due dates. Students who fall behind in tuition payments are contacted by the financial aid office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement is sent to the student. Attempts are made to collect delinquent balances, and after 180 days of non-payment, the student's account is referred to an outside collection agency.

## **ACADEMIC INFORMATION**

### **Clock-Hour Definition**

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

### **GRADING POLICY**

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

For the Medical Assistant Program:

100-90	A
89-80	B
79-70	C
Below 70	F

For the Practical Nursing and Nurse Aide Training Programs:

100-90	A
89-80	B
79-75	C
Below 75	F

Laboratory and Clinical/Externship Courses are graded Pass/Fail. Grades are recorded in school records in letter grade format. Numeric grades and credits are provided to allow comparison with the grading systems utilized by other institutions.

Students receive grades at the end of each course in order to demonstrate their level of academic achievement. A minimum grade of 70% for Medical Assistant courses, and 75% for Practical Nursing and Nurse Aide courses, is required in order to pass each course (excluding pass/fail courses). If at any time during a course a student's grades fall below minimum passing grade, the student will meet with the instructor to form a corrective plan of action to bring the student's grade average up to passing. Students who receive a failing grade at the conclusion of a course will be required to repeat that course.

For courses that contain a combination of lecture, lab, and/or clinical training, students must pass all components of the course (lecture, lab, and/or clinical) in order to earn a passing grade for that course.

Practical Nursing students who fail a particular course or courses at the completion of a specific term will not be allowed to progress to the following term until all failed courses are successfully completed.

## **CALCULATION OF GRADE POINT AVERAGE (GPA)**

Letter grades are used to calculate a Cumulative Grade Point Average (C.G.P.A.) by multiplying the credit value of each course by a Quality Point value (4.0 for A, 3.0 for B, 2.0 for C, 0.0 for F) to get a total number of quality points, and then dividing the quality point total by the total number of credits. For academic purposes, the credit value for each course is calculated using the following clock-to-credit hour conversions for lecture, laboratory, and externship/internship: 1 credit equals 15 hours of lecture, 30 hours of lab, or 45 hours of externship/clinical training.

## **COURSE FAILURE**

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

## **COURSE INCOMPLETE**

The course instructor may grant a student a grade of Incomplete, or “I”, if the student is not able to complete the course due to missing coursework, exams, projects, or other extenuating circumstances. After receiving a grade of Incomplete, students are given up to seven days to complete all missing coursework. After submission of the missing coursework, the instructor will give the student a final grade, which will replace the grade of Incomplete. However, if all coursework is not completed at the end of the specified time-frame, the student will fail the course and the grade of Incomplete will be changed to a grade of “F”.

## **WITHDRAWING FROM A COURSE**

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

## **REPEATING A COURSE**

If a student fails a course, the student must retake the course. Only the higher grade is counted in calculating the student’s CGPA. However, the hours from all courses attempted must be included when calculating the maximum required time frame for completing the program.

Students may incur an additional charge for any courses that are repeated. For further details, please speak with the campus Financial Aid Representative.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Prism Career Institute requires all students to demonstrate satisfactory academic progress (SAP) while enrolled in programs of study. In addition, satisfactory academic progress must be maintained in order to continue receiving federal Financial Aid (Title IV funds). Satisfactory academic progress is determined by measuring both the student's cumulative grade point average (CGPA) as well as the student's rate of progress toward completion of the program of study.

- **Cumulative Grade Point Average (CGPA)**  
Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These will be reviewed at the end of each term or payment period after grades are posted in order to determine if the student's cumulative GPA is in compliance. In order to demonstrate satisfactory academic achievement, students are required to maintain a cumulative GPA of at least 2.5 in the Practical Nursing Program and a cumulative GPA of at least 2.0 in the Medical Assistant program.
- **Percentage of Clock Hours Completed**  
Prism will evaluate the percentage of clock hours completed by enrolled students at the completion of each term or payment period. In order to demonstrate a satisfactory pace at the completion of each term or payment period, Practical Nursing students must complete at least 80% of the clock hours attempted at the end of each term and Medical Assistant students must complete at least 70% of the clock hours attempted at the end of each payment period.
- **Maximum Time Frame to Complete**  
All students must attempt no more than 150% of the hours in their program of study, as illustrated in the chart below:

<b>Program</b>	<b>Program Clock Hours</b>	<b>Maximum Clock Hours Attempted</b>
Medical Assistant	720	1080
Practical Nursing	1560	2340

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

Students who do not meet the minimum standards for clock hours attempted or cumulative grade point average at any evaluation point will receive written notification from the Director of Nursing/Education or designee in the form of an academic advising plan. The student will meet with the Director of Nursing/Education or designee to create and implement an academic plan to assist the student with meeting SAP by the next evaluation point. The plan will be signed by all parties with the original placed in the student's academic file and a copy provided to the student.

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe of 150%, pace of completion or CGPA, the student will be informed they cannot meet the graduation requirements and be considered a graduate.

## **FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS**

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

## **FINANCIAL AID PROBATION**

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive an academic advising plan to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid. Students may only remain in Financial Aid Probation for one term or payment period. A student who achieves the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be dismissed; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

## **NON-TITLE IV ELIGIBLE**

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

## **MAKING AN APPEAL**

Students who wish to continue to receive Federal Title IV funds after being placed on Financial Aid Probation must file an appeal in writing. The appeal may be based on the following factors: the death or serious illness of a relative, an injury or illness of the student, or other special circumstances. The appeal must contain (1) information detailing why the student failed to make satisfactory academic progress, (2) documentation of the situation if applicable, and (3) what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. The appeal must be filed within five business days of the receipt of notice that the student has been placed on Financial Aid Probation.

If the student's appeal is accepted, the student may continue to receive Federal Financial Aid for that term or payment period. Prism will inform the student of the determination of the appeal no later than 5 business days from the date that the appeal is filed.

