PITC INSTITUTE - WYNCOTE, PA SCHOOL

CATALOG

Practical Nurse

Associate of Specialized Technology Program

67.5 Credit Hour

1500 Clock Hour

PITC Institute
Main Campus
827 Glenside Avenue
Wyncote, PA 19095
(215) 392-2892
https://pitc.edu/

November, 2026

MESSAGE FROM THE PRESIDENT 7
HISTORY OF PITC INSTITUTE 8
CORPORATE OFFICERS 8
MISSION OF PITC INSTITUTE 8
DISCLAIMERS 8
DISCLOSURE STATEMENT 9
GENERAL POLICIES NON DISCRIMINATION AND TITLE IX 9
COVID-19 POLICY 10
AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 POLICY 10
Interactive Process 11
The interactive process may include 11
Accommodation Determination 11
Implementation 11
Appeal 11
Non-Retaliation 12
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 12
DRUG AND ALCOHOL-FREE ENVIRONMENT POLICY 14
MEDICAL MARIJUANA 14
ACCREDITATION, LICENSURE AND APPROVALS 15
What Is a Teach-Out Plan? 15
Current Accreditation Status 15
Licensure and Program Approvals 16
CAMPUS FACILITIES 17
STUDENT-INSTRUCTOR RATIOS 17
Instructor Ratio: Didactic Courses: 70:1, Laboratory Courses: 15:1 Clinical Courses: 15:1 17
ADMISSIONS POLICIES AND PROCEDURES GENERAL ADMISSIONS REQUIREMENTS 17
ENTRANCE EXAMINATION 18
Physiology, Critical Thinking, and Medical Mathematics 18
SCHOOL ENROLLMENT AND APPLICATION/REGISTRATION FEE 18
PRACTICAL NURSING PROGRAM ADMISSION AND CLINICAL ELIGIBILITY REQUIREMENTS 19
Clinical Eligibility Requirements 19
VACCINES 21
PENNSYLVANIA STATE BOARD OF NURSING – CONVICTED FELON 21
NEW FELONY OR MISDEMEANOR CHARGES 21
RE-ENTRY PROCEDURES 21
RE-ADMISSION POLICY 21
TRANSFER CREDIT POLICY 22
EDUCATIONAL TECHNOLOGY REQUIREMENTS 22
POLICY REGARDING PHYSICAL LOCATION 22
Student Physical Location and Professional Licensure Disclosure 22
PRACTICAL NURSING STUDENT HANDBOOK 23
FINANCIAL AID PROGRAMS HOW TO APPLY 23
ELIGIBILITY REQUIREMENTS 23
FEDERAL PELL GRANT PROGRAM 23
FEDERAL DIRECT STAFFORD LOAN PROGRAM (SUBSIDIZED AND UNSUBSIDIZED) 24
Notice Regarding Pennsylvania State Grant Eligibility 25

Institute is no longer eligible to participate in the Pennsylvania State Grant Program beginning with the 2026–2027 academic year 25
not be eligible to receive Pennsylvania State Grant funding while attending PITC Institute 25
PRIVATE LOANS 25
TUITION FINANCING 25
COURSE REGISTRATION 26
FINANCIAL AID OFFICE 26
CONTACT INFORMATION FOR OMBUDSMAN'S OFFICE 26
ACADEMIC STANDARDS RELATED TO FINANCIAL AID 27
REFUND AND CANCELLATION POLICY 27
DEFINITIONS 27
OFFICIAL AND UNOFFICIAL WITHDRAWAL 27
REFUND IN THE EVENT OF REJECTION OR INSTITUTIONAL CANCELLATION 28
STUDENT CANCELLATION DURING THE FULL-REFUND PERIOD 28
CANCELLATION AFTER THE FULL-REFUND PERIOD BUT BEFORE CLASSES BEGIN 28
INSTITUTIONAL REFUND AFTER ATTENDANCE BEGINS 28
REFUND PAYMENT DEADLINE 28
INSTITUTIONAL REFUND AND TITLE IV ARE SEPARATE 29
RETURN OF TITLE IV FUNDS (R2T4) POLICY 29
WITHDRAWAL DATE, DATE OF DETERMINATION, AND CALCULATION DEADLINES 29
PERCENTAGE OF TITLE IV AID EARNED 29
RETURN OF UNEARNED FUNDS 29
POST-WITHDRAWAL DISBURSEMENTS 29
TITLE IV CREDIT BALANCES 30
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 31
SAP STANDARDS 31
SAP EVALUATION PROCESS 32
FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS (SAP) 32
SAP PROCEDURES (INTERNAL IMPLEMENTATION) 33
SAP STATUSES 33
SAP APPEAL POLICY 33
REGAINING SAP AND TITLE IV ELIGIBILITY 34
TREATMENT OF COURSES IN SAP CALCULATIONS 34
RECORDKEEPING AND DOCUMENTATION 34
ACADEMIC POLICIES AND PROCEDURES REPEAT COURSE POLICY 34
Medical Surgical Nursing I Retake Policy 35
Medical Surgical Nursing II Retake Policy 35
SYLLABUS 36
PREREQUISITES 36
SWITCHING FROM THE DAY TO EVENING OR EVENING TO DAY PROGRAM 36
FAILURE OF COURSES 36
MEDICAL SURGICAL NURSING I AND II PREREQUISITES 36
RETAKE OF THE MISSED TESTS 36
MISSED MID-TERM OR FINAL EXAM 36
CHANGE OF INSTRUCTOR 37
CLASS SIZE 37

CONSUMER INFORMATION....37
ACADEMIC HONESTY AND INTEGRITY POLICY....37
TESTING GUIDELINES....37
Testing Room Policy....38
Electronic Devices....38
Cell Phone/Electronic Device Procedure....38
Bags and Personal Belongings....38
Non-Electronic Materials....38
Violations....38
GENERAL ATTENDANCE POLICY....39
ATTENDANCE POLICY – PRACTICAL NURSING PROGRAM....39
MAKE-UP POLICY FOR STUDENT ABSENCES....39
MISSED CLASS WORK POLICY....40
GRADING SYSTEM....40
TREATMENT OF GRADES ON ACADEMIC PROGRESS....41
Unsatisfactory Numerical Grade of F....41
Satisfactory Grade of S....41
Unsatisfactory Grade of U....41
Withdrawal Grade of W....41
CANCELLATION/TERMINATION POLICY....41
CREDIT HOUR DEFINITION....41
CLOCK HOUR DEFINITION....42
CLINICAL CREDIT HOUR DEFINITION....42
DRESS CODE POLICY....42
LEAVE OF ABSENCE POLICY....42
SUBJECT TO CHANGE....43
GRADUATION REQUIREMENTS....43
INCORRECT GRADE....43
STUDENT SERVICES AND SUPPORT....43
Student Support and Resources....43
STUDENT SERVICES – COMMUNICATION, REQUESTS, AND SUPPORT SYSTEMS....44
Complaint, Inquiry, and Information Requests....44
Ticketing System Procedure....44
Assessment Review and Academic Feedback....44
Examination Review Policy....45
Examination Security and Review Conditions....45
Purpose of the Ticketing and Review System....45
STUDENT PORTAL....46
FINANCIAL INFORMATION OR COMPLAINTSFINANCIAL OBLIGATION....46
LATE PAYMENT FEES....46
CAREER SERVICES AND PLACEMENT ASSISTANCE....46
ACADEMIC ADVISING AND TUTORING....46
TRANSCRIPT REQUEST....47
STUDENT CONDUCT POLICIES RESPECTFUL COMMUNICATION....47
PERSONAL MEETINGS WITH STAFF....47
DIGITAL CITIZENSHIP....47

CONDUCT DISMISSALS AND APPEALS CONDUCT DISMISSAL....47
STANDARDS OF STUDENT CONDUCT....48
DISCIPLINARY MEASURES....49
LEGAL SANCTIONS....49
STUDENT CONDUCT ACCEPTABLE USE POLICY....49
ENFORCEMENT OF ACCEPTABLE USE POLICY....50
COPYRIGHT INFRINGEMENTS AND PEER-TO-PEER SHARING POLICY....51
FEDERAL COPYRIGHT LAWS AND SUMMARY OF PENALTIES....51
STUDENT COMPLAINT, GRIEVANCE, AND APPEAL PROCEDURE....52
FIREARMS AND WEAPONS POLICY....54
PRACTICAL NURSING- CRIMINAL CONVICTION POLICY....54
INCLEMENT WEATHER / EMERGENCY....54
VISITOR POLICY....54
EMERGENCY PROCEDURES....55
GENERAL INFORMATION ACADEMIC CALENDAR....55
Tuition and Fees....56
OTHER FEES (WHEN APPLICABLE)....57
CONSUMER INFORMATION....61
ANNUAL SECURITY REPORT....61
ACADEMIC PROGRAM OFFERING....61
67.5 Credit Hour/ 1500 Clock Hours - Residential....61
PROGRAM OBJECTIVE....62
PROGRAM DESCRIPTION....62
COURSE DESCRIPTIONS....64
OGN102....64
OGN105....64
Body Structure and Function....64
Clock Hours - 90 Credit Hours - 6.0 Prerequisite: None....64
OGN110....65
Personal Health and Vocational Relations....65
Clock Hours - 30 Credit Hours - 2.0 Prerequisite: None....65
OGN115....65
Nutrition, Diet Therapy and The Family....65
Clock Hours - 30 Credit Hours - 2.0 Prerequisite: None....65
NURS150....66
Applied Clinical Practice I....66
Clock Hours - 200 Credit Hours - 6.5....66
NURS200....66
Pediatrics....66
Clock Hours - 40 Credit Hours - 2.5....66
ADVANCED NURSING SKILLS....67
Clock Hours - 54 Credit Hours - 2.5....67
NURS206....67
Maternal and Child Health....67
Clock Hours - 40 Credit Hours - 2.5....67
NURS211....68

Gerontology Clock Hours - 20 Credit Hours - 1 Prerequisite: None....X
NURS220....68
NURS250....69
Applied Nursing - Clinical Practice II....69
Clock Hours - 331 Credit Hours - 11....69
NURS255....71
Applied Nursing - Clinical Practice III....71
Clock Hours - 310 Credit Hours - 10....71
827 GLENSIDE, WYNCOTE, PA LOCATION....72
PITC INSTITUTE LICENSE....73

MESSAGE FROM THE PRESIDENT

Welcome to PITC Institute!

On behalf of the faculty and staff, it is my pleasure to welcome you to PITC Institute. We are dedicated to providing the training, skills, and support necessary to assist you in your journey in achieving your career goals.

Since 1998, PITC Institute has been providing hands-on, performance-based occupational training to prepare our graduates for entry-level employment that meets the workforce needs of our local community. Today, PITC Institute continues to provide education and training that leads to successful careers.

The key to a successful career starts with education and training. We commend you for making the decision to start down a new career path. Our faculty and staff are committed to your success and provide you with the training and skills required by area employers.

We welcome you to the PITC family and look forward to working with you as you start your journey to a new future!

Sincerely,



Dr. Shahid Ahmed President

HISTORY OF PITC INSTITUTE

Princeton Resource Associates, Inc., a registered corporation in Pennsylvania, was founded by Dr. Shahid Ahmed in 1998 to provide computer training services to corporations. In August 1998, Princeton Resource Associates diversified and formed what is known today as PITC Institute, offering training in Information Technology.

In 2004, PITC Institute made a strategic shift from its technology offerings to include an emphasis on allied health education. The Practical Nursing program was approved by the Pennsylvania State Board of Nursing in 2006. PITC Institute expanded its program offerings to an associate degree.

CORPORATE OFFICERS

Dr. Shahid Ahmed - President and CEO, Dr. Naheed Ahmed - Vice President, Manish Gorawala - Board Member

MISSION OF PITC INSTITUTE

The mission of PITC Institute is to provide high quality, cutting-edge post-secondary education. We strive to develop leaders who will provide innovation and service for the well-being of our community. Our commitment is to deliver education that is relevant to market demands and equips students for career success and lifelong learning.

The mission is achieved by providing career-oriented instruction and learning facilities that fulfill the desired goals of our students through the following objectives:

- To offer high-quality education to meet the employment demands of the marketplace
- To provide resources to excel in educational pursuits
- To cultivate the habit of critical thinking in students to effectively serve their clients
- To instill leadership endeavors by challenging the students for creative solutions

DISCLAIMERS

The Catalog is provided for information purposes and is designed to assist students in planning and understanding the requirements for program completion. The information provided in the Catalog does not represent a contract between a student and PITC Institute.

Every reasonable effort is made to ensure the accuracy of this publication. The Institute reserves the right to make changes or corrections to the contents and provisions of the Catalog at its sole discretion. The Institute further reserves the right to change tuition, program or course offerings, policies, regulations, or requirements as needed, consistent with applicable laws, to fulfill its role and mission or to accommodate unusual circumstances beyond its control. Changes to the Catalog may be implemented without prior notice or obligation and are effective immediately unless otherwise stated.

PITC Institute’s programs do not include occupational-specific certifications or licensure as a requirement for graduation. PITC Institute’s programs do prepare students with the necessary knowledge and skills to take occupational-specific certification and licensure examinations. For student rules and regulations, please refer to the PITC student handbook.

DISCLOSURE STATEMENT

The Practical Nursing – Associate of Specialized Technology (PNAST) degree program at PITC Institute is approved by the Pennsylvania State Board of Nursing.

PITC Institute discloses that approval by the Pennsylvania State Board of Nursing applies only to the Commonwealth of Pennsylvania and does not guarantee that the program satisfies the educational requirements for practical nursing licensure in any other state or jurisdiction.

Graduates who successfully complete the PNAST program and satisfy all other applicable requirements established by the Pennsylvania State Board of Nursing are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and, if successful, to apply for licensure as a Practical Nurse in Pennsylvania.

Students who intend to seek licensure or employment outside the Commonwealth of Pennsylvania are responsible for contacting the applicable state board of nursing before enrolling to determine whether the PITC Institute program meets that state's educational and licensure requirements. Licensure requirements vary by state and are subject to change.

A student's relocation to another state during or after the program may affect the student's ability to complete clinical requirements, qualify for licensure, or obtain employment in that jurisdiction. PITC Institute cannot guarantee that its program will satisfy the licensure requirements of states other than Pennsylvania.