## **GRADUATION REQUIREMENTS**

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

1. All required courses must be completed with a passing grade as defined above.
2. Students must achieve a cumulative grade point average of at least 2.0 (70%) for the Medical Assistant program, and at least 2.5 (75%) for the Practical Nursing and Nurse Aide program.
3. All students must achieve an overall program attendance of at least 90%, except for the Nurse Aide Program (see number 4. below)
4. For the Nurse Aide Program, students must complete 100% of scheduled hours of instruction in order to complete the program
5. 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.
6. Students must meet all academic requirements set forth in this catalog under Satisfactory Academic Progress.

## **DOCUMENT AWARDED AT GRADUATION**

Upon meeting all of the above requirements for graduation, students will receive a Diploma for completion of the Medical Assistant program and a Certificate for completion of the Practical Nursing and Nurse Aide programs.

## **ATTENDANCE POLICY**

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

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

**Medical Assistant:** Students must attend at least 80% of each course in order to be eligible to receive a passing grade, and must demonstrate an overall program attendance of 90% in order to be eligible for graduation.

**Nurse Aide:** Students must attend 100% of scheduled classes, including all theory, laboratory, and clinical sessions. All missed instructional hours must be made up in order for the student to successfully complete the program.

**Practical Nursing:** Students must attend at least 90% of scheduled course hours in order to be eligible to receive a passing grade. Additionally, for courses that have multiple components (theory, lab, clinical) students must achieve at least 90% attendance for each component in order to satisfy the attendance requirement.

After 14 days of non-attendance, students will be withdrawn from their program of study.

## **MAKE-UP POLICY**

Students who are unable to meet the attendance requirement for a particular course may be able to make up missed time in order to achieve the required attendance for that course. The policy regarding the establishment of make-up days in order to make up missed instructional time varies by program and campus, and students are advised accordingly during New Student Orientation sessions. For the Nurse Aide Program, make-up days are scheduled to allow students to make up all missed time. For the Medical Assistant and Practical Nursing Programs, students may make up no more than 10% of missed clock hours of instruction for each course. If make-up time is permitted for a particular program, there is no additional charge to the student.

Prism encourages students who miss in-class assignments to seek make-up assignments from their instructors. Make-up work must be completed within a reasonable time frame established by the instructor. In general, all make-

up tests must be completed on the next school day, unless circumstances prevent the student from doing so. Students who still have uncompleted assignments or tests on the last day of a course may receive a grade of Incomplete and be required to complete the required assignments/tests within the specified time frame for that program in order to receive a passing grade for that course. All make-up work may be subject to a grade reduction as explained in each course syllabus.

## **EXTERNSHIP/CLINICAL TRAINING**

Prism Career institute offers some programs which include an off-campus learning experience (Externship for Medical Assistant and Clinical Training for Practical Nursing and Nurse Aide programs). The externship or clinical training allows the student to gain hands-on experience and apply the knowledge and skills they have acquired in the classroom in a real-world setting.

If a student elects to enroll in the Medical Assistant or Nurse Aide program, the externship or clinical training is a mandatory part of the curriculum and must be completed in order for the student to be considered for program graduation. Students are required to complete 100% of scheduled hours for externship or clinical rotation in these programs.

Externships and clinical rotations are assigned to each student by designated campus personnel for each program. The School works closely with each student to find the “best fit” for his or her circumstance; however, Clinical rotations in the Practical Nursing program are assigned based on site schedules and availability which may include day, evening, and weekend hours that may not coincide with students on-campus class scheduled times. Prism makes every effort to assign clinical hours that accommodate student schedules.

## **LEAVE OF ABSENCE**

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

1. The request for Leave of Absence must be in writing
2. The request must be specific as to the beginning date of the LOA and the expected date of return.
3. The school reserves the right to adjust the scheduled return date to the next available class start date following the return date specified by the student
4. Failure to report to class on the scheduled return date will result in withdrawal and termination from the program
5. Students may only take one LOA in a 12-month period
6. The period of the initial LOA should not exceed 60 calendar days.

Extensions may be granted for up to a total of 180 days per calendar year or one-half the published program length, whichever is shorter.

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

## **ADVANCED STANDING/TRANSFER OF CREDITS**

In some instances, students may receive credit for advanced standing for previous education completed at another U.S. - or state-approved educational institution where the student earned a minimum grade of B or better. For the Prism Practical Nursing Program, advanced standing will only be considered for Term 1 courses that were completed within the last five years prior to the program start date. All requests for advanced standing must be made in writing prior to the first day of class. Students requesting advanced standing credits will be required to provide an official transcript from the educational institution where the coursework was completed along with the transferring institution's course catalog with course description. Students requesting advanced standing may be required to take a proficiency exam prior to approval of the advanced standing credits. If a proficiency exam is given, the minimum passing score is 85%. Medical Assistant Program applicants may not request advanced standing for more than 50% of the Medical Assistant program.

Approvals granted for Advanced Standing/Transfer of Credit may result in program tuition adjustments. These adjustments may result in changes to a student's financial aid eligibility. See your Financial Aid Advisor for further information. Approvals granted for advanced standing or transfer of credit will also shorten the maximum time frame in the program, and those courses for which advanced standing is granted are not counted in the program completion rate or calculated into the cumulative grade point average.

## **WITHDRAWAL AND RE-ADMISSION**

Students who wish to withdraw should meet with the Campus Director to review their progress and options for completing their education at Prism Career Institute at a later date. Approval for return to the program will be determined based on available classroom space, course schedule and other factors at the discretion of the school. Students must also meet with a financial aid representative to review their account for refunds or remaining balance owed to the school.

All students seeking to return to school must be in good standing with regards to all financial obligations, including prior balances that were due at the time of withdrawal or dismissal from the school. Some returning students may be eligible to establish a new payment plan for prior financial obligations. For further information, please speak to a financial aid representative.

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

## **TRANSFER BETWEEN PROGRAMS**

Students transferring from one program into another are required to have approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising as a result of the program-to-program transfer. The Program Director will evaluate Advanced Standing credit, and credit shall be awarded for common coursework that has been successfully completed, provided that the courses were completed with a grade of at least C (75%).

## **COURSE AUDIT**

Students who complete a program of study are entitled to audit any part or parts of their program at no additional charge. This must be arranged with the Campus Director and is limited to one year from the date of program completion. The right of any graduate to repeat any course is subject to (1) continued availability of the course, (2) available space in the course and (3) good standing with all financial obligations to the school. Any textbooks or supplies required to audit a course will be charged to the student directly.

## **CREDIT TRANSFERABILITY**

Prism Career Institute cannot guarantee that credits earned at Prism will be accepted by another educational institution. Students are advised to contact the educational institution of their choice in order to determine whether it will allow transfer of credit for courses completed at Prism and if so, how many credits will be accepted.

## **STUDENT CODE OF CONDUCT**

Students are expected to display courteous behavior and professional conduct at all times, whether on campus, at off-campus clinical or externship sites, or engaged in other off-campus school-related activities. Students who do not adhere to this code of conduct may be subject to disciplinary actions, which may include non-use of campus services and assistance, and in certain instances, dismissal from the school. Below is a list of behaviors that are considered inappropriate and may result in disciplinary actions:

1. Possession, consumption or distribution of alcohol and/or illicit drugs on school property or while engaged in any other off-campus school-related activity
2. Damage of school property
3. Disruptive behavior
4. Acts which are harmful to other students, staff or the school
5. Failure to maintain satisfactory academic progress, with regard to either attendance or academics.
6. Academic Dishonesty (cheating)
7. Illegal duplication of copyright protected software and printed materials
8. Delinquent or non-payment of tuition or fees

9. Use of cell phones while in class, lab, or at practicum or externship sites
10. Unauthorized use of school computers for non-school activities, such as accessing social media for personal use
11. Acts of harassment or threats of violence against a student, faculty or staff member. Harassment shall be defined as an act that creates a hostile environment and shall include but not be limited to derogatory comments related to race, gender ethnicity or sexual preference, inappropriate sexual comments or advances, and intolerance towards a student with disabilities.

## **FOOD AND DRINKS**

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

## **SMOKING**

Smoking is prohibited on the school premises 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.

## **SCHOOL DRESS POLICY**

All students should maintain a professional appearance and appear neat and well-groomed at all times. Students should wear scrub uniforms to class and lab sessions. Medical Assistant and Nurse Aide students will also wear the scrub uniforms to externship or clinical training sites. Nursing students must wear the designated clinical uniforms as specified by the Nursing Program Director. Further information regarding the school dress policy and maintaining a professional appearance will be provided at the school's new student orientation.

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

## **STUDENT SERVICES**

### **CAREER SERVICES**

The Career Services Department provides employment assistance to graduates of our programs. Although the School offers no guarantee of employment, Career Services personnel assist students in writing a resume and cover letter, and in obtaining a job interview through a network of established contacts including employers and employment agencies.

Placement assistance is not intended to eliminate the need for students to search for employment themselves, and students are encouraged to explore volunteer, internship, and temporary job assignments as they provide the opportunity to gain valuable experience and may lead to a permanent position.

Prior to program completion, students should make an appointment with a representative of the Career Services Department to examine their career goals. Graduates should communicate regularly with Career Services to discuss their job search, as well as job offers and any position accepted.

## **TUTORING / REMEDIATION**

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

## **ACADEMIC INTEGRITY**

Academic integrity refers to behavior in an academic setting that ensures that work done is one's own and that the work of others is properly recognized through appropriate referencing and citations. Prism Career Institute strives for the highest level of academic integrity and does not tolerate academic dishonesty, which includes cheating and plagiarism. Any student caught cheating will receive a failing grade for the test or assignment in which the cheating occurred. Additionally, documentation about the occurrence is placed in the student's academic file. Students who demonstrate repeated acts of academic dishonesty are also subject to other disciplinary actions, up to and including suspension or termination from their program of study.

## **CRIMINAL BACKGROUND SCREENING**

Applicants may be required to undergo criminal background checks before a student can be placed in clinical rotations or take professional licensing exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior criminal records may be denied the opportunity to take professional licensing exams, or may be denied a license to practice in some states even if the exam is taken and successfully completed.

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

## **STUDENT COMPLAINT PROCEDURE**

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

1. Students who have questions or concerns should direct their inquiries to the Campus Director in writing.
2. If the situation remains unresolved after discussion with the Campus Director, the student should contact the Corporate Office of Prism Career Institute at 856-317-0100.
3. Prism Career Institute Philadelphia Campus is licensed by the Pennsylvania State Board of Private Licensed Schools, and the New Jersey campuses are licensed by the New Jersey Department of Labor and Workforce Development. Any complaints or concerns not satisfactorily resolved by the Prism Campus Director or other School officials may be brought to the attention of these state agencies at the following addresses:

**For Philadelphia Campus:**

Pennsylvania State Board of Private Licensed Schools  
333 Market Streets 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

**For New Jersey Campuses:**

NJ Department of Labor and Workforce Development  
PO Box 055  
Trenton, NJ 08625-0055

4. The student also has the right to contact Prism Career Institute's accrediting organization, Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street NW, Washington, D.C. 20036, Telephone (202) 955-1113. Students may also e-mail ACCET at [complaints@accet.org](mailto:complaints@accet.org).
5. With regards to complaints regarding violations of the Federal Educational Rights and Privacy Act (FERPA) the student can also file a complaint with the governmental office that administers FERPA:

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

### **Family Education Rights and Privacy Act (FERPA) Policy**

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

## **I. Procedure to Inspect Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Campus Director. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period 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.
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 Director of Prism Career Institute. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

## **V. Correction of Educational Records**

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must submit a request in writing to the Campus Director's Office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Prism Career Institute may either amend the record or decide not to amend the record. If Prism Career Institute decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Prism Career Institute will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Prism Career Institute. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. Prism Career Institute will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, 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**

In addition to the procedure set forth in the Student Complaint Procedure section of this catalog, 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

## **Crime Awareness and School/Campus Security**

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

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Campus Director. The report discusses safety and security issues such as the importance of prompt reporting of crimes,

campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

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

## **Drug Free Workplace and Campus**

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

The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Offenders are subject to random drug screens and immediate dismissal from Prism Career Institute, and local law enforcement agencies are notified, as applicable.