Pennsylvania-Only Enrollment Policy: PITC does not enroll students who are out of state and not legal residents of the State of Pennsylvania. Applicants whose residential address or state of residence is outside Pennsylvania are not eligible for new enrollment under the institution's current enrollment policy. Students must provide a current residential address and state of residence at the time of application and enrollment; PITC will verify and document the residential information and maintain it in the student record. This Pennsylvania-only enrollment policy does not change any individual's legal ability to seek licensure in another jurisdiction after graduation.

GENERAL POLICIES NON DISCRIMINATION AND TITLE IX

PITC Institute does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, gender, or any other legally protected classification. This policy is in accordance with state and federal laws including the Pennsylvania Human Relations Act and federal laws including the Civil Rights Act of 1964 as amended including Titles VI, VII, IX, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990.

PITC Institute also complies with the Commonwealth of Pennsylvania ACT 55 of 2022, Sections XXX- G and XXX-J (Act 16 of 2019), as amended, of the Public School Code.

Title IX and Act 22 specific policies and procedures are available at the bottom of the PITC Institute website homepage. PITC Institute's Title IX Coordinator is Michael Yazujian, Assistant School Director. He can be reached by telephone. at (267) 741-4296 or myazujian@pitc.edu. Click the link Title IX Policy to access this important information.

COVID-19 POLICY

PITC Institute does not require students, faculty, staff, and visitors to be vaccinated for COVID-19. Students who are assigned to clinical education sites must conform to the COVID-19 mandates that are established by the management of these sites.

Students who test positive for COVID-19 will be not allowed on campus and will not be permitted to return until PITC Institute receives proof of a negative COVID-19 test result taken within the previous 48 hours and must conform to any quarantine requirements. Please direct any questions to Student Services at studentservices@pitc.edu.

Regardless of PITC requirements, clinical sites have the right to refuse entry to students, PITC staff, or anyone based upon COVID clinical site vaccination regulations.

AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 POLICY

PITC Institute is committed to providing qualified students with disabilities an equal opportunity to participate in and benefit from its educational programs and activities. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), as amended, and other applicable federal and state laws, the Institute provides reasonable accommodations to qualified students with documented disabilities through an individualized interactive process.

Reasonable accommodations are provided unless doing so would fundamentally alter the nature of the educational program, lower essential academic or technical standards, or impose an undue financial or administrative burden on the Institution.

Requesting a Reasonable Accommodation

Students requesting a reasonable accommodation should contact:

Michael Yazujian

Title IX/Section 504 Coordinator PITC Institute

Email: myazujian@pitc.edu

Students should submit:

- A completed Request for Reasonable Accommodation Form; and
- Appropriate documentation from a licensed physician or other qualified health care provider describing the disability, its functional limitations, and the accommodation(s) requested.

Students are encouraged to request accommodations as early as possible. New and returning students should submit requests at the time of enrollment whenever feasible. Students who develop a disability or whose needs change after enrollment should submit a request as soon as practicable.

All medical documentation will be maintained as confidential and stored separately from the student's educational records except as necessary to implement approved accommodations.

Interactive Process

Upon receipt of the required documentation, the Title IX/Section 504 Coordinator will begin an individualized interactive process with the student. The purpose of this process is to identify reasonable accommodations that provide equal access while preserving the essential academic and technical requirements of the program.

The interactive process may include:

- Reviewing the student's request and supporting documentation;
- Discussing disability-related limitations with the student;
- Requesting additional documentation, when necessary;
- Consulting with appropriate faculty, administrators, or other professionals; and
- Considering alternative reasonable accommodations if the requested accommodation cannot be granted as requested.

The interactive process is ongoing and may continue whenever additional information becomes available or circumstances change.

Accommodation Determination

Within fifteen (15) calendar days after receiving all required documentation, the Institute will provide the student with a written determination approving the requested accommodation(s), approving alternative reasonable accommodation(s), or denying the request.

If a requested accommodation cannot be approved, the written determination will explain the reasons for the decision, identify any alternative accommodations being offered, and advise the student of the right to appeal. The Institute will continue the interactive process, when appropriate, to determine whether an effective alternative accommodation can be provided.

Implementation

When accommodations are approved, the Title IX/Section 504 Coordinator will notify the student in writing and coordinate implementation with faculty and staff who have a legitimate educational interest. Approved accommodations will be implemented as promptly as reasonably possible.

Appeal

A student who disagrees with the accommodation determination may submit a written appeal within fifteen

(15) calendar days after receiving the decision. The appeal should explain why the determination should be reconsidered and include any additional supporting information.

Whenever practicable, the appeal will be reviewed by administrators and faculty members who were not involved in the original determination. The student will receive a written decision within fifteen (15) calendar days after the appeal is reviewed.

If a student believes an approved accommodation has not been properly implemented or believes they have been subjected to disability discrimination, the student may file a grievance in accordance with the Institute's Student Grievance Policy contained in this Catalog. Students also have the right to file a complaint with the U.S. Department of Education, Office for Civil Rights.

Non-Retaliation

PITC Institute strictly prohibits retaliation against any individual who requests a reasonable accommodation, participates in the accommodation process, files an appeal or grievance, or exercises rights protected under Section 504 or the Americans with Disabilities Act.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the PITC Institute receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the School Director and clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the PITC Institute in an administrative, supervisory, academic, or support staff position. A school official also may include a volunteer, contractor, or other parties outside of PITC Institute to whom the school has outsourced institutional services or functions provided that the outside person or entity has a legitimate educational interest in the information to be provided. Such parties may include an attorney, auditor, collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for PITC Institute.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the PITC Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, Office U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202

FERPA permits the disclosure of PII without consent from the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to student officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure.

Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining the prior written consent of the student:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. As noted, this includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions which would otherwise be performed by employees and over whom the school has direct control. This also applies to officials of another school where the student seeks or intends to enroll, or where the student is enrolled if the disclosure is for purposes related to the student's enrollment or transfer per §99.31.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a state postsecondary authority that is responsible for supervising the school's programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal-or State- approved education programs or for the enforcement or compliance with Federal legal requirements related to those programs. These entities may make further disclosure of PII to outside entities that are designed by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, needed to determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to the health or safety of the student or individuals. PITC Institute has not defined, nor will it release "directory information" to parties other than those defined in this policy without the express written consent of the student.
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the public, the final results of the disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made after him or her.

- To the parents of a student regarding the student's violation of any Federal, State, or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- PITC Institute utilizes cameras on campus for security.

DRUG AND ALCOHOL-FREE ENVIRONMENT POLICY

The PITC Institute is committed to a drug-free atmosphere for its students and employees. As part of that commitment and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), PITC Institute has established the following policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Students of the PITC Institute will not participate in the use, possession, sale, manufacture, or distribution of illegal drugs on school property, affiliating clinical agencies, or as a part of any of the school's activities.

Students are prohibited from the possession or use of alcoholic beverages while on school property or in affiliated clinical agencies. Students who are struggling with Alcohol and Drug addiction are encouraged to seek preventative help.

The Student Services Coordinator at PITC can assist in obtaining help and information. Pending investigation, any student(s) violating the drug-free school policy, may be counseled, suspended, or be terminated from the program of study. The management of PITC will take into consideration the seriousness of the infraction which may infringe on the rights to refer the student(s) for prosecution by law and drug and alcohol education/rehabilitation programs. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

Students need to take preventative measures to avoid alcohol and drug abuse. The student should be aware of the medical and psychological hazards to the individual associated with drug/alcohol abuse. Please see the Student Services Coordinator for more information on prevention measures. Students should be aware of the applicable legal sanctions under local, state and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol. Pennsylvania's legal sanctions regarding alcohol use include penalties for underage drinking and drunk driving.

Pending investigation, any student(s) violating the drug-free school policy, may be counseled, suspended, or be terminated from the program at the discretion of the School Director. The School Director will take into consideration the seriousness of the infraction which may infringe on the rights to refer the student(s) for prosecution by law and drug and alcohol education/rehabilitation programs. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

MEDICAL MARIJUANA

Medical Marijuana is a recent addition to the ever growing cadre of alternative treatments for a variety of ailments and chronic conditions. In the state of Pennsylvania nursing schools are not required to make accommodations for students using medical marijuana, including waiving drug testing requirements. A state appellate court ruled that Pennsylvania's medical marijuana law doesn't obligate schools to adjust drug testing for medical marijuana users. Nursing programs can continue to enforce drug testing as a condition of participation, even if the student has a medical marijuana card.

Lastly, it should be noted, the use of marijuana is prohibited in any and all PITC academic buildings/ grounds regardless if you are in the possession of a medical marijuana card. This also extends to drug testing requirements in order to participate in the clinical experience as deemed by our clinical partner institutions.

If a student tests positive for any substance use, including Marijuana, they will be immediately terminated from the program.

ACCREDITATION, LICENSURE AND APPROVALS

PITC Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730, North Bethesda, Maryland 20852; telephone: (301) 291-7550; website: https://www.abhes.org/.

ABHES has continued the institution's Show Cause status and extended PITC Institute's grant of accreditation through August 31, 2027. As a result of the continued Show Cause action, ABHES has required PITC Institute to submit an updated Teach-Out Plan.

PITC has implemented significant improvements to strengthen academic quality, regulatory compliance, student support, and institutional effectiveness. These efforts include enhanced academic integrity and examination procedures, expanded student and academic support, increased monitoring of student outcomes, and additional quality improvement and compliance controls. Recent student satisfaction surveys also indicate that the majority of students are satisfied with their educational experience.

What Is a Teach-Out Plan?

A Teach-Out Plan is a contingency plan designed to protect students and provide for the continuation or completion of their education if circumstances prevent an institution from continuing to offer a program.

As required by ABHES, PITC has updated its Teach-Out Plan to protect students and provide currently enrolled students with a reasonable opportunity to complete their program of study should circumstances require implementation of the plan, including in the event that the institution loses accreditation and becomes ineligible to participate in Title IV Federal Student Aid programs.

The requirement to maintain and update a Teach-Out Plan does not mean that PITC Institute is closing or that a teach-out is currently being implemented.

Current Accreditation Status

PITC Institute remains accredited by ABHES, with its grant of accreditation extended through August 31, 2027, while the institution remains on Show Cause status. PITC continues to operate and address the matters identified by ABHES through the accreditation review process.

This notice informs current and prospective students that PITC remains on Show Cause status and that the continued Show Cause action is the reason ABHES required the updated Teach-Out Plan. This disclosure will remain publicly available pending the next decision of the ABHES Commission.

Licensure and Program Approvals

PITC Institute is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools, Division of Postsecondary Proprietary Training, 607 South Drive, Floor 3E, Harrisburg, PA 17120; telephone (717) 783-8228; email RA-PLS@pa.gov; website https://www.pa.gov/agencies/education/programs-and-services/instruction/postsecondary-and-adult-educat ion/private-licensed-schools.

PITC Institute is approved by the U.S. Department of Education to participate in Title IV federal student aid programs for eligible students and programs.

The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and is currently on provisional approval status because its first-time NCLEX-PN pass rate fell below the Board's required 80% standard. Pennsylvania State Board of Nursing, mailing address: P.O. Box 2649, Harrisburg, PA 17105-2649; physical address: 2525 North 7th Street, Harrisburg, PA 17110; telephone: 1-833-367-2762; website: https://www.pa.gov/agencies/dos/department-and-offices/bpoa/boards-commissions/nursing.

PITC Institute does not guarantee NCLEX-PN passage, professional licensure, or employment. Students and prospective students with questions regarding PITC's accreditation status, approvals, or Teach- Out Plan may contact PITC Institute administration for additional information.

CAMPUS FACILITIES

PITC Institute is located at 827 Glenside Avenue, Wyncote, Pennsylvania , approximately 25,000 square feet of classrooms, laboratories, and offices in a commercial district easily accessible by automobile and public transportation. The campus consists of three buildings. Building A houses the Admissions staff and Building D contains administrative offices and classrooms. Building C is the classroom and laboratory center.

PITC Institute provides students with "state of the art" classrooms and laboratories. Each classroom and laboratory is supplied with program-specific student learning equipment. The Practical Nursing program uses patient simulation laboratories. In these labs, instructors teach students the use of diagnostic and patient care equipment. The school is well-lit, temperature-controlled, and provides a comfortable learning environment conducive to teaching and learning. The campus has three separate buildings that house classrooms, laboratories, and administrative offices. All facilities are handicap accessible for access to people with wheelchairs and other special needs.

The campus also has a library and computer labs for student and faculty use. Students and faculty are encouraged to use the library resources for research and supplemental reading as required by their program of study.

STUDENT-INSTRUCTOR RATIOS

PITC Institute's experienced instructors support the learning objectives that enhance student success in the classroom, laboratory, or at a clinical site. Appropriate student- instructor ratio as well as class capacity enhances the learning experience regardless of the instructional mode. The lecture room capacity ranges up to 70 students. The nursing program laboratory capacities range from 15 to 40 students, with equipment and workstations available for students to provide necessary hands-on learning. Class sizes are typically smaller than room capacity. Care is taken to provide students with individualized instruction to students in hands-on courses: Practical Nursing Program – Student-

Instructor Ratio: Didactic Courses: 70:1, Laboratory Courses: 15:1 Clinical Courses: 15:1

Clinical agencies that participate in PITC Institute's clinical program may require a smaller Number of students at their site.

ADMISSIONS POLICIES AND PROCEDURES GENERAL ADMISSIONS REQUIREMENTS

In order to be considered for admission to the PITC Institute, an applicant must:

- Complete an admissions application
- Have graduated from high school or have earned a General Equivalency Diploma (GED).
- Must be 18 years of age or older
- Interview with an Admissions Representative
- Meet any special requirements for the program of study
- Achieve a minimum overall score of 60% on the PITC Practical Nursing Entrance Examination
- Make payment of Application/Registration Fee
- Meet with a Financial Aid Advisor to learn about the various programs available to help cover tuition costs and to establish the basis for meeting tuition obligations
- If a student has taken credits at a Community College or any other undergraduate school (including towards Associates Degree), the student is required to provide an official transcript from that school.

ENTRANCE EXAMINATION

All applicants to the Practical Nursing Program are required to take the PITC Practical Nursing Entrance Examination. The examination is designed to assess the academic knowledge and skills necessary for successful entry into the program and evaluates competency in Reading Comprehension, Anatomy and

Physiology, Critical Thinking, and Medical Mathematics.