Possession or use of alcohol, or intoxication, or being under the influence of alcohol while on Prism Career Institute property or during any Prism Career Institute sponsored activity is strictly prohibited. Students who violate this policy are subject to disciplinary action up to and including termination from school enrollment, and are required to meet with Prism Career Institute officials to assess the problem and determine if further action is required, or if referral for substance abuse treatment is warranted.

Prism Career Institute recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone having such a problem is encouraged to contact his or her Campus Director for support and referral assistance. All such inquiries are held in the strictest confidence and are handled in a non-threatening and supportive manner.

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

## **Non-Discrimination Policy**

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

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

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

### **Equal Opportunity Policy**

Prism Career Institute values diversity and seeks talented students and staff from diverse backgrounds. The school does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age or status as a veteran in the administration of its educational policies, programs, activities, admissions policies, financial aid and loan programs, employment or other school administered programs.

It is against the law to discriminate against any beneficiary of a program financially assisted by Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the individual's status as a lawfully admitted immigrant or as a participant in a WIA program.

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

### **Disability Support Policy**

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

To be eligible for disability-related services on campus, applicants are responsible for identifying themselves and disclosing information about the disability to the Campus Director at the time of enrollment. The Campus Director will assess the request for accommodations and inform the student as to whether or not the student's request(s) can be accommodated. Certain

job competencies may be considered so essential to the professional practice in the field that some accommodations may not be available.

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

#### Disability Support Procedure:

1. The applicant must exhaust all local state, and federal assistance prior to requesting accommodation from the school
2. The applicant must notify the campus immediately upon enrollment of requests for accommodations in writing
3. Appropriate documentation must support request in a written report prepared on official letterhead by an appropriately credentialed professional that clearly diagnoses a disability and/or records showing the history of the disability. School plans such as individual educational plans are not sufficient documentation although they may be included as part of the comprehensive evaluation and report. Students have the right to choose to disclose or not to disclose their disability. If a student chooses not to disclose, then she/he will not receive accommodations. Prism is not required to provide accommodations to a student who does not self-disclose his or her disability.
4. Once a qualified individual with a disability has requested services in a timely manner, Prism Career Institute will determine appropriate accommodations based on the disability documentation. The student is responsible for scheduling appointments with the Campus Director to discuss and determine appropriate and reasonable accommodations. It is imperative that the student meet with the Campus Director at the beginning of each term to discuss any concerns.

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

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

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

## **COPYRIGHT POLICY**

Prism is committed to complying with any and all copyright laws regarding the use of copyrighted materials, and does not allow employees or students to copy or utilize

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 result in criminal or civil liability.

## **SCHOOL CLOSURE**

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

**PROGRAMS**

**OF**

**STUDY**

# ***MEDICAL ASSISTANT***

## **Program Objective**

The objective of the Medical Assistant program is to provide comprehensive training that will allow graduates to obtain entry-level employment as a Medical Assistant in a variety of clinical settings. The program is 720 hours in length and can be completed in 24 weeks, which includes a 150-hour clinical externship where students will obtain hands-on experience working in an actual clinical setting such as a doctor's office.

## **Career Opportunities**

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

## **Certification Exam**

Graduates of the Medical Assistant program are eligible to obtain national certifications in Medical Assisting, Phlebotomy, and EKG (Electrocardiography).

Course Number	Course Name	Clock Hours
AP301	Anatomy and Physiology 1	45
AP302	Anatomy and Physiology 2	45
AP303	Anatomy and Physiology 3	45
ME315	Medical Law and Ethics	15
PC345	Professional Communication	45
PH315	Patient Hygiene/Infection Control	15
PV345	Vital Signs/CPR	45
EK345	EKG (Electrocardiography)	45
PL390	Phlebotomy	90
RM345	Records Management	45
CD345	Career Development	45
CP345	Clinical Procedures	45
PH345	Pharmacology	45
EX150	Externship	150
	<b>TOTAL HOURS</b>	<b>720</b>

## **MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS**

### **AP301 Anatomy and Physiology I (45 Hours)**

This course will provide students with a basic understanding of the structure and function of the human body. Included in this course are a discussion of basic terms and the geometric planes of the body, cell structure and metabolism, and the organization of the body into tissues, organs, and organ systems. Specific organ systems to be discussed include the integumentary system, the skeletal system, the muscular system, and the nervous system.

### **AP302 Anatomy and Physiology II (45 Hours)**

This course will provide students with a basic understanding of the structure and function of the human body. Specific topics will include the special senses, the cardiovascular system, the immune system, and the respiratory system.

### **AP303 Anatomy and Physiology III (45 Hours)**

This course will provide students with a basic understanding of the structure and function of the human body. Specific topics will include the endocrine system, the gastrointestinal system, the urinary system, and the reproductive system.

### **CD345 Career Development (45 hours)**

In this course, students will focus on job readiness and job-hunting skills. Students will review the importance of soft skills which are increasingly important in today's job market. Students will learn to compile an effective resume and write a professional cover letter. They will also explore the various ways in which to search for a job, including the Internet and networking. Finally, students will prepare for interviews using simulations and mock interviews.

### **CP345 Clinical Procedures (45 hours)**

This course will allow the student an opportunity to practice all of the clinical procedures learned throughout the Medical Assistant Program. The student will have the opportunity to review all procedures and further refine their skills prior to going out on the clinical externships.

### **EK345 EKG (45 Hours)**

Students will learn the basic concepts of electrocardiography, including how to successfully perform an EKG, how to read the heart rate and rhythm, and how to distinguish between an arrhythmia and an EKG artifact. Other topics to be discussed will include the anatomy, physiology, and electrophysiology of the heart, and how to identify irregular heartbeats.

### **EX150 Externship (150 Hours)**

The Student Externship allows the student to apply their training in an actual work environment and to encourage and develop the students' self-confidence. The externship expands the learning experience and reinforces the importance of responsibility, professionalism, ethics, and dependability in the work setting.

**RM345 Records Management (45 Hours)**

In this course, students will learn to utilize practice management software to create and annotate patient electronic health records. Other topics to be discussed include health insurance and the way it is used in the reimbursement for health care services.

**ME315 Medical Law and Ethics (15 Hours)**

This course will familiarize students with the ethical principles and pertinent laws that govern the practice of medicine. Students will learn both state and federal laws governing the prescribing of controlled substances. Other topics to be discussed include HIPAA regulations, a patient's right to privacy, malpractice, and obtaining informed consent from patients.

**PV345 Patient History/ Vital Signs/CPR (45 Hours)**

In this course, students will learn how to measure and record fundamental clinical information in a patient's medical record, including height and weight, and the patient's temperature, pulse, respiration and blood pressure. Students will also learn to perform CPR and administer First Aid and become certified in CPR and First Aid.

**PH315 Patient Hygiene/ Infection Control (15 Hours)**

This course will provide students with information regarding the transmission of diseases and infection control procedures utilized in the health care setting to decrease the spread of disease. Specifically, students will learn how to use Standard Precautions recommended by the Center for Disease Control and OSHA to prevent the spread of pathogens.

**PH345 Pharmacology (45 Hours)**

This course provides students with an overview of the effects of drugs on the human body and the use of over-the-counter and prescription drugs. They will also learn the commonly prescribed medications for various medical disorders, and the state and federal laws regarding the prescribing of drugs for medicinal purposes.

**PL390 Phlebotomy (90 Hours)**

This course will introduce students to the clinical skill of obtaining blood by venipuncture. Students will learn both venipuncture and capillary puncture using manikin arms, and slowly progress to drawing blood from live subjects. Safety techniques for the safe handling of blood specimens and equipment will be reinforced throughout the course.

**PC345 Professional Communication (45 Hours)**

This course provides students with an overview of the ways in which communication skills are utilized in the professional setting. Students will learn how to communicate effectively with patients and co-workers, using sensitivity and tact and observing laws of privacy and confidentiality. Common scenarios in the health care setting, such as practicing good phone etiquette, and dealing with sick, dying, and anxious patients will be discussed. Students will also discuss interpersonal conflict and conflict resolution.

# ***NURSE AIDE***

## **Program Objective**

The Nurse Aide Program is a New Jersey Department of Health and Senior Services approved training program, which consists of 90 hours of training (50 hours of classroom and lab instruction and 40 hours of clinical instruction in a New Jersey licensed long-term care facility). The goal of this program is to provide students with the knowledge and skills necessary to pass the New Jersey Nurse Aide Competency Exam and gain entry-level employment as a Certified Nurse Aide (CNA). The Nurse Aide Program can be completed in seven weeks during the day class and ten weeks in the evening program.

## **Program Philosophy**

This program is based on the belief that all residents in long-term care facilities are entitled to receive an optimal level of health and personal care services. Furthermore, each resident must be treated with respect, compassion, and dignity in order to provide optimal care.

## **Career Opportunities**

The nurse aide is trained to work in long-term care facilities. The duties of the nurse aide include measuring and recording vital signs; performing personal-care procedures; patient transport, admission, and discharge; recording intake and output measurements; and the therapeutic application of heat and cold modalities. The nursing assistant demonstrates knowledge of basic medical terminology, systems of the human body and related diseases and disorders, nutrition, and hygiene, as well as the physical, psychological, social, and rehabilitative needs of the elderly.

## **State Competency Exam**

Upon completion of the Nurse Aide Program, graduates are required to take the New Jersey Nurse Aide Certification Examination in order to become a Certified Nurse Aide (CNA). The fee for this examination (\$76) is included in the overall cost of the Nurse Aide Program (one testing only).

The Nurse Aide Program consists of the following four learning modules:

<b>Course ID</b>	<b>Course Title</b>	<b>Clock Hours</b>
NA100	Module 1: Core Curriculum for Nurse Aides	16
NA200	Module 2: Psychosocial Needs of the Client	10
NA300	Module 3: Physical Needs of the Client	56
NA400	Module 4: Physical, Spiritual, and Recreational Needs of the Client	8
	TOTAL	90

## **NURSE AIDE PROGRAM COURSE DESCRIPTIONS**

**Module I:** Core Curriculum for Nurse Aide Personnel in Long-Term Care Facilities (16 hours- 13 hours classroom and 3 hours clinical)

This module introduces the student to the role of the nurse aide in a long-term care facility. It helps the student to define the job duties of the nurse aide, and delineates the chain of command at a long term care facility. Topics to be discussed include:

- Ways to promote patient rights
- Appropriate communication techniques
- Ways of preventing spread of infection
- Method of caring for the resident's environment and equipment
- Safety measures to prevent accidents like burns and falls
- Fire and disaster practices and emergency health care practices

**Module II:** Psycho-Social Needs of the Resident (10 Hours- 7 hours classroom and 3 hours clinical)

This module focuses on the psychosocial characteristics of residents living in long-term care facilities, wherein the basic needs of man, individual, responses to the aging process, and emotional needs and support of the resident are discussed. Ways of dealing with the residents with abnormal behavior or cognitive impairment, therapeutic use of touch and reality orientation will be discussed.