The Entrance Examination consists of 50 questions. Applicants must achieve a minimum overall score of 60% across the full examination to be eligible for admission. Individual section scores may be reviewed for advising and academic support but are not separate admission passing thresholds. The admissions interview is documented and considered as part of the overall admission review; however, the interview does not waive, replace, or modify the published entrance examination requirement or any other admission requirement. Meeting the minimum overall examination score does not guarantee admission.

Entrance Examination scores remain valid only for the cohort that the student is applying for. If the student comes back and applies for any other cohort then the student will be required to appear at the Entrance Exam for the other cohort. Any alternative admissions pathway must be formally approved, published, consistently administered, and documented before it may be used. Unless an approved alternative admissions pathway is in effect, every applicant must satisfy all published admission requirements.

Applicants may attempt the Entrance Examination a maximum of two (2) times for a given cohort start date. An applicant who does not achieve the required passing score on the first attempt must review the Entrance Examination Study/Practice Test before completing the second attempt. An applicant who does not achieve the required passing score after the second attempt is not eligible for admission to that cohort but may reapply for a future cohort in accordance with PITC Institute's published admissions procedures.

Entrance Examination results, retake attempts, completion of required preparation following an unsuccessful first attempt, and final admissions determinations are documented and maintained in the applicant's/student's record. A student may not begin classes, earn attendance, or be charged tuition unless all published admission requirements have been satisfied and documented or the student qualifies under an approved and documented alternative admissions pathway that was in effect at the time of admission.

SCHOOL ENROLLMENT AND APPLICATION/REGISTRATION FEE

Applicants will be admitted to PITC Institute provided that the general admissions requirements have been met and the Admissions Department has confirmed receipt of proof of high school graduation or attainment of a General Equivalency Diploma (GED), and confirmation from the Financial Aid Department that the applicant can pay for the program of study.

The institution ensures that applicants have graduated from an approved secondary program by checking the name of the high school with the Pennsylvania Department of Education's EdNA (Education Names and Addresses) database that provides a list of all secondary schools recognized by the Commonwealth. The institution uses similar databases provided by other states and agencies that evaluate students from other countries in the verification process.

PITC Institute charges a single combined Application/Registration Fee of $150, consisting of a $50 application processing component and a $100 registration component. These components are disclosed for informational purposes only and are treated together as one fee, consistent with 22 Pa. Code §73.132. The combined charge does not exceed the lesser of 15% of tuition or $150 and is subject to the Institute's published Cancellation and Refund Policy.

Former students seeking readmission must clear all cash balances in order to be readmitted. Applicants are required to agree and sign an Enrollment Agreement that details the cost of tuition and other important facts.

Naturalized citizens must provide proof of citizenship including proof of legal residence in the United States or any other legal document such as a green card permitting the applicant to be in the country.

PRACTICAL NURSING PROGRAM ADMISSION AND CLINICAL ELIGIBILITY REQUIREMENTS

Clinical Eligibility Requirements

Clinical education is an essential component of the Practical Nursing Program. While applicants must satisfy all published admission requirements before beginning classes, students must also satisfy all clinical eligibility requirements before they may be assigned to or participate in any clinical experience.

Documentation must be submitted in a form acceptable to PITC Institute and, where applicable, the assigned clinical facility. Clinical agencies may establish additional or more restrictive requirements than those of the Institute. Students are responsible for complying with all requirements established by both PITC Institute and the assigned clinical site.

Students must submit acceptable documentation by the deadlines established by PITC Institute and/or the assigned clinical facility, including:

- Tuberculosis (TB) screening (including a two-step PPD, TB blood test, chest X-ray, or other documentation accepted by PITC Institute and/or the clinical site);
- Measles, Mumps, and Rubella (MMR) immunization records, positive titer, or other acceptable proof of immunity;
- Tetanus, Diphtheria, and Pertussis (Tdap/Td) immunization documentation consistent with current healthcare recommendations;
- Varicella (Chickenpox) immunization records, positive titer, provider verification of disease history, or other acceptable proof of immunity;
- Hepatitis B immunization records, positive titer, completed vaccination series, or documentation that the vaccination series is in progress, when permitted by PITC Institute and the clinical site;
- Annual influenza vaccination, when required by PITC Institute and/or the clinical site;
- COVID-19 vaccination, approved exemption documentation, testing, or other requirements established by PITC Institute and/or the clinical site;
- A current physical examination or healthcare provider clearance;
- A urine drug screen meeting the requirements of PITC Institute and/or the clinical site;
- Pennsylvania Child Abuse History Clearance and any additional clearances required by law or the clinical site;
- Current Basic Life Support (BLS) certification for Healthcare Providers from the American Heart Association or another provider approved by PITC Institute and/or the clinical site; and
- Criminal background check and any additional background screening required by PITC Institute, the clinical facility, or applicable law.

Students are responsible for all costs associated with obtaining and maintaining required clinical documentation, testing, certifications, immunizations, and clearances. A criminal background check is required for participation in clinical education and when applying for practical nursing licensure in Pennsylvania. Students are required to disclose all criminal convictions, other than minor traffic violations. Failure to disclose required information may constitute falsification of institutional records and may result in disciplinary action, including dismissal from the program.

Students should understand that the authority to determine eligibility to take the NCLEX-PN examination and to issue a Practical Nursing license rests solely with the Pennsylvania State Board of Nursing. Accordingly, PITC Institute cannot guarantee a student's eligibility for licensure or employment.

Students who fail to complete or maintain clinical eligibility requirements by the required deadline will not be permitted to participate in clinical education. Because clinical education is a graduation requirement, failure to maintain clinical eligibility may delay academic progression, require a revised academic schedule (if available), require an approved leave of absence (if available), or result in administrative withdrawal or dismissal in accordance with Institute policy.

PITC Institute does not guarantee placement at any specific clinical facility, hospital, unit, shift, or geographic location. Clinical agencies reserve the right to accept or deny student placement based on their own eligibility requirements, including, but not limited to, health status, immunization records, background investigations, drug screening results, required clearances, professional conduct, and other site-specific criteria. Any refund due as a result of withdrawal, dismissal, or inability to continue in the program will be determined in accordance with PITC Institute's published refund policy and applicable federal, state, accreditor, and institutional requirements.

The Practical Nursing Department staff will assist students with clinical eligibility document registration and tracking. After students are registered, they will receive instructions, periodic updates, and reminders regarding required clinical eligibility documentation. Students are strongly encouraged to complete and submit all clinical eligibility documentation as early as possible. Required clinical eligibility documentation must be completed, accepted, and current by the deadline established for clinical placement and before the student is assigned to or attends a clinical rotation. Failure to complete or maintain clinical eligibility documentation may delay clinical participation, delay academic progression, require a revised schedule if available, require an approved leave of absence if available, or result in administrative withdrawal or dismissal in accordance with PITC Institute policy.

All required clinical eligibility documentation must be submitted and accepted two weeks before the student is assigned to or attends a clinical rotation. A student may be permitted to begin clinical rotation with a Hepatitis B series in progress only when permitted by PITC Institute and the assigned clinical site. The student remains responsible for completing the series and submitting documentation by the required deadline.

PITC Institute assigns students to approved clinical learning experiences based on course objectives, program requirements, clinical site availability, student clinical eligibility, instructor availability, required supervision, and the clinical agency requirements. Students are not guaranteed placement at any specific clinical agency, hospital, skilled nursing facility, unit, shift, or geographic location. Students must remain available for scheduled classes and assigned clinical experiences throughout the program. Clinical schedules may change due to site availability, staffing, health or safety requirements, weather, student eligibility, or other circumstances affecting clinical education. PITC Institute will communicate clinical assignments and schedule changes through official school communications, which may include email, student portal, SMS, telephone calls, learning management system, printed schedule, or clinical orientation materials.

VACCINES

A student, who received the vaccines more than 10 years ago, should complete a titer test to ensure the efficacy of the vaccines. The titer test results must be "Positive" or "Reactive" to satisfy this requirement.

PENNSYLVANIA STATE BOARD OF NURSING – CONVICTED FELON

The board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

At least ten (10) years have elapsed from the date of conviction; the applicant satisfactorily demonstrates to the board that significant progress has been made in personal rehabilitation since the conviction such that licensure of the application should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this section the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the board has some evidence to the contrary.

NEW FELONY OR MISDEMEANOR CHARGES

Students must report to the Program Director any new felony or misdemeanor charges filed against them that occur after admission to the program. The purpose is to determine if the student is in violation of PA Board of Nursing requirements to obtain LPN license. If it is determined that the student is unlikely to obtain the LPN license due to these charges, the Program Director may recommend the student withdraw from the program in order not to incur debt or wasted effort. The student will be solely responsible for challenging the charges filed against them or their decision to continue in the program of study.

RE-ENTRY PROCEDURES

Students may reapply to return to PITC Institute after withdrawing by submitting a letter of interest within a twelve-month period of the last day of attendance to Admissions. That application to reenroll must be filed in writing ten months from the Last Day of Attendance, to the School Director. This will provide two months to the school to find a class so the student can continue.

RE-ADMISSION POLICY

Readmission is not automatic. Students who apply to return after one year from the last date of attendance are required to repeat the entire program of study, and courses taken before the withdrawal will not be given credit. The Program Director or designee reviews each request for readmission based on the student record and the requirements in effect at the time of return.

The readmission review includes, as applicable, the nature of the prior withdrawal or separation, attendance record, professionalism, adherence to the Student Conduct Policy, prior academic progress, SAP status, course failures or withdrawals, maximum timeframe, clinical eligibility, financial standing, course availability, seat availability, and student-instructor ratio requirements.

Readmission also depends on course availability and the number of available seats within the course so that the Institute does not violate student-instructor ratios. Re-entry applicants are required to pay in full any outstanding balance due that may have occurred as a result of the withdrawal before readmission is approved. Readmission after eight months from LDA will require the student to retest and pass two courses -- anatomy and physiology, and Basic Nursing Skills -- to ensure the student retains the basic knowledge of nursing; this is in case the student wants to transfer these two courses taken and passed previously at PITC Institute.

If readmission is approved, a new academic plan will be developed based on the student's previous academic progress and the applicable program sequence. Entrance Examination scores remain valid for twelve (12) months from the date of examination, consistent with the Entrance Examination policy. If the examination has materially changed since the student last tested, the student may be required to retake the current examination under the published readmission policy.

Returning, re-entry, or re-enrolled students must retake and pass the current admissions test when required under the admissions policy in effect at the time of return. The student must also complete the financial aid process, and the Financial Aid Director will determine financial-aid eligibility for re-entry or re-enrollment.

TRANSFER CREDIT POLICY

PITC Institute does not accept transfer credits for nursing courses completed at anotherpost-secondary institution.

The only exceptions are Body Structure and Function (Anatomy and Physiology) and Nutrition/Diet Therapy and the Family. These courses may be considered for transfer credit only if the PN Director determines that the course content is equivalent to the corresponding PITC Institute course.

To be eligible for transfer consideration, the course must have been completed within one (1) year prior to enrollment, and the student must have earned a minimum grade of B. Approval of transfer credit is not automatic and is granted at the discretion of the PN Director.

PITC Institute does not guarantee the transferability of its credits to another institution. Acceptance of credits is determined solely by the receiving institution in accordance with its transfer credit policies.

PITC Institute does not grant advanced placement credit or credit for experiential learning.

EDUCATIONAL TECHNOLOGY REQUIREMENTS

PITC Institute does not provide students with a laptop, Chromebook, tablet, or other personal electronic device. Students are not required to use a computer to complete classroom examinations, as all examinations are administered using paper-and-pencil testing.

Wireless Internet (Wi-Fi) is not available for student use in instructional classrooms. Computers with Internet access are available at designated locations on campus for educational purposes; however, they may not be used to take examinations or other assessments unless specifically authorized by the Institute as an approved accommodation.

POLICY REGARDING PHYSICAL LOCATION

Student Physical Location and Professional Licensure Disclosure

Pennsylvania-Only Enrollment Policy: PITC Institute is currently accepting and enrolling only applicants who reside in Pennsylvania. Applicants whose residential address or state of residence is outside Pennsylvania are not eligible for new enrollment under the institution's current enrollment policy. Students must provide a current residential address and state of residence at the time of application and enrollment; PITC will verify and document the residential information and maintain it in the student record. This

Pennsylvania-only enrollment policy does not change any individual's legal ability to seek licensure in another jurisdiction after graduation.

At the time of enrollment, PITC Institute determines a student's physical location based on the current residential address and state provided in the Enrollment Agreement. Students are responsible for promptly notifying the Institute of any change in their physical address or state of residence.

A change in a student's state of residence may affect the student's:

1. Ability to complete the program within the expected timeframe;
2. Clinical placement opportunities and the location where clinical requirements may be completed;
3. Eligibility to apply for licensure or other professional credentials; and
4. Employment opportunities in the nursing profession.

Graduates who successfully complete PITC Institute's Practical Nursing Program and satisfy all other requirements established by the Pennsylvania State Board of Nursing are academically eligible to apply to take the NCLEX-PN examination and, if successful, to apply for licensure as a Practical Nurse in the Commonwealth of Pennsylvania.

Completion of PITC Institute's Practical Nursing Program does not automatically satisfy the educational requirements for licensure in any other state or jurisdiction. Students who plan to seek licensure outside Pennsylvania are responsible for contacting the applicable state board of nursing before enrolling and again if their state of residence changes to determine whether the program meets that state's educational and licensure requirements. Licensure requirements vary by state and are subject to change.

At this time, until further notice, PITC Institute is enrolling students who are the residents of Pennsylvania.

PRACTICAL NURSING STUDENT HANDBOOK

After students are enrolled, they can access the PN Student Handbook. The PN Student Handbook provides details required for the ongoing curriculum implementation and information students will need during the course of study.

FINANCIAL AID PROGRAMS HOW TO APPLY

Financial aid is available to those students who qualify. Applicants for admission will have the opportunity to meet with a Financial Aid Advisor to determine eligibility and the need for tuition funding. Financial Aid Advisors are available during school hours to assist in applying for financial aid.

ELIGIBILITY REQUIREMENTS

Applicants seeking financial aid must satisfy certain eligibility requirements in order to receive and continue to receive financial aid. These requirements include, but not limited to:

- Evidence of high school diploma or GED
- Submission of all documents requested by PITC Institute
- Maintaining the minimum grade point average threshold in accordance the Satisfactory Academic Progress policy
- Submission of specific aid requirements such as income verification, income taxes paid, household size, to name a few
- Meeting with Financial Aid Advisor
- Graduating students who received student loans including Title IV loans must attend an exit loan counseling session prior to being considered a graduate.

FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant program is the foundation of federal financial aid programs. The Pell grant, unlike loans, does not have to be repaid. If a student qualifies for this program, the grant amount will be determined by a formula established by the U.S. Department of Education. A Financial Aid Advisor will

assist students determine award minimums and maximums.

FEDERAL DIRECT STAFFORD LOAN PROGRAM (SUBSIDIZED AND UNSUBSIDIZED)

A Federal Direct Stafford student loan is a low-interest loan originated by the U.S. Department of Education. Funds are paid by the federal government and credited to the student's account. Eligibility for this loan is based on student need, other financial aid awards, and the overall cost of attendance (COA) at the institution the student wishes to attend.

Eligibility for the Federal Direct Unsubsidized and Federal Direct Parent Loan for Undergraduate Students (PLUS) are based mainly on COA. Federal Direct Stafford Loans, unlike grants, must be repaid with interest. Payments normally begin six months after either graduating or withdrawing from the institution.

Notice Regarding Pennsylvania State Grant Eligibility

Important Notice to Current and Prospective Students

PITC Institute has been notified by the Pennsylvania Higher Education Assistance Agency (PHEAA) that the Institute is no longer eligible to participate in the Pennsylvania State Grant Program beginning with the 2026–2027 academic year.

As a result, students enrolled in programs beginning during the 2026–2027 award year and thereafter will not be eligible to receive Pennsylvania State Grant funding while attending PITC Institute.

This change affects only the Pennsylvania State Grant Program and does not affect a student's eligibility for other forms of financial assistance for which they may otherwise qualify, including federal student aid programs, subject to applicable eligibility requirements.

PRIVATE LOANS

There are lending institutions that offer loans to help cover the difference between the cost of education and the amount of federal financial aid a student will receive. A co-signer may be required to qualify for their lending program. Interest rates vary based on the lending institution. The school does not have a preferred lender arrangement with a private lender. Students are free to seek these sources of their own accord.

TUITION FINANCING

Students who have a balance due to the school may be permitted to make payments through an Institutional Loan program. If an outside agency is employed to collect the monthly payment, there could be a 4% interest charge. In the event any automatic credit card deductions are set up as part of the payment plan, the student may be terminated based on the non-payment of the auto deduction.

In the event of late or otherwise delinquent payments under the terms of any payment agreement with PITC or external agency, the student will be considered in default. The school may then demand the unpaid balance, earned finance charges, plus any attorney’s fees, collection fees, and interest permitted under the applicable laws.

Defaulting on the payment agreement may result in termination of enrollment. The student will be provided, in writing, one (1) Notice of Default, which will provide an opportunity to cure the default within ten (10) days of the Notice of Default. If the default is not cured, by paying all monies then due and owing, the school may, at our discretion, immediately terminate the student’s enrollment without further notice.

Students must satisfy tuition and fee obligations in accordance with the Enrollment Agreement and applicable payment arrangements. PITC Institute provides official transcripts as required by federal and state law, including credits or clock hours for payment periods in which the student received Title IV funds and the institutional charges were paid or are covered by a current agreement to repay. PITC Institute will not withhold a transcript or take other negative action for a balance caused by an institutional error in administering Title IV aid or by institutional fraud or misconduct. Subject to these requirements, other institutional documents and unpaid periods may remain subject to applicable collection policies.

COURSE REGISTRATION

Students must be in good standing regarding all the financial obligations and provide the school with any documents needed to be eligible for registration into the next term. Students must also meet the academic requirements to move forward with the program. Course registration details are provided to the students.

All students are required to maintain their financial accounts in good standing and fulfill all financial obligations in accordance with the Enrollment Agreement and any approved payment arrangement. Failure to do so may result in dismissal from PITC Institute.

FINANCIAL AID OFFICE

The Financial Aid Office is available to provide students and parents with information relating to financing tuition and meeting ongoing personal expenses. Budgeting advice can be provided, as well as assistance in applying for available financial aid sources. Student tuition payments and other financial arrangements are handled by the Business Office.

CONTACT INFORMATION FOR OMBUDSMAN'S OFFICE

The Ombudsman's Office is a final resource after individuals look for help from PITC Institute and other sources. Before contacting the Ombudsman, borrowers concerned about student loans should contact their loan holder or visit our website for further information. Current students should contact their financial aid office first.

Via e-mail: fsaombudsmanoffice@ed.gov Via on-line assistance: www.ombudsman.ed.gov Via telephone: 877.557.2575 or Via fax: 202.275.0549 Via mail: U.S. Department of Education FSA Ombudsman 830 First Street, N.E. Washington, D.C. 20202-5144

ACADEMIC STANDARDS RELATED TO FINANCIAL AID

In order to continue to qualify for federal financial aid programs, students must maintain Satisfactory Academic Progress standards. These standards are outlined in a separate section of this catalog.

Students receiving financial aid must maintain Satisfactory Academic Progress as described in this catalog. SAP includes the qualitative CGPA standard, the quantitative pace-of-progression standard, and the maximum timeframe standard. Title IV eligibility is reviewed in accordance with the SAP policy and applicable federal requirements.

PITC's policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement.

REFUND AND CANCELLATION POLICY

PITC Institute uniformly applies this policy in accordance with applicable Pennsylvania Private Licensed Schools requirements, federal Title IV requirements, and ABHES accreditation standards. When applicable requirements differ, PITC Institute applies the provision that provides the student the larger or more advantageous refund.

DEFINITIONS

Last Date of Attendance (LDA): The last date on which the student participated in an academically related activity documented by PITC Institute. Academically related activity may include classroom instruction, laboratory activity, clinical education, an examination, an academic assignment or project, tutoring, or another documented academic activity.

Date of Determination (DOD): The date PITC Institute determines that the student is no longer enrolled. Because PITC Institute is required to take attendance, except in documented unusual circumstances the DOD will be no later than fourteen (14) calendar days after the LDA. If the student provides official notification before that date, the DOD is the date of the student's notification. For Pennsylvania institutional-refund purposes, the student's termination date is the LDA.

OFFICIAL AND UNOFFICIAL WITHDRAWAL

A student may withdraw at any time by providing written, verbal, or other documented notice to the School Director, Registrar, Student Services, Financial Aid Office, or another authorized institutional official. Students are encouraged, but are not required, to meet with Student Services and Financial Aid or complete withdrawal paperwork. Failure to attend a meeting or complete paperwork does not prevent or delay the withdrawal, alter the LDA or DOD, or delay an institutional refund or Return of Title IV Funds calculation. When PITC Institute terminates a student or determines through attendance monitoring that a student is no longer enrolled, PITC Institute completes all required withdrawal, refund, and Title IV procedures even if the student did not follow the official withdrawal procedure.

REFUND IN THE EVENT OF REJECTION OR INSTITUTIONAL CANCELLATION

An applicant denied admission by PITC Institute is entitled to a refund of all monies paid. If PITC Institute cancels a program or class before the student begins attendance and does not provide an approved alternative acceptable to the student, PITC Institute refunds all monies paid for that enrollment.

STUDENT CANCELLATION DURING THE FULL-REFUND PERIOD

A student who cancels within three (3) business days after signing the Enrollment Agreement is entitled to a full refund of all monies paid.

A student who requests cancellation within five (5) calendar days after signing the Enrollment Agreement is entitled to a refund of all monies paid, including the $150 Application/Registration Fee, provided the student has not attended classes, completed lessons or coursework, or used school-provided materials. PITC Institute applies whichever cancellation provision gives the student the greater protection. A cancellation request may be made in writing, verbally, or by another documented method. A request not initially made in writing must be confirmed in writing by the student within an additional five (5) calendar days when written confirmation is required. The additional five days are solely for confirming an otherwise timely request and do not create a general ten-day cancellation period.

CANCELLATION AFTER THE FULL-REFUND PERIOD BUT BEFORE CLASSES BEGIN

Students who cancel their enrollment after the applicable full-refund cancellation period but before classes begin are entitled to a refund of all monies paid, less a registration fee not exceeding the lesser of 10% of the total enrollment contract price or $100, in accordance with ABHES Standard IV.F.4.a.

For students who have paid the combined $150 Application/Registration Fee, PITC Institute will retain no more than the amount permitted above and refund at least $50 of that fee. No additional amount will be retained for application processing or registration.

INSTITUTIONAL REFUND AFTER ATTENDANCE BEGINS

The obligation period used for the institutional tuition-refund calculation is the particular academic term for which the student was charged. For refund computations, a term, semester, or quarter will not exceed eighteen

(18) weeks.

For a student who begins attendance and then withdraws, discontinues, or is terminated before completing the term, PITC Institute provides at least the following tuition refund:

- During the first seven (7) calendar days of the term: 75% of the tuition charged for the term.
- After the first seven (7) calendar days but within the first 25% of the term: 55% of the tuition charged for the term.
- After 25% but within 50% of the term: 30% of the tuition charged for the term.

- After 50% of the term: no institutional tuition refund is required. Separately disclosed items of extra expense, including instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits, books, and other separately stated charges, are handled according to applicable law, whether the item was issued, used, consumed, or returnable, and applicable federal Title IV requirements.

REFUND PAYMENT DEADLINE

PITC Institute will issue any institutional refund due within thirty (30) calendar days of the date the student fails to enter, leaves the program, or fails to return from an approved leave of absence.

INSTITUTIONAL REFUND AND TITLE IV ARE SEPARATE

The institutional refund calculation determines the amount of institutional charges PITC Institute has earned. The federal Return of Title IV Funds calculation separately determines the amount of Title IV aid the student earned. A student may owe a balance to PITC Institute after both calculations are completed.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

This policy applies when a student who received or was eligible to receive Title IV federal student aid withdraws, is administratively withdrawn, is dismissed, or otherwise ceases attendance after beginning attendance in a payment period or period of enrollment.

WITHDRAWAL DATE, DATE OF DETERMINATION, AND CALCULATION DEADLINES

For R2T4 purposes, the withdrawal date is the student's LDA documented in PITC Institute's attendance records. The DOD is determined as stated above. PITC Institute completes the R2T4 calculation as soon as possible and no later than thirty (30) calendar days after the DOD. PITC Institute returns any unearned Title IV funds for which the institution is responsible as soon as possible and no later than forty-five (45) calendar days after the DOD.

PERCENTAGE OF TITLE IV AID EARNED

PITC Institute uses the federally required R2T4 methodology reflected in the student's approved program and payment-period structure. For a clock-hour payment period, the percentage completed is the scheduled clock hours through the withdrawal date divided by the total clock hours scheduled in the payment period. For an applicable credit-hour payment period, the percentage completed is the number of calendar days completed in the payment period divided by the total calendar days in the payment period, excluding applicable scheduled breaks of at least five consecutive days and approved leave-of-absence days. The methodology used is documented on the student's R2T4 worksheet.

If the student withdraws on or before completing 60% of the applicable payment period or period of enrollment, the percentage of Title IV aid earned equals the percentage completed. If the student withdraws after completing more than 60%, the student has earned 100% of the Title IV aid for that period. A student who fails to begin attendance has not earned Title IV aid for that payment period. Title IV funds that must be canceled or returned are processed under applicable federal requirements.

RETURN OF UNEARNED FUNDS

Unearned Title IV funds are returned, as applicable, in the following order: Unsubsidized Direct Loans (other than Direct PLUS Loans), Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, TEACH Grants, and other Title IV funds as required.

POST-WITHDRAWAL DISBURSEMENTS

If the amount of Title IV aid earned exceeds the amount disbursed, the student may be eligible for a post-withdrawal disbursement. Eligible grant funds are applied to allowable charges or paid directly to the student within the applicable federal deadline; grant funds required to be paid directly to the student are disbursed no later than forty-five (45) calendar days after the DOD.

If a post-withdrawal disbursement includes Direct Loan funds, PITC Institute provides written notice to the student, or the parent for a Direct PLUS Loan, as soon as possible and no later than thirty (30) calendar days after the DOD. The notice identifies the type and amount of loan funds available and gives the student or parent at least fourteen (14) calendar days to accept or decline all or part of the funds. Accepted loan funds are disbursed as soon as possible and no later than one hundred eighty (180) calendar days after the DOD. Accepted loan funds must be repaid under the applicable promissory note.

TITLE IV CREDIT BALANCES

When a student withdraws with a Title IV credit balance, PITC Institute first completes the R2T4 calculation and applies the institutional refund policy. PITC Institute pays or otherwise resolves any remaining Title IV credit balance as permitted by federal requirements no later than fourteen (14) calendar days after the date PITC Institute performs the R2T4 calculation.

Students are encouraged to contact the Financial Aid Office before withdrawing to discuss how withdrawal may affect federal student aid, institutional charges, loan repayment, and any resulting balance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

PITC Institute requires all students enrolled in the Practical Nursing – Associate of Specialized Technology (PN-AST) program to maintain Satisfactory Academic Progress (SAP). SAP is used to evaluate whether students are progressing toward successful program completion within established academic standards.

For students receiving Title IV federal financial aid, SAP is also used to determine continued financial aid eligibility in accordance with federal regulations (34 CFR 668.34).

SAP is evaluated at the end of each payment period. All students are evaluated under the same SAP standards, regardless of cohort or start date.

SAP STANDARDS

To maintain SAP, a student must meet all three standards below:

1. Qualitative Standard – Cumulative Grade Point Average (CGPA) Students must maintain a minimum cumulative GPA of 2.0.

The CGPA includes all graded coursework attempted in the student's current program of study. Clinical courses graded Satisfactory/Unsatisfactory must be completed with a Satisfactory (S) grade.

2. Quantitative Standard – Pace of Progression

Students must maintain a minimum cumulative completion rate of 67%. Pace is calculated as:

Successfully completed credits ÷ attempted credits

All attempted credits are included, including withdrawals after the add/drop period and failed courses.

3. Maximum Timeframe Standard

Students must be able to complete the program within 150% of the published program length. All attempted credits are included in maximum timeframe calculations, including:

- Failed courses

- Repeated courses

- Withdrawals after add/drop period
- Accepted transfer credits

A student who cannot mathematically complete the program within the maximum timeframe is not meeting SAP.