**Module III:** Physical Needs of the Resident (56 Hours- 26 hours classroom and 30 hours clinical)

In this module physical needs and ways to meet these needs will be discussed, demonstrated, and return demonstrated. This includes the performance of the following procedures: lifting and moving techniques, bathing, back rub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving the beard, morning and evening care, provision of rest, measuring intake and output, taking vital signs, assisting with the use of a bedpan or urinal, weighing the resident, application of anti-embolic stockings, specimen collection, and ambulating the resident who needs assistance. The student will also learn the signs and symptoms of certain disorders such as diabetes, thyroid disorders, urinary tract disorders, fractures, Parkinsonism, stroke, seizure disorders, and Alzheimer's disease. Finally, sexuality in the elderly will be discussed.

**Module IV:** Spiritual, Recreational, and Activity Needs of the Resident (8 Hours-4 hours classroom and 4 hours clinical)

In this module, the student will learn ways of meeting the spiritual, recreational, and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family to cope with death and dying. The role of the nurse aide in post-mortem care will also be discussed and demonstrated.

# ***PRACTICAL NURSING***

## **PROGRAM OBJECTIVES**

The principal objective of the Prism Practical Nursing Program is to provide students with the knowledge and skills to pass the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to gain entry-level employment as a Licensed Practical Nurse.

The Prism Career Institute Practical Nursing Program comprises 1,560 clock hours of instruction, which may be completed in approximately 63 weeks during day classes and 70 weeks in the evening/weekend program. Upon program completion, graduates will be eligible to apply to the State Board of Nursing to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

## **Practical Nursing Program Overview: Cherry Hill and Egg Harbor Twp. Campus**

<b>COURSE ID</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
AP101	BODY STRUCTURE AND FUNCTION	60
CP101	COMPUTER TECHNOLOGY FOR LPN's	45
EN101	ENGLISH COMMUNICATION	45
PY101	GROWTH & DEVELOPMENT THROUGH THE LIFE SPAN	45
PR102	PERSONAL & PROFESSIONAL RELATIONSHIPS I	30
PR202	PERSONAL & PROFESSIONAL RELATIONSHIPS II	30
PH100A	FOUNDATIONS OF MED MATH	30
PH102	PHARMACOLOGY I	30
PN103	FOUNDATIONS OF PRACTICAL NURSING	285
PH202	PHARMACOLOGY II	30
PN204	NURSING I	270
PH301	PHARMACOLOGY III	30
PN205	NURSING II	270
IV205	INTRAVENOUS THERAPY	30
PN301	NURSING III	300
CD101	CAREER READINESS	30
	<b>TOTAL</b>	<b>1560</b>

**\*Please Note:** Two-Step PPD, proof of immunizations, and CPR certification is required for all Practical Nursing students and must be obtained prior to entry into Term II. CPR instruction and certification will be provided by Prism Career Institute during Term I. Prism Career Institute will be responsible for the cost associated with the CPR training. See Student Handbook for a detailed list of immunization requirements.

## Practical Nursing Program Overview: Philadelphia Campus

Course ID	Course Title	Clock Hours
AP101	BODY STRUCTURE AND FUNCTION	60
CP101	COMPUTER TECHNOLOGY FOR LPN's	30
EN101	ENGLISH COMMUNICATION	30
PY101	GROWTH & DEVELOPMENT THROUGH THE LIFE SPAN	45
PR103	PERSONAL & PROFESSIONAL RELATIONSHIPS	60
PH100A	FOUNDATIONS OF MED MATH	30
PH102	PHARMACOLOGY I	30
PN103	FOUNDATIONS OF PRACTICAL NURSING	285
PH202	PHARMACOLOGY II	30
PN204	NURSING I	270
PH301	PHARMACOLOGY III	30
PN205	NURSING II	270
IV202	INTRAVENOUS THERAPY	60
PN301	NURSING III	300
CD101	CAREER READINESS	30
	<b>TOTAL</b>	<b>1560</b>

**\*Please Note:** Two-Step PPD, proof of immunizations, and CPR certification is required for all Practical Nursing students and must be obtained prior to entry into Term II. CPR instruction and certification will be provided by Prism Career Institute during Term I. Prism Career Institute will be responsible for the cost associated with the CPR training. See Student Handbook for a detailed list of immunization requirements.

### **PRACTICAL NURSING PROGRAM COURSE DESCRIPTIONS CHERRY HILL AND EGG HARBOR TWP CAMPUS**

#### **EN101 ENGLISH COMMUNICATION (45 hours)**

This course will assist students in improving their ability to generate ideas, and to organize and present them effectively in written and oral formats. Through reading, discussion, and writing, this course will increase efficiency in the writing process to improve verbal and written communication skills. An emphasis will be placed on preparing the student for the rigors of the nursing program and developing the skills needed for effectiveness in gaining and maintaining future employment. (45 hours lecture)

**AP101 BODY STRUCTURE AND FUNCTION (60 hours)**

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)

**PY101 GROWTH AND DEVELOPMENT THROUGH THE LIFESPAN (45 hours)**

this course introduces the student to the basic principles of growth and development from infancy to the older adult. Biological and environmental influences on human growth and development are explored. Cultural considerations and the impact upon growth and development of an individual are addressed. Various psychoanalytical, cognitive and behavioral theories of human development are presented. The stages of dying, and factors that affect them, will also be discussed. (45 hours lecture)

**PH100A FOUNDATIONS OF MED MATH (30 hours)**

The course begins with a basic review of mathematics. The student will use these concepts to gain knowledge of measurement systems including apothecary and metric systems. Techniques for calculating medication dosages are discussed include solving for an unknown, computing medication dosages, and weight-related dosages for children and adults. (30 hours lecture)