SAP EVALUATION PROCESS

SAP is evaluated at the end of each payment period after grades are officially posted.

The SAP Committee is responsible for reviewing academic progress. The committee includes representatives from:

- Student Services
- Program Directors and/or Coordinators
- Operations Management
- Compliance

Students are evaluated using cumulative academic history, including GPA and pace of progression.

FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with federal regulations, PITC Institute monitors SAP to ensure students receiving Title IV federal financial aid are maintaining satisfactory academic progress in their program of study.

Students who fail to meet SAP requirements at any evaluation point will be assigned the applicable SAP status under institutional policy and federal financial aid requirements. Depending on the student's evaluation sequence and eligibility, the status may include Academic Probation, Financial Aid Warning, Financial Aid Suspension, Financial Aid Probation after an approved appeal, or placement on an approved SAP Academic Plan. Title IV eligibility during a SAP status is determined according to federal financial aid rules and the student's documented SAP status. Students are notified in writing of any change in SAP and Title IV eligibility.

Students placed on Academic Probation receive academic advisement and support services designed to improve academic performance.

Academic Probation is limited to one (1) term only.

- Students who meet SAP requirements at the end of the probation term will return to Good Standing.
- Students who do not meet SAP requirements at the end of the warning/probation/payment-period review will be dismissed or placed on Financial Aid Suspension unless an approved appeal permits continued enrollment under Financial Aid Probation or a SAP Academic Plan.

Students may appeal dismissal in accordance with the SAP Appeal Policy. Students must attempt all courses offered in each term unless:

- The course has already been successfully completed, or
- Transfer credit has been awarded for the course

Failure to attempt a required course will result in a failing grade for SAP purposes and will be included in CGPA and pace calculations.

SAP PROCEDURES (INTERNAL IMPLEMENTATION)

- SAP is reviewed at the end of each term/payment period.
- The SAP Committee reviews all active student academic records.
- Students not meeting CGPA, pace, or maximum timeframe standards are assigned the applicable SAP status and are notified in writing.
- Students are notified in writing of SAP status changes.
- Students placed on Academic Probation must complete a Student Counseling Form, which is signed and placed in the student record.
- The Program Director ensures documentation is maintained in the official student file.

SAP STATUSES

Good Standing; Student meets all SAP standards (CGPA, pace, and maximum timeframe).

Academic Probation; Internal academic status that may be applied when a student does not meet SAP standards, including CGPA, pace, or maximum timeframe standards, and is permitted to continue for a limited evaluation period under institutional policy. Title IV eligibility is determined separately under the student's applicable financial aid SAP status.

Financial Aid Warning; A student's first SAP failure may result in Financial Aid Warning for one payment period, if applicable under evaluation sequencing. Student remains eligible for Title IV aid during this period. Financial Aid Suspension; Students who fail to meet SAP after warning/probation are placed on Financial Aid Suspension and are ineligible for Title IV federal and state financial aid. Suspension may also occur if the student cannot mathematically complete the program within the maximum timeframe.
Pending financial aid disbursements will be canceled.

Financial Aid Probation; Granted after an approved SAP appeal when the institution determines the student can regain SAP compliance within one payment period.

SAP Academic Plan; Granted after an approved appeal when the student cannot regain SAP within one payment period but can achieve compliance through a structured academic plan. Students must meet all plan requirements to maintain Title IV eligibility.

SAP APPEAL POLICY

Students placed on Financial Aid Suspension may submit a written appeal based on mitigating circumstances, including but not limited to:

- Serious illness or injury
- Death of an immediate family member
- Personal or family emergency
- Other documented circumstances beyond the student's control

Appeals must include:

- Explanation of SAP failure
- Supporting documentation (if applicable)
- Explanation of changed circumstances
- Plan for future academic success

Appeals are reviewed by a designated institutional committee. Approval is not guaranteed.

REGAINING SAP AND TITLE IV ELIGIBILITY

Students may regain eligibility by:

- Meeting all SAP standards, or
- Successfully appealing and being placed on Financial Aid Probation or a SAP Academic Plan

Students may not remain Title IV eligible indefinitely without meeting SAP requirements.

TREATMENT OF COURSES IN SAP CALCULATIONS

- Failed courses: included in CGPA, pace, and maximum timeframe
- Repeated courses: counted in attempted credits; highest grade used in CGPA
- Withdrawals after add/drop: included in attempted credits
- Transfer credits: included in pace and maximum timeframe, excluded from CGPA
- Remedial courses: not offered

RECORDKEEPING AND DOCUMENTATION

PITC Institute maintains SAP records for each student, including:

- SAP evaluation results
- GPA and pace calculations
- Maximum timeframe determination
- SAP status changes
- Student notifications
- Counseling forms
- Appeal documentation (if applicable)
- Academic plans (if applicable)
- Title IV eligibility determinations

ACADEMIC POLICIES AND PROCEDURES REPEAT COURSE POLICY

Students must maintain Satisfactory Academic Progress, including the minimum 2.0 CGPA, required pace of progression, and maximum timeframe standards, in order to continue in the program. Students may be responsible for any costs associated with repeating a course.

A student who fails a required course may be provided one opportunity to repeat the failed course if the student remains otherwise eligible under SAP, maximum timeframe, prerequisite, conduct, clinical eligibility, course availability, seat availability, and program progression requirements.

A failed course must be successfully repeated before the student may progress to any course for which the failed course is a prerequisite. Repeat approval is not automatic and does not waive SAP, maximum timeframe, clinical, financial, or conduct requirements.

With the exception of course-specific rules stated below for Medical Surgical Nursing I and Medical Surgical Nursing II, a student who fails the same required course a second time is subject to dismissal from the program.

Student records are reviewed under the catalog, enrollment agreement, syllabus, and policy language in effect at the time of the failure, repeat, or re-entry decision.

Medical Surgical Nursing I Retake Policy

A student who fails Medical Surgical Nursing I is provided one opportunity to retake the course if otherwise eligible. Following the first failure, the student must observe a minimum waiting period of sixty (60) days before re-enrollment in Medical Surgical Nursing I. A student who fails Medical Surgical Nursing I a second time will be dismissed from the program.

Medical Surgical Nursing II Retake Policy

Effective February 15, 2027, all Medical Surgical Nursing II courses beginning on or after that date will use a revised weighted grading system. Medical Surgical Nursing II is evaluated using the following weighted grading structure: Unit Tests (20%), Midterm Examination (10%), Medical Surgical Nursing II Final Examination (10%), Focused PN Examination (10%), Projects (10%), and Practical Nurse Comprehensive Examination (PNCE), previously referred to as the Exit Exam (40%). Students must achieve a minimum final weighted course grade of 75% to successfully complete Medical Surgical II. The PNCE contributes to the overall course grade and does not have a separate minimum passing score. A student whose final weighted course grade falls below 75% is considered to have failed Medical Surgical Nursing II.

Before retaking Medical Surgical Nursing II, a student who has failed the course must complete the required remediation process and successfully pass two (2) comprehensive examinations: Body Structure and Function (A&P) and Basic Nursing Skills (BNS). Each comprehensive examination may be attempted a maximum of two (2) times. The student must begin the remediation process by taking the first required comprehensive examination within thirty (30) calendar days of notification of the Medical Surgical II failure. The entire remediation process, including all permitted attempts for both examinations, must be completed within sixty (60) calendar days of that notification.

If a student fails either the A&P or BNS comprehensive examination twice, the student must retake and successfully complete the corresponding course before becoming eligible to retake Medical Surgical II.

A student who fails Medical Surgical II a second time will be dismissed from the program. Eligibility for re-enrollment will not be considered until at least one (1) year has elapsed from the student's last date of attendance. Any approved re-enrollment will require the student to repeat the entire Practical Nursing Program.

SYLLABUS

The school has the right to update any course syllabus periodically. However, the objectives of the courses will not change. The changes may include testing procedures, methods of creating tests, schedule, and gradebook.

PREREQUISITES

Most courses will require either the student takes a corequisite course or pass a previous course. Without passing the prerequisite course(s), the student is not allowed to take the next level of courses, as described in the Program Outline, as well as in the syllabus of each course. The grievance or appeal process may not be used solely to waive or circumvent a published prerequisite; however, a student may challenge whether the prerequisite policy was correctly and consistently applied.

SWITCHING FROM THE DAY TO EVENING OR EVENING TO DAY PROGRAM

Students enrolled in the Day program cannot switch to the evening program; similarly, Students enrolled in the Evening program cannot switch to the Day program. Also, Day students cannot take evening didactic or clinical courses; similarly, Evening students cannot take day didactic or clinical courses. Day and Evening programs are separate tracks and not interchangeable in any way.

FAILURE OF COURSES

Course failures are handled in accordance with the Repeat Course Policy, SAP Policy, prerequisite requirements, course syllabi, and applicable program progression requirements.

Withdrawal from any course after the course has progressed beyond 25% of the clock hours of the course will be considered a failure in the course for program progression and SAP purposes.

Medical Surgical I and Medical Surgical II have course-specific retake and dismissal requirements described in the Repeat Course Policy section above.

MEDICAL SURGICAL NURSING I AND II PREREQUISITES

To register for Medical Surgical I, students must pass Body Structure and Function, Advanced Nursing Skills, Pharmacology, Nutrition, Maternal and Child Health, Pediatrics, and Clinical 2A. To register for Medical Surgical II, students must pass Medical Surgical I and Clinical 3A. Students may not progress to a course for which they have not satisfied the applicable prerequisite or corequisite requirements. No appeal may be used to circumvent prerequisite or clinical eligibility requirements unless a documented approved curriculum/cohort-specific arrangement is maintained by the Institute.

RETAKE OF THE MISSED TESTS

Students will be permitted to retake one (1) missed test per course, which will be at the end of the course, and it will be a comprehensive test covering all the course topics, and not just the topics of the lectures missed. All students can take this retake test, regardless of which test they missed. However, the student would receive a zero grade if they missed a second or more test.

MISSED MID-TERM OR FINAL EXAM

The student gets a grade of Zero (0) if he or she misses a Mid-Term or Final Exam.

CHANGE OF INSTRUCTOR

The School has the right to change the instructor(s) in the middle of the course, when this is warranted, as determined by the school.

CLASS SIZE

Class size is limited to 70 students. Any class with 10 or less students will be moved to another class offering the same subject, but the student(s) may have a substantial delay in the start of the alternative course.

CONSUMER INFORMATION

For information about our graduation rates, the median debt of students who completed the program and other important information, please see the School Director or you can view the data on our website under Consumer Information.

ACADEMIC HONESTY AND INTEGRITY POLICY

Academic Integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. Activities such as cheating in any form and/or plagiarism affect everyone at the institution. Instructors make every reasonable effort to foster honest academic conduct. All examinations and clinical performances are monitored to prevent students from copying or otherwise exchanging information. Any and all electronic devices must be turned off and put away when any type of student learning assessment is in progress. Cell phones or other electronic devices will be prohibited in a testing setting.

All assigned research papers or other written assignments must be a product of the student's own thoughts, ideas, or expression. The fraudulent reproduction or copying and pasting of published materials, copyright infringement, or text that misrepresents the original author's ideas, words and presented as the student's original ideas without proper citation, is plagiarism. Any student caught engaging in any form of academic misconduct is subject to program probation and/or immediate dismissal.

TESTING GUIDELINES

Following are the Testing Guidelines at PITC Institute:

1. Students must report in FULL UNIFORM (per school policy) including white shoes, white socks and PITC ID Badge. Exam Proctors and Instructors will not admit you into the exam without a proper, school issued uniform and ID.
2. Students must plan travel time to arrive by the designated sign in time. (Students should arrive 15 minutes prior to the scheduled exam. Designated Start Times: Daytime Exams are scheduled to start at 8:45 am and Evening Exams are scheduled to start at 6:15 pm Students arriving more than 5 minutes after the designated start time will not be able to take the test and will need their instructor to request an alternate test date/time.
3. Upon arrival: Students must sign in and show proper identification to Test Proctor.
4. The Test Proctor, at his/her discretion will assign a seat to the student
5. A Scantron sheet, pencil, calculator and Scrap paper will be provided.
6. No Food is permitted in the test area.
7. Once seated, Students will need to clear books and notes off desks.

8. Once the exam has started, students will not be permitted to leave the room and return. (Please use the restroom prior to the start of the test.)

Testing Room Policy

The following rules apply to all students during testing at PITC Institute:

Electronic Devices

The possession or use of electronic devices in testing rooms is strictly prohibited. This includes, but is not limited to: Cell phones, Smart watches, Earbuds, AI glasses, Tablets, Laptops, Portable hotspots (MiFi/ Jetpack), Any other AI-enabled or internet-capable device (ie glasses/pen)

Cell Phone/Electronic Device Procedure

All cell phones must be completely powered down (turned off) as well as any of the electronic devices mentioned in MUST BE SURRENDERED to the proctor before the start of the exam. The Proctor may or may not have a Radio Frequency Detector in operation during the exams. Multiple Devices

PITC Institute is aware that some students may own more than one phone or device. Students are required to surrender ALL such devices to the proctor. Claiming to have forgotten, overlooked, or concealed an additional device will not be accepted as an excuse and will be treated as a violation of this policy.

Bags and Personal Belongings

All bags, including book bags, purses, and similar items, must be placed in the area designated by the proctor and may not be accessed during the exam. Students may not store electronic devices, smart pens, or electronic notes in bags during exams. Any such items found in a bag will be considered a violation of this policy.

Non-Electronic Materials

Students are prohibited from bringing or using unauthorized notes, formula sheets, books, papers, or any other written/printed materials during exams. Any such materials found on the student, in clothing, or in personal belongings will be considered cheating. Only materials specifically authorized by the instructor or proctor may be used.

Violations

Any student found in possession of a prohibited device or material during an exam will be considered to be operating or using it. Students will be immediately dismissed from the testing area and are expected to depart without incident. Such conduct will be classified as cheating and will be subject to PITC Institute's Academic Integrity Policy, which may include program probation and/or immediate dismissal.

Students are not permitted to read out loud, talk to each other or share information for the duration of the exam. Conversations between students during an exam will be considered cheating and will be subject to PITC Institute's Academic Integrity Policy, which may include program probation and/or immediate dismissal.

Students must depart from the Testing area upon completion of their exam. Once students depart from the testing area they will not be allowed to reenter. Students should depart quietly as others may still be testing.

GENERAL ATTENDANCE POLICY

Students are required to attend classes every day to obtain the knowledge, skills, and abilities reached in each program of study. Students are required to notify the instructor in case of absence or tardiness at least one (1) hour before the scheduled start of the class or clinical assignment. Students who miss class or clinical experience and do not return to school within fourteen (14) calendar days, may be withdrawn from the program.

ATTENDANCE POLICY – PRACTICAL NURSING PROGRAM

PITC does not have an official policy on excused or unexcused absences for religious holidays. Missed course hours must be made up regardless of reason missed. The Practical Nurse PNAST program at PITC requires students to complete a minimum of 1500 clock hours of nursing courses.

Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the responsibility remains with the student. Absence, for any reason, does not relieve the student of the responsibility of completing all of the work for the course to the satisfaction of the Instructor.

Due to the nature of the career-focused training provided, students must be physically present in order to learn and to acquire the greatest understanding from the real-world, hands-on classroom experiences. Class attendance is the responsibility of the student. The student should communicate to each of their instructors regarding any attendance situation that may affect course assignments, exams or grades

For all courses, PITC Institute requires a minimum of 1500 clock hours to meet graduation and licensure, and all missed hours must be made-up. 100% of nursing course hours are expected to be completed for students to meet state requirements. Students that fall below this percentage may be put on academic probation and/or dismissed from the program. Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative attendance percentage and will count towards hours missed. The instructor will take attendance/ roll call at the start and the end of class or at any time the instructor chooses.

A student may be dropped from an individual course if the student exceeds 10% Non attendance with no provision or plan for make up hours.

Failure to demonstrate adherence to hours required for improvement may result in additional consequences including, but not limited to academic probation and/or dismissal from the program. Please note that all missed hours in any course must be made up prior to the end of the term.

MAKE-UP POLICY FOR STUDENT ABSENCES

Make-up time must be approved by the course instructor or the PN Program Director. Make-up time must not exceed 10% of the total scheduled class hours. All make-up hours must be completed by the end of the term.

Practical Nursing students are advised that all time missed from their program must be made up or the student will fail to meet the 1500 hours required to qualify for licensure. Practical Nursing students must attend 100% of scheduled clinical course work and will not be eligible for graduation until they have successfully completed 1500 clock hours.

Students are required to make up all missed coursework including both didactic and clinical courses. If a student misses any clinical coursework, the student will be required to pay a fee of $100.00 per day for clinical make-up time. Labs make-up fee will be $75.00. Students are not allowed to have more than 2 unexcused lab days. Missed lab days will need to be made up prior to the last day of the course.

PITC Institute will schedule make-up clinical time based on availability of faculty and the availability of the clinical site, which may include evening, weekday or weekend hours. All clinical make-up work must be completed at the school or the approved clinical site. It is the students' sole responsibility to coordinate make-up time for missed class time with their instructor or the Clinical Coordinator.

For evening students, the nursing program may schedule the make-up time during weekday hours based on the availability of the clinical facilities, instructors and the student. Make-up hours are required to be completed within 2 weeks of the missed session or prior to the last scheduled class session, whichever is shorter. Make-up hours must be completed by the end of the term.

MISSED CLASS WORK POLICY

The student is responsible for all material covered daily in each class for which they are enrolled. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. Make up of missed assignments does not erase an absence from a student's record.

A student will only be allowed to make up one missed exam per course but may not be allowed to miss the midterm or the final exam. Not taking the final exam or other required assessment is an automatic failure of the course. The makeup exam must be completed by the end of the course. Make up of missed assignments does not erase an absence from a student's Record.

GRADING SYSTEM

Grading is based upon the assessment of student learning through testing, assignments, clinical/laboratory evaluation, and other course requirements. Course grades are recorded according to the grading scale in this catalog. SAP is evaluated separately through the cumulative CGPA, pace of progression, and maximum timeframe standards described in the Satisfactory Academic Progress Policy.

The following scale is used in determining a student's grades, grade point average and Cumulative grade point average.

Letter Grade	Description	Grade Point Value
A	Excellent (90-100)	4.0
B	Good (80-89)	3.0
C	Average (75-79)	2.0
F	Failing (Below 75)	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
W	Withdraw	0.0

TREATMENT OF GRADES ON ACADEMIC PROGRESS

Course grades earned by students are the predominant factor in meeting the standards set forth by the Satisfactory Academic Progress Policy including Cumulative Grade Point Average (CGPA). Please refer to the Satisfactory Academic Progress Policy section of the Catalog. Satisfactory Numerical Grades of A, B, C

These grades are awarded based on the quality points earned and are counted toward the calculation of the CGPA.

Unsatisfactory Numerical Grade of F

An “F” grade is awarded based on the grade the student earned. All “F” grades are counted when calculating the CGPA and towards the credits attempted but not earned when calculating the minimum rate of progress.

Satisfactory Grade of S

An “S” grade is awarded to a student that has successfully completed a specific clinical course. The “S” grade is not considered in computing the CGPA.

Unsatisfactory Grade of U

A “U” grade is awarded to a student that has not successfully completed a specific clinical course.

Withdrawal Grade of W

A “W” grade is earned by the student that withdraws from a specific course. The “W” grade is not used when calculating CGPA, but it is counted as hours attempted if the student withdraws after completing 25% of the course.

A request for withdrawal must be made in writing to student services by the time 25% of course has been complete. After 25 % of class time, the letter grade the student earned will be recorded as the final grade in the gradebook.

CANCELLATION/TERMINATION POLICY

Cancellation, withdrawal, institutional refund, and Return of Title IV Funds requirements are governed by the Refund and Cancellation Policy and Return of Title IV Funds Policy published. A Student Services or Financial Aid meeting and completion of withdrawal paperwork are encouraged but are not conditions for processing a withdrawal, refund, or R2T4 calculation.

CREDIT HOUR DEFINITION

PITC Institute measures the length of the PNAST program in clock hours and credit hours. The school currently uses the following conversion formula: 15 Clock Hours of Theory = 1 Credit Hour, 30 Clock Hours of Lab = 1 Credit Hour 30 Clock Hours of Clinical = 1 Credit Hour

CLOCK HOUR DEFINITION

PITC Institute utilizes Clock Hour Measurements for Nursing Courses. One clock hour equals 50-minutes of singular or combined lecture, laboratory and clinical instruction in a 60-minute timeframe. The remaining 10-minute time-frame is allocated for breaks throughout the class day.

CLINICAL CREDIT HOUR DEFINITION

Faculty-taught clinical (continuous on-site PITC faculty instruction): "Clinical courses are assigned 1 semester credit per 30 clock hours of direct, supervised instructional time at an approved clinical agency, with PITC faculty providing on-site supervision, instruction, and evaluation in alignment with 34 CFR 668.8(l) (1)."

DRESS CODE POLICY

Professional dress complements the education process in that it is preparing students for entry into their field of study. Medical scrub tops and bottoms are provided. Students are required to wear the school issued scrubs and student issued identification visible every day for classroom, laboratory, and clinical activities as appropriate. Students are also required to wear white closed-toed shoes for their safety. Students must wear white socks and white closed toe shoes for their clinical assignments. Failure to comply with the dress code may lead to suspension or termination from the program.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in the student's program. PITC Institute is not required to approve an LOA. To request an LOA, the student must submit a written, signed, and dated request that states the reason for the leave and the requested beginning and return dates. The request should be submitted in advance unless unforeseen circumstances prevent an advance request.

PITC Institute approves an LOA only when there is a reasonable expectation that the student will return, the request satisfies institutional criteria, and the LOA can be administered in compliance with academic, clinical, state, accreditor, and federal requirements. The total number of approved LOA days may not exceed one hundred eighty (180) calendar days in any twelve-month period.

A student on a Title IV-approved LOA is not considered withdrawn, is not assessed additional institutional charges as a result of the LOA, and does not receive additional Title IV aid for the LOA period. Before approval, a student with a Title IV loan is informed of the possible effect that failure to return may have on loan repayment terms, including possible exhaustion of the grace period.

Upon return, the student must complete the clock hours, credit hours, weeks of instructional time, and program requirements applicable to the approved program and payment period without additional charges attributable to the LOA.

Return timing and placement are subject to course sequencing, clinical availability, and applicable federal rules. If the student fails to return by the approved return date, PITC Institute treats the student as withdrawn. Because PITC Institute is required to take attendance, the withdrawal date is the student's LDA, and the DOD is the date PITC Institute determines that the student did not return. The institutional refund and R2T4 calculations are then completed under the policies published in this catalog.

SUBJECT TO CHANGE

PITC Institute reserves the right to make changes to school policies as outlined in the school catalog, applicable student handbooks, and operating procedures. In addition, the school reserves the right to make changes in curriculum, including course syllabi, assessments, and course offerings. The school also reserves the right to select outside vendors used for the procurement of texts, supplies, equipment, and testing materials. Class schedules including class times and locations of classrooms and applicable clinical sites are subject to change, with notice. PITC Institute has the right to delay the start date of the scheduled course or cancel the course for insufficient enrollment.

GRADUATION REQUIREMENTS

In order to graduate earning a Practical Nurse -Associate of Specialized Technology, students must fulfill the following requirements:

- Successfully complete all the courses in the program of study and complete at least 1500 clock hours required in the program
- Achieve a cumulative grade point average of at least a 2.00 out of 4.00 system
- Meets all required financial obligations
- Meet all the requirements in the Practical Nursing Program including submission of all the required documents
- Must meet the SAP requirements provided in the catalog
- Must sign-off all the departmental requirements (using the school exit form) from the designated department personnel

A degree and transcript will be provided to the graduate when all graduation requirements are met and the graduate has completed all of the following:

- Complete financial aid exit interview
- All required documents are submitted
- Complete career services exit interview

INCORRECT GRADE

A final grade that was issued incorrectly due to an administrative or procedural error may be corrected if it is approved by the Program Director or Designate.

STUDENT SERVICES AND SUPPORT

Student Support and Resources

PITC Institute provides Student Services support to assist students in both academic and non-academic matters. A Student Services representative is available to advise students on academic strategies and, when appropriate, may provide referral information for external support services, including childcare resources, emergency shelter, crisis intervention assistance, and other community-based services.

Students are encouraged to meet with Student Services for guidance related to academic performance, progression, or personal circumstances that may impact their ability to succeed in the program.

STUDENT SERVICES – COMMUNICATION, REQUESTS, AND SUPPORT SYSTEMS

Complaint, Inquiry, and Information Requests

PITC Institute utilizes a centralized student ticketing system as the primary method for submitting and tracking student requests, including academic inquiries, support needs, and administrative concerns.

The ticketing system serves as a **communication, routing, and tracking mechanism** and does not limit or replace the institution's obligation to provide academic feedback, instruction, or student support services.

All student academic support services remain available, including but not limited to:

- Faculty instruction and clarification
- Assignment and examination feedback
- Advising and academic counseling
- Tutoring and remediation
- Laboratory evaluation
- Clinical performance evaluation
- SAP and academic progress reviews

Tickets are monitored to ensure requests are appropriately routed, documented, and addressed in a timely manner in accordance with institutional procedures and academic quality standards.

Ticketing System Procedure

The student ticketing system is the primary method for communicating with the institution regarding academic and administrative matters.

- Student tickets are typically acknowledged within **48 hours** during normal operational periods.
- Response times may vary during high-volume periods; however, all requests are reviewed and addressed in a reasonable timeframe.
- The ticketing system ensures that student concerns are properly assigned to the appropriate department or staff member for resolution.
- Students are encouraged to use the ticketing system rather than informal walk-in requests to ensure accurate tracking and timely response.
- Faculty or administrative staff may not always be immediately available for unscheduled in-person inquiries; therefore, submission of a ticket is required for documentation and follow-up.

The institution remains committed to resolving student concerns efficiently and consistently through this structured system.

Assessment Review and Academic Feedback

Students receive ongoing academic progress information through multiple institutional channels, including:

- Gradebook Pro system
- Faculty feedback on assignments and examinations
- Advising and academic counseling
- Tutoring and remediation services
- Laboratory performance evaluations
- Clinical performance evaluations
- SAP and academic progress reviews, where applicable

Examination Review Policy

Students who wish to review a Scantron-based or course examination must submit a ticket within five (5) business days of the examination date.

- The five-business-day period serves as the deadline to request a review.
- Timely requests will be routed to the appropriate academic staff member and scheduled as soon as reasonably practicable.
- Examination review appointments are designed to provide educationally beneficial feedback to support student learning and improvement.

During the review, faculty or designated staff may:

- Review missed content areas
- Provide feedback on academic performance
- Discuss test-taking strategies
- Recommend remediation or academic support resources

Examination Security and Review Conditions

To maintain academic integrity and test security:

- Only one examination is reviewed per appointment unless otherwise authorized.
- Each review session is generally limited to **30 minutes.**
- Students must comply with all test security requirements during the review process.
- Students are prohibited from photographing, copying, recording, transmitting, or removing any test materials.
- Electronic devices, including recording, Bluetooth, or communication devices, may be restricted or collected during review sessions when necessary to maintain exam security.

Purpose of the Ticketing and Review System

The ticketing system is used to document, route, schedule, and track all student requests in an organized and consistent manner.

This system:

- Ensures timely routing of student concerns
- Provides documentation of institutional response
- Supports scheduling of academic support services

- Assists in monitoring service quality and responsiveness

The ticketing system does not replace or reduce the institution's responsibility to provide instructional feedback, academic evaluation, or educationally beneficial support services.

STUDENT PORTAL

Information is readily available in the Student Portal regarding grades, attendance, schedule, ticket, documents, and request for student ledger. Students should go there to get quick information related to these topics, instead of calling the school, or showing up to ask these questions. If the student calls or shows up, the staff will simply redirect the student to login to the Student Portal.

FINANCIAL INFORMATION OR COMPLAINTS FINANCIAL OBLIGATION

Students must meet the financial obligations as provided in the signed Enrollment Agreement. The school has no obligation to remind the student for payments. The student can be terminated if the financial obligations are not met. Specifically, if the student is not eligible for Title IV financial aid or is unwilling to provide paperwork needed for the financial aid application, cash payment will be required. Not receiving financial aid, when eligible, will not absolve a student from their financial obligations. A delinquent cash payment for one month is a cause for termination from the school. A student will not be allowed to move to the next term without fulfilling the financial obligations, for which, again, school is not obligated to send any reminder.