**PR102 PERSONAL AND PROFESSIONAL RELATIONSHIPS I (30 hours)**

Students will be introduced to the role of the practical nurse as a member of the healthcare team. Topics include adjusting to life as a student, the history of nursing, and critical thinking. Ethical and Legal issues pertaining to nursing are explored for a better understanding of nursing care and in conjunction with the reasoning of the Nurse Practice Act. Students will have a more in-depth look at the NCLEX-PN process as related to critical thinking, the nursing process, and communication (30 hours lecture)

**PR202 PERSONAL AND PROFESSIONAL RELATIONSHIPS II (30 hours)**

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. 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. (30 hours lecture)

**CP101 COMPUTER TECHNOLOGY FOR LPN's (45 Hours)**

This course provides an overview of computers and the use of basic computer applications including Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Students will learn the fundamentals of word processing, managing spreadsheets, and graphic presentations. Also included is use the Internet for professional activities including research and job searching. (15 hours lecture, 30 hours lab)

### **PN103 FOUNDATIONS OF PRACTICAL NURSING (285 hours)**

This course introduces the beginning student to fundamental nursing concepts and skills needed to provide basic nursing care to meet the basic physical and psychosocial needs of an individual. Concepts related to nutrition, basic physiological functions, medical terminology and Maslow's Hierarchy of Needs and Kubler-Ross' Stages of Death and Grieving are presented. This course explores the body systems and related alterations in function. Principles related to the safe administration of medication 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 utilizing appropriate nursing skills. (105 hours lecture, 90 hours lab, 90 hours clinical)

### **PN204 NURSING I (270 hours)**

This course presents the principles of health promotion, maintenance and restoration. Body systems and alterations in the physiological function as related to adult care are discussed. Basic scientific concepts supporting nursing decisions related to acute and chronic health care problems of the adult are included. This course presents the care of the adult in the community, sub-acute and long-term care settings. Clinical rotations emphasize culturally competent nursing care for individuals across the adult lifespan. (67.5 hours lecture, 202.5 hours clinical)

### **PH102 PHARMACOLOGY I (30 hours)**

This course introduces the study of pharmacology and the effects of drug therapy in the human body. Knowledge of medications, drug effects, interactions, nursing considerations of specific drug categories and the impact on body systems is explored. The focus of the practical nurse's role in medication administration is presented. Competency in medication calculation is a required outcome of the course. (30 hours lecture)

### **PN205 NURSING II (270 hours)**

This course provides students with the basic knowledge and skills for Maternal-Newborn Nursing, Pediatrics and Mental Health. The interrelationship of the individual and the family in health and illness is emphasized. The aspects of care for the maternity client, newborn, and pediatric client are discussed. Clinical focus relates the effects of wellness and illness upon factors of growth and development. Mental health concepts and disorders are discussed with focus upon the short-term and long-term needs of clients experiencing altered levels of function. (67.5 hours lecture, 202.5 hours clinical)

### **PH202 PHARMACOLOGY II (30 hours)**

Medications administered in Maternal - Newborn Nursing, Pediatrics and Mental Health is the basic topics of learning in this course. The necessary knowledge and skills required to perform nursing responsibilities in a safe, effective manner are discussed. Emphasis upon safe drug administration and effects of medications with various age groups is the major focus of the course. Basic medication principles and competency in medication calculation continue to be emphasized. (30 hours lecture)

**PN301 NURSING III (300 hours)**

Acute and chronic health care problems of the adult are presented in this course of study. The multiple needs of the geriatric adult with common complications and disorders of aging are addressed. Culturally sensitive nursing care is considered within multicultural populations. Leadership, management, basic teaching and learning concepts are presented as related within the role of the LPN. Decision-making skills and management skills are integrated in the clinical experience for this level of nursing care. (75 hours lecture, 225 hours clinical).

**PH301 PHARMACOLOGY III (30 hours)**

Presentation of drug therapies in relation to the pharmacological treatments for conditions and diseases of the adult and geriatric client continues. The roles of LPN in patient teaching, assessment, nursing interventions, outcomes of medications and patient safety are emphasized. Presentation of the importance of knowing the effect of age related changes, drug actions, nursing implications in medication management and the decrease of adverse drug events is included. Adaptation of the adult and geriatric clients to medication use and consideration of possible misuse are discussed. (30 hours lecture)

**IV205 INTRAVENOUS THERAPY (30 hours)**

This course introduces the student to clinical principles and procedures related to initiating, observing, maintaining and documenting intravenous therapy. Special considerations for various age groups are addressed. The role of the PN in IV management will be included. Simulated laboratory practice and discussion of basic principles are provided. (30 hours lab)

**CD101 CAREER READINESS (30 hours)**

The course is designed to facilitate the transition from the role of student to practical nurse. Theories, concepts and application of nursing principles will be adopted to reinforce student critical thinking skill. The course also focuses on preparing the student to meet the specific needs for the NLCEX PN professional examination. The course will guide the student in reviewing the contents of the nursing program under the client needs categories and subcategories as outlined by the 2014 NCLEX test plan. Test taking strategies and practice of the computer-adaptive test-taking method shall be emphasized. (30 hours lecture)

**PRACTICAL NURSING PROGRAM COURSE DESCRIPTIONS  
PHILADELPHIA CAMPUS****EN101 ENGLISH COMMUNICATION (30 hours)**

This course will assist students in improving their ability to generate ideas, and to organize and present them effectively in written and oral formats. Through reading, discussion, and writing, this course will increase efficiency in the writing process to improve verbal and written communication skills. An emphasis will be placed on preparing the student for the rigors of the nursing program and developing the skills needed for effectiveness in gaining and maintaining future employment. (30 hours lecture)

### **AP101 BODY STRUCTURE AND FUNCTION (60 hours)**

Basic concepts of physical science, life science, microbiology, and all body systems are presented. This course provides a systems approach to gross anatomy and physiology with emphasis on the integration of body systems and functions as they apply to health and disease. (60 hours lecture)