LATE PAYMENT FEES

Payments for tuition and fees must be received by the specified due date. A late payment fee of $50 will be assessed for each month a payment remains overdue. Students with outstanding balances may be barred from registering for future courses.

CAREER SERVICES AND PLACEMENT ASSISTANCE

PITC Institute provides placement assistance for employment in the graduates' field of study. The school does not make any promise or guarantee of employment at enrollment or upon graduation.

The central mission PITC Institute's Career Services Center is to help students connect their education and training to gainful employment. We consider ourselves partners with students and graduates in this effort. The school provides the resources and support with the following: Job Fairs, Networking, Resume Preparation, Cover Letter Advice, Interviewing, while students are expected to provide the effort in making contacts, securing interviews and turning them into job offers. We encourage students to explore these services and take advantage of this opportunity to work together to meet career goals.

ACADEMIC ADVISING AND TUTORING

Academic advising and tutoring is available to all students looking for assistance in their program of study. Students can make arrangements for advising and tutoring with the faculty and or the School Director. Every opportunity is made to assist the student who is in need. Advising and tutoring occur outside of class hours. For the student to be successful, the student must make arrangements to be available outside of class hours to receive assistance. In some cases, if it has been determined that multiple students require the same assistance, a study group may be formed and facilitated by the faculty. The aforementioned services are also available to students with disabilities.

TRANSCRIPT REQUEST

Students must fill out a transcript request form, requiring their signatures. Transcript request forms can be downloaded from the school website. Complete details of obtaining the transcript are provided on the PITC Institute website: https://pitcschool.com/page/student-services. This transcript request form should preferably be sent to school through the ticketing system.

The transcript fee is $10.00, and transcript requests are normally processed within seven (7) days after receipt. PITC Institute provides an official transcript that includes all credit or clock hours for payment periods in which the student received Title IV funds and for which all institutional charges were paid or are included in a current agreement to repay. PITC Institute may require the first payment under a repayment agreement before releasing the transcript. PITC Institute will not withhold a transcript or take another negative action for a balance resulting from an institutional error in administering Title IV programs or institutional fraud or misconduct. No transcript can report a final course grade until that grade has been officially recorded.

STUDENT CONDUCT POLICIES RESPECTFUL COMMUNICATION

All members of the PITC Institute community are expected to communicate in a respectful and professional manner. Harassment, discriminatory language, and disruptive behavior will not be tolerated and may result in disciplinary action.

PERSONAL MEETINGS WITH STAFF

A student can meet with a PITC Staff by appointment as discussed above. However, please note that the student cannot bring with him any other individual, such as parents or any other relatives or friends, as well as any legal counsel.

DIGITAL CITIZENSHIP

Students are required to adhere to ethical principles when using PITC's digital platforms. Any misuse of technology, including plagiarism, unauthorized access, or sharing of restricted information, will be subject to investigation and potential disciplinary measures.

CONDUCT DISMISSALS AND APPEALS CONDUCT DISMISSAL

In addition to the above policies, PITC Institute reserves the right to immediately terminate a student, with or without any provision to come back to school in the future, who is in violation of any of, but is not limited to, the following items:

Please refer to the applicable student handbook for any additional guidelines regarding student enrollment status in these proceedings.

- Excessive absenteeism/tardiness.
- Unsafe or unsatisfactory behavior in the classroom, laboratory, or clinical site.
- Illegal, inappropriate, or unethical conduct. (This includes, but not limited to: Cheating on exams, quizzes, or other assessments, plagiarism in assignments or homework, inappropriate clothing, vulgar language; fighting; and disrespect for other people and property).
- Refusal to participate in assigned class projects and field trips.
- Insubordination.

- Any loud language, yelling or disrespectful behavior directed towards another student, staff, or faculty member may result in immediate termination.
- Failure to follow grooming policies.
- Sound or video recording at the school or any of the clinical agencies without the written permission of PITC and the clinical agency official authorized personnel.
- Students are prohibited from carrying any kind of weapons or firearms, concealed or open, anywhere at the school premises; anyone found to have them will be immediately terminated without any provision to come back to school in the future.
- Disruption of a class or school operation, and/or inciting others to do so.

STANDARDS OF STUDENT CONDUCT

Students of the PITC Institute will not participate in the use, possession, sale, manufacture, or distribution of illegal drugs on school property, affiliating clinical agencies, or as a part of any of the school's activities.

Students are prohibited from the possession or use of alcoholic beverages while on school property or in affiliated clinical agencies. Students who are struggling with Alcohol and Drug addiction are encouraged to seek preventative help. The Student Resource Coordinator at PITC can assist in obtaining help and information.

Failure of meeting the following standards of conduct may result in immediate suspension or termination from the program:

- Students must appear neat and well-groomed at all times. Uniforms must be worn as prescribed by the program of study.
- Should participate in assigned class projects and field trips.
- Unsafe or unsatisfactory behavior in the classroom, laboratory or clinical site, could be a reason for probation or termination.
- Use of any personal entertainment or communication electronic device is prohibited with or without headphones, earbuds, Bluetooth, or smart watches, etc.
- Instructor lectures or clinicals may not be recorded by any device capable of recording without the written consent of designated school personnel.
- Screenshots of any kind are prohibited on the terminals at the premises, without the explicit permission of the instructor.
- Smoking is only permitted in designated areas.
- Eating and drinking is not permitted in classrooms.
- Students must safeguard personal property. The school is not responsible for personal loss.
- Except for emergencies, personal calls cannot be received and transferred by the school switchboard.
- Children are not permitted in the facility and visitors are restricted to the reception area unless escorted by a school administrator.
- Loud voices, physical contact, and inappropriate language will not be permitted in the school and will lead to disciplinary actions.
- Conduct threatening the safety or integrity of the school, students, or staff including sexual harassment, physical violence or threats of violence, use or possession of drugs, alcohol, or weapons, theft, or defacing school or student property will lead to dismissal.
- Students are expected to meet financial obligations as specified in the Enrollment Agreement or payment plan.

- Persistent tardiness, leaving early, or lateness returning from breaks will lead to a warning and possible dismissal.
- Bringing any outside person into the school premises not officially associated with the school without explicit permission of the Director of Student Services and Retention or the School Director.
- Not following the test-taking procedure: A student will be dismissed from the test if he or she does not follow the testing procedures declared by the school – the student will receive zero (0) grade without the ability to repeat the test.

Cheating: Any student found cheating, as solely determined by the school, will be immediately dismissed from the school and may not return to school within one-year from the date of dismissal. Cheating includes making digital or physical copies of tests and Scantron answer sheets (they are the property of PITC Institute) or removing them from the school premises.

Misconduct at Clinical: A student may be terminated from the school due to the misconduct in the clinical facility as complained by the facility DON, or the clinical instructor. Also, missing three clinical classes is the cause of termination from the clinical course and will get unsatisfactory in the course. A student representing the school must follow the guidelines consistent with the norms of behavior in the community – egregious acts can cause dismissal from the school.

DISCIPLINARY MEASURES

Pending investigation, any student(s) violating the drug-free school policy, may be counseled, suspended, or be terminated from the program at the discretion of the School Director. The School Director will take into consideration the seriousness of the infraction which may infringe on the rights to refer the student(s) for prosecution by law and drug and alcohol education/rehabilitation programs. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

LEGAL SANCTIONS

The student should be aware of the applicable legal sanctions under local, state and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol. Pennsylvania's legal sanctions regarding alcohol use include penalties for underage drinking and drunk driving.

In Pennsylvania, nursing schools are generally not required to make accommodations for students using medical marijuana, including waiving drug testing requirements. A state appellate court ruled that Pennsylvania's medical marijuana law doesn't obligate schools to adjust drug testing for medical marijuana users. Nursing programs can continue to enforce drug testing as a condition of participation, even if the student has a medical marijuana card.

Lastly, it should be noted, the use of marijuana is prohibited in any and all PITC academic buildings/ grounds regardless of the presence of the possession of a medical marijuana card.

STUDENT CONDUCT
ACCEPTABLE USE POLICY

PITC Institute cannot and does not attempt to identify all required or unacceptable behavior by its users. As a result, PITC Institute relies on each user’s judgment on appropriate conduct. Users, however, are required to adhere to the following policy:

- PITC Institute computing resources are to be used only for educational, research and instructional purposes to which access is provided. Computing resources are not used for any unauthorized purpose, including but not limited to personal or commercial purposes, unauthorized access to remote computers or non-institutional activities.
- PITC Institute access accounts assigned to each user must not be accessed by any other individual. Users are responsible for the proper utilization of their accounts assigned to them by the school, including proper password protection and appropriate use of computing resources. It is a violation of this policy to obtain another user's password, allowing other individuals to use the school-issued account, or other unauthorized use of an access account. Users are forbidden to create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language. PITC Institute's Non- Discrimination Policy applies to any communications through the school's computing resources.
- Users will not broadcast to others unsolicited messages, send unwanted email, or impersonate other users. This includes political, religious or any other type of non-educational messages.
- All computer software is protected by federal copyright law. Users are responsible to know and adhere to licensing restrictions for any software used or authorized by the school.
- Users must not download, reproduce or disseminate licensed materials without proper authorization from the author or developer. This includes published information, messages, graphics, or photographs on any web page without the written permission of the author or creator.
- Users are forbidden from engaging in activities that damage or disrupt the software and hardware, and/ or interrupt the communication associated with PITC's computing resources. This includes creating and propagating viruses, wasting system resources, overloading networks, or any attempt to circumvent data protection protocols or implement cybersecurity loopholes.
- Users should not interfere with the school's computing resources by playing games, participating in chain letters, conducting personal business or any other non- educational purposes.

ENFORCEMENT OF ACCEPTABLE USE POLICY

Failure to comply with the Acceptable Use Policy and any misuse of PITC's computing resources may result in the suspension or revocation of user access accounts. In addition, a student may be removed from the course with a grade of "F," as well as other disciplinary actions may be taken including, but not limited to, probation, suspension, or dismissal from the institution. Any conduct that violates local, state, or federal laws will be referred to the appropriate law enforcement authorities.

PITC Institute is not liable for the actions of anyone connected to the Internet through the school's computer resources. All users assume full liability, legal, financial, or otherwise, for their actions.

COPYRIGHT INFRINGEMENTS AND PEER-TO-PEER SHARING POLICY

The issue of Peer-to-Peer (P2P) file sharing is receiving increasing attention in the U.S. and around the world. P2P file sharing is not itself illegal; however, it is often used for unauthorized downloading and uploading of copyright-protected material such as music, movies, video games, computer software and photographs, which can trigger civil and criminal liabilities.

- Several courts have determined that substantial P2P file sharing of copyright-protected works generally does not fall within the fair use defense.
- P2P applications are also considered a significant security risk because they use direct communications between computers (or "peers") to share or transfer data. They require client software to be installed and, by doing so, expose the network to a number of risks. Security flaws in P2P applications may provide attackers with ways to crash computers, access confidential information, or infect the entire network. In addition, P2P applications can consume large amounts of bandwidth that are reserved for academic and administrative purposes and are, therefore, considered network abuse.
- For these reasons, the unauthorized distribution of copyrighted material, including peer-to-peer file sharing (P2P), is prohibited on the campus network at PITC Institute. Firewalls have been established and will be maintained that block the ports by which P2P information travels. Through this method of technical enforcement, the school strives to always preserve the integrity of our network.
- Any student found using campus computers or the campus network to illegally download and/or upload copyright-protected material is in violation of this policy and is subject to administrative sanctions up to and including dismissal from school. Students may also be subject to civil and criminal liabilities.

FEDERAL COPYRIGHT LAWS AND SUMMARY OF PENALTIES

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. All books and institutional materials provided to students by PITC Institute are subject to the protection of the Copyright Law of the United States (Title 17, U.S. Code).

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

STUDENT COMPLAINT, GRIEVANCE, AND APPEAL PROCEDURE

A **grievance** is a written complaint or appeal submitted by a current or former student concerning a PITC Institute policy, procedure, academic or administrative decision, or other institutional action.

Students may use this procedure to raise concerns regarding academic decisions, course or clinical failure, dismissal, conduct or academic-integrity actions, prerequisite enforcement, Satisfactory Academic Progress (SAP) actions, or other school actions.

Informal Resolution. Students are encouraged, when appropriate, to first attempt to resolve the concern with the instructor, Program Director, Program Coordinator, or other staff member involved. Informal resolution is encouraged but does not prevent a student from submitting a formal written grievance when informal resolution is unsuccessful or inappropriate because of the nature of the complaint.

Filing a Formal Grievance or Appeal. A formal grievance or appeal must be submitted in writing to:

Eric Maister, School Director
PITC Institute
827 Glenside Avenue
Wyncote, PA 19095
Email:emaister@pitc.edu

The written grievance or appeal should identify the student, describe the issue or decision being challenged, provide relevant dates and facts, identify any applicable PITC policy or procedure when known, include any supporting documentation available to the student, and state the resolution or action being requested.

Review and Response. PITC will review the grievance or appeal and the relevant institutional records. PITC will provide the student with a written response within **five (5) business days** after receipt of the written grievance or appeal. If additional investigation is necessary and a final decision cannot reasonably be completed within that period, PITC will provide the student with a written status notice within five (5) business days identifying the reason additional time is required and the anticipated date of the final response.

PITC will maintain documentation of the grievance or appeal, relevant communications, records and information reviewed, investigation or review conducted, decision issued, any subsequent appeal, final disposition, and closure of the matter.

Internal Appeal. If the student disagrees with the School Director's written decision, the student may submit a written appeal within five (5) business days of receiving the decision. The appeal will be reviewed by the appropriate Appeal Committee or other designated senior institutional reviewer who was not the sole decision-maker at the immediately preceding level. A written appeal decision will be provided within five (5) business days of receipt unless additional review is required, in which case the student will receive written notice of the anticipated decision date.

Scope of Review. The complaint, grievance, or appeal process does not automatically waive or suspend academic, clinical, attendance, conduct, safety, SAP, prerequisite, or progression requirements. A student may not use the process solely to request an exception to a required prerequisite, override a published progression requirement, or change a final didactic or clinical course grade based only upon disagreement with academic judgment.