### **PY101 GROWTH AND DEVELOPMENT THROUGH THE LIFESPAN (45 hours)**

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

### **PH100A FOUNDATIONS OF MED MATH (30 hours)**

The course begins with a basic review of mathematics. The student will use these concepts to gain knowledge of measurement systems including apothecary and metric systems. Techniques for calculating medication dosages are discussed include solving for an unknown, computing medication dosages, and weight-related dosages for children and adults. (30 hours lecture)

### **PH102 PHARMACOLOGY I (30 hours)**

This course introduces the study of pharmacology, the effects of drugs on the human body, and the utilization of drug therapy for the treatment of disease. The course will focus on math for medication administration for nursing students, and is designed to help prepare students to accurately calculate oral and parenteral dosages and solutions for safe medication administration. The content includes math review, units of measurements, and dosage calculations. (30 hours lecture)

### **PR103 PERSONAL AND PROFESSIONAL RELATIONSHIPS (60 hours)**

This course introduces the student to the role of the Practical Nurse, including the history of nursing, critical thinking and the nurse as a member of the healthcare team. Ethical and legal issues pertaining to nursing are explored for a better understanding of nursing care and in conjunction with the reasoning of the Nurse Practice Act. Students will have an introductory look at the NCLEX process as related to critical thinking, nursing process and communication. Emphasis in this course is placed on nursing practice issues and concepts related to communication, advocacy, leadership/management, role transition, and social issues for the practical nurse. Current issues and trends in the health care system as well as legal and ethical aspects of nursing are discussed. This course introduces the student to the responsibilities related to entry into practice – employment and education opportunities, and the need for continuing personal and professional development. (60 hours lecture)

### **CP101 COMPUTER TECHNOLOGY FOR LPN's (30 Hours)**

This course provides an overview of computer operations using the Microsoft Windows operating system and basic computer applications including Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Students will learn the fundamentals of word processing, managing spreadsheets, and graphic presentations. Students will also learn to use the Internet for professional activities including research and job searching.

This course will provide students with an excellent foundation in basic computer skills so that they will be better prepared to utilize computers in the health care setting. (15 hours lecture, 15 hours lab)

### **PN103 FOUNDATIONS OF PRACTICAL NURSING (285 hours)**

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

### **PH202 PHARMACOLOGY II (30 hours)**

This course continues the presentation of drug therapy for the treatment of disease, with a focus on specific drug classifications, and their safe administration. This course has a strong emphasis on pharmacodynamics, drug classifications, and mechanism of action, side effects, and nursing implications of specific drug categories such as analgesics, antimicrobials, respiratory medications, and GI medications, medications used to treat disorders of the integumentary and endocrine systems, herbs, and nutritional supplements. The focus will be on the practical nurse's role in administration of medications. (30 hours lecture)

### **PN204 NURSING I (270 hours)**

The Pediatric component of this course focuses on the care of children from birth through adolescence. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. The Mental Health component of this course focuses on the therapeutic relationship between the nurse and the patient. Topics include adaptive and maladaptive behaviors and major psychiatric disorders which interfere with universal or developmental self-care or which create a need for therapeutic self-care. Clinical experiences emphasize the use of the nursing process to develop a therapeutic relationship with a patient. Ethical issues are discussed regarding the relationship to the client, family, and community, including child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family. Culturally competent care and focus on interdisciplinary treatment program processes are incorporated into this course. (67.5 hours lecture, 202.5 hours clinical).

### **PH301 PHARMACOLOGY III (30 hours)**

In Pharmacology III, the student will focus on the safe use, pharmacologic principles, indications, and nursing implications related to mental health, neuromuscular, renal, hepatic, immunologic, cardiovascular, antineoplastic, and

anesthetic medication. Characteristics of selected medications will include indications, pharmacokinetics, side effects, adverse effects, contraindications, administration, nursing implications, and client education. (30 hours lecture)

### **PN205 NURSING II (270 hours)**

This course exposes the student to family-centered nursing, care of the maternal/newborn client, and care of adults experiencing alterations in health and wellness. The course continues the presentation of principles of medical-surgical nursing and explores more of the body systems (reproductive, respiratory, perioperative, sensory, and, integumentary, and related alterations in function for adults. Basic concepts related to nutrition, microbiology and Maslow's hierarchy of needs are integrated into the content. This course focuses on the knowledge and skills necessary for care of the obstetric and neonatal client, as well as the client with an alteration in health. The interrelationship of the individual client and the family in both health and illness is explored. The clinical rotations offered during this course prepare the students to identify and meet the needs of a maternity patient and of the adult with chronic and acute health care needs. (67.5 hours lecture, 202.5 hours clinical)

### **IV202 INTRAVENOUS THERAPY (60 hours)**

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. Lecture and simulated laboratory practice are provided. The scope of practice as permitted by the Pennsylvania State Board of Nursing is defined, along with the process for LPN nursing care of the client with intravenous access devices. (30 hours lecture, 30 hours lab).

### **PN301 NURSING III (300 hours)**

Acute and chronic health care problems of the adult are presented in this course of study. The multiple needs of the geriatric adult with common complications and disorders of aging are addressed. Culturally sensitive nursing care is considered within multicultural populations. Leadership, management, basic teaching and learning concepts are presented as related within the role of the PN. Decision-making skills and management skills are integrated in the clinical experience for this level of nursing care. (75 hours lecture, 225 hours clinical)

### **CD101 CAREER READINESS (30 hours)**

The course is designed to facilitate the transition from the role of student to practical nurse. Theories, concepts and application of nursing principles will be adopted to reinforce student critical thinking skill. The course also focuses on preparing the student to meet the specific needs for the NLCEX PN professional examination. The course will guide the student in reviewing the contents of the nursing program under the client needs categories and subcategories as outlined by the 2014 NCLEX test plan. Test taking strategies and practice of the computer-adaptive test-taking method shall be emphasized. (30 hours lecture)