However, a student may challenge a grade, course or clinical failure, dismissal, prerequisite decision, conduct action, academic-integrity action, SAP action, or other academic or administrative decision when the student believes the applicable policy or procedure was not followed, the information relied upon was inaccurate, required process was not provided, an administrative or calculation error occurred, or the policy was applied inconsistently or improperly.

SAP Appeals. Appeals based upon mitigating circumstances for failure to meet Satisfactory Academic Progress are governed by the separate **SAP Appeal Procedure** published in this Catalog. A concern alleging that PITC failed to follow or correctly apply its published SAP procedure may also be raised through this Student Complaint, Grievance, and Appeal Procedure.

External Complaints — Pennsylvania. A student who has followed PITC's grievance procedure and believes that the matter has not been adequately resolved may submit a complaint to the:

Pennsylvania Department of Education
Division of Postsecondary Proprietary Training
State Board of Private Licensed Schools
607 South Drive, Floor 3E
Harrisburg, PA 17120
Phone: 717-783-8228
Email: RA-PLS@pa.gov

Pennsylvania's current Private Licensed School complaint form states that students are expected to follow the school's established complaint procedure before submitting the complaint to the Department.

External Complaints — ABHES. Students may also submit complaints concerning compliance with ABHES accreditation standards in accordance with the complaint procedures of the Accrediting Bureau of Health Education Schools:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Boulevard, Suite 730
North Bethesda, MD 20852
Phone: (301) 291-7550
Email: complaints@abhes.org

Complaints may also be filed through ABHES's online complaint system. Under ABHES's current procedure, a complainant is **not required to complete PITC's internal grievance process before filing with ABHES,** although ABHES may ask whether an institutional grievance was filed and request related documentation

Student Grievance Filing Period: Students should submit a grievance as soon as reasonably possible and ordinarily within thirty (30) calendar days of the event giving rise to the grievance, or within thirty (30) calendar days of the date the student knew or reasonably should have known of the matter giving rise to the grievance. The School may consider a grievance submitted after thirty (30) calendar days when good cause or other circumstances warrant review. A student's withdrawal, dismissal, graduation, or other change in enrollment status does not, by itself, prevent the School from reviewing a grievance relating to the student's enrollment. Nothing in this grievance procedure limits a student's right to submit a complaint to ABHES, the Pennsylvania Department of Education, or another governmental or regulatory agency in accordance with that agency's applicable procedures.

FIREARMS AND WEAPONS POLICY

PITC Institute prohibits the possession of firearms, explosives or weapons on its premises, whether or not a federal or state license to possess a firearm or weapon has been issued to the possessor. This policy applies to students, faculty, staff, contractors and visitors.

The premises include classrooms, laboratories, offices, common areas and parking lots. PITC Institute also bans the possession of firearms, explosives or weapons at clinical sites. Any student, faculty, staff, contractor or visitor who violates this policy will be subject to arrest and/or disciplinary action. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate legal authorities.

PRACTICAL NURSING- CRIMINAL CONVICTION POLICY

PENNSYLVANIA BOARD OF NURSING LAWS REGARDING A CONVICTED PERSON - APPLICABLE TO PRACTICAL NURSING PROGRAM

The board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No. 64), known as ”The Controlled Substance, Drug, Device and Cosmetic Act”, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- At least ten (10) years have elapsed from the date of conviction.
- The applicant satisfactorily demonstrates to the board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the application should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and the applicant otherwise satisfies the qualifications contained in or authorized by this act.
- As used in this section the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction unless the board has some evidence to the contrary.

INCLEMENT WEATHER / EMERGENCY

If school is closed or delayed due to inclement weather or an emergency, it will be conveyed via email to students and staff. When school is closed or delayed, the time must be made up in person on campus or at the clinical site. Make up Time is arranged by the PN Director. In the event of inclement weather or emergency, Make up time is scheduled by adding clock hours to the weekly schedule of classes and / or establishing a Saturday session to make up the hours.

VISITOR POLICY

All visitors to the campus must check in at the Administrative Office. In order to maintain an academic environment conducive to the well-being of all students, PITC prohibits visitors in the classroom, laboratory or clinical site, without prior approval from the On-site Administrator. This policy applies to children of enrolled students. Children are not permitted in the facility and visitors are restricted to the reception area unless escorted by a school administrator.

Children are not allowed in the classroom, laboratory, or clinical site. The policy is intended to protect the children and it eliminates distractions for other students.

EMERGENCY PROCEDURES

In the event of an emergency at the campus, please notify campus personnel immediately. Campus personnel will take the actions and precautions necessary to ensure everyone's safety. In addition, students and staff are directed to the Campus Emergency Preparedness Plan on the school's website.

GENERAL INFORMATION ACADEMIC CALENDAR

Year 2026		
01/01/2026	New Year's Day	Thursday
01/19/2026	Martin Luther King Day	Monday
03/20/2026	Eid	Friday
04/03/2026	Spring Break	Friday
04/04/2026	Spring Break	Saturday
04/05/2026	Spring Break	Sunday
04/06/2026	Spring Break	Monday
05/25/2026	Memorial Day	Monday
06/19/2026	Juneteenth	Friday
07/04/2026	Independence Day	Saturday
07/01/2026	Summer Break	Wednesday
07/02/2026	Summer Break	Thursday
07/03/2026	Summer Break	Friday
07/04/2026	Summer Break	Saturday
07/05/2026	Summer Break	Sunday
07/06/2026	Summer Break	Monday
07/07/2026	Summer Break	Tuesday
09/07/2026	Labor Day	Monday
11/26/2026	Thanksgiving Day	Thursday
11/27/2026	Thanksgiving Day	Friday
12/24/2026	Winter Break	Thursday
12/25/2026	Winter Break	Friday
12/26/2026	Winter Break	Saturday
12/27/2026	Winter Break	Sunday
12/28/2026	Winter Break	Monday
12/29/2026	Winter Break	Tuesday
12/30/2026	Winter Break	Wednesday

12/31/2026	Winter Break	Thursday
01/01/2027	Winter Break	Friday
Cohort 124		
12/12/2026-1/10/2027	Extended Break	Return 1/11/27

Year 2027		
01/01/2027	New Year's Day	Friday
01/18/2027	Martin Luther King Day	Monday
03/10/2027	Eid	Wednesday
03/26/2027	Spring Break	Friday
03/27/2027	Spring Break	Saturday
03/28/2027	Spring Break	Sunday
03/29/2027	Spring Break	Monday
05/31/2027	Memorial Day	Monday
06/18/2027	Juneteenth	Friday
07/04/2027	Independence Day	Sunday
07/01/2027	Summer Break	Thursday
07/02/2027	Summer Break	Friday
07/03/2027	Summer Break	Saturday
07/04/2027	Summer Break	Sunday
07/05/2027	Summer Break	Monday
07/06/2027	Summer Break	Tuesday
07/07/2027	Summer Break	Wednesday
09/06/2027	Labor Day	Monday
11/25/2027	Thanksgiving Day	Thursday
11/26/2027	Thanksgiving Day	Friday
12/24/2027	Winter Break	Friday
12/25/2027	Winter Break	Saturday
12/26/2027	Winter Break	Sunday
12/27/2027	Winter Break	Monday
12/28/2027	Winter Break	Tuesday
12/29/2027	Winter Break	Wednesday
12/30/2027	Winter Break	Thursday
12/31/2027	Winter Break	Friday
01/01/2028	Winter Break	Saturday
Cohort 128		
2/8/2027 - 3/7/2027	Extended Break	Return 3/8/2027

Tuition and Fees

Item	Total	Purpose
Application/Registration Fee*	$150	Admissions related processing cost
Total Credit Hours	67.5	
Length of Program (Weeks)	68	
Tuition	$32,500	
Books	$816	
Computer Software	$700	Uworld - NCLEX Prep, Gradebook App Student Learning Management System, LIRN - Online Library and Resources Network, CampusTek - Student Portal
Uniforms	$200	4 Sets of PITC Student Scrub Uniforms
Equipment	$80	Shared equipment use, maintenance, and student-issued tools (Clinical Kit)
Lab Fee	$450	Consumable supplies, simulation, and lab operations (BNS and ANS)
Liability Insurance	$25	Professional liability coverage for clinical participation
NCLEX Review	$200	Exit & Licensure exam preparation services (3-4 Live Review Sessions)
Graduation Fee	$250	Graduation-related costs, such as the cap and gown, diploma, and ceremony.
Clearance	$120	Background checks, drug screening, and compliance document tracking
Total Cost	$35,491	

**Application/Registration Fee: The $150 fee is one combined charge comprising a $50 application processing component and a $100 registration component. Both components are subject to the same cancellation and refund requirements. The full $150 is refundable upon rejection of an applicant or when a student qualifies for a full refund under the published cancellation policy. Following the full-refund period, but before classes begin, PITC Institute retains no more than the lesser of 10% of the enrollment contract price or $100, refunding the remaining amount. No portion of the combined fee is separately or automatically nonrefundable.*

OTHER FEES (WHEN APPLICABLE)

Item	Total	Purpose
School ID Card or QR Code	$10	Replacement Card or Code
Scrub Set (shirt and pants)	$75	Additional set of scrubs
Lab Skills Book	$50	Replacement of lab skills book
Clinical Kit	$50	Replacement of Kit
Comprehensive Examination/Test-Out Fee	$25	BNS or A&P Comprehensive test-out fee per exam

These charges apply only when the corresponding replacement, additional item, or test-out service is requested or required. They are separate from the standard program costs shown above. Other fees and applicable policies are described elsewhere in this catalog and the Enrollment Agreement.

FACULTY AND STAFF DIRECTORY

Faculty and Staff Directory			
Shahid	Ahmed	President and CEO	
Eric	Maister	School Director	
Michael	Yazujian	Assistant School Director	
Marlon	Muro	Financial Aid Director	
Rudolph	Rangel	Admissions Director	
Sam	Cheeran	Admissions Assistant	
Mark	George	Accounting and Human Resources	
Adriene	Welch	Accountant	
Tanya	Greene	Student Services and Supplies	
Sonu	Sunny	IT Support	
Education			
Suja	Johnson	Practical Nursing Director	
Faculty			
Name		Degree	Granting Institution
Shie	Anish	BSN	SRM College of Nursing
Nivea	Babu	BSN	Rajiv University of Health Sciences
Takita	Bland	BSN	Holy Family University
Tanara	Boursiquot	BSN	Neumann University
		MSN	Widener University
		DNP	Widener University
Stephanie	Cheeks	BSN	Wilmington University
Sona	D´Cruz	BSN	Mahatma Gandhi University
Aleyamma	Eldow	BSN	LaSalle University
		MSN	Grand Canyon University
		DNP	Grand Canyon University
Bernadette	Feterik	AAS	Jersey College
		BSN	Capella University
		MSN	Capella University
Betcy	George	BSN	LaSalle University
		MSN	Purdue Global University
Nisha	George	ASN	Seven Hills School of Nursing
		BSN	Sri Ramakrishna College of Nursing
Bernadette	Goodman	BSN	University of Maryland
		MS	St. Joseph's University
Felicia	Hartman	AAS	Community College of Philadelphia
		BS	University of St. Francis

		MS	University of St. Francis
Nayo	Howard	ASN	Medlife Institute
		BSN	LaSalle University
Mariamma	Idichandy	BSN	Grand Canyon University
Accamma	Iype	BSN	DR MGR Medical University
		MSN	DR MGR Medical University
Sonia	Jacob	BSN	Grand Canyon University
		MSN	Wilmington University
Jini	Jaison	BSN	Navodaya College of Nursing
Kathy	Jensen	BSN	Brenau University
Lashawn	Joshua	AAS	Community College of Philadelphia
		BSN	Widener University
Ruth	Kerr	BSN	Nova Southeastern University
Frank	Kowalewski	BSN	D'Youville College
Susamma	Kurian	AAS	Community College of Philadelphia
		BSN	Immaculata University
		MSN	Grand Canyon University
Carol	Ladden	BSN	University of Pennsylvania
		MSN	University of Pennsylvania
John	Lee	BSN	Drexel University
		MS	Southern New Hampshire University
Jitha	Mathai	BSN	Maharashtra University of Health Sciences
Barbara	Miller-Logan	ASN	Community College of Philadelphia
		BSN	LaSalle University
		MSN	Grand Canyon University
Akhere	Obeahon	BSN	Holy Family University
		MSN	Wilmington University
Brinda Mary	Raju	BSN	ECPI University
Nickisha	Rose	AA	Community College of Philadelphia
		ASN	Excelsior University
		BSN	Chamberlain University
		MSN	Chamberlain University
		DNP	Chamberlain University
Theresa	Santalucia	ASN	Excelsior University
		BS	Penn State University
		MPH	University of Phoenix
Michelle	Spears	BSN	Eastern University
		MSN	Widener University
		DNP	Walden University
Binimol	Thankachan	BSN	Grand Canyon University

Aparna	Vallithottathil	BSN	KMCH College of Nursing
		MSN	Dr. MV Shetty College of Nursing
Dinah	Warren	BSN	Temple University
		MSN	Temple University
		DNP	West Chester University
Shaykhia	Washington	BSN	University of Pennsylvania
Elizabeth	Zachariah	BSN	Holy Family University
		MS	Neumann University

CONSUMER INFORMATION

For information about our graduation rates, the median debt of students who completed the program and other important information, please see the On-site Administrator, or you can view the data on our website.

ANNUAL SECURITY REPORT

A copy of PITC Institute's Annual Security Report is posted on the school's website on an annual basis. The report includes statistics for the previous three years reported crimes that occurred on the PITC campus and on public property immediately adjacent to and/or accessible from the location.

ACADEMIC PROGRAM OFFERING

Practical Nurse – Associate of Specialized Technology Degree

67.5 Credit Hour/ 1500 Clock Hours - Residential

All courses including classroom and clinical are delivered in person in the English language

Day Class Monday- Friday from 8:30 am to 2:00 pm Lab/Clinical hours can meet any two-three days Monday- Friday from 7:00 am to 5:00 pm

Evening Class Monday- Thursday 6:00 pm to 10:00 pm. Lab/Clinical hours meet Saturdays from 7:00 am to 5:00 pm and scheduled Sundays from 7:00 am to 5:00 pm

Lab/Clinical hours will depend on the availability of the slots at the participating hospitals and long-term care facilities, and could be morning, afternoon, evening hours, or on the weekends.

➢PITC Institute Faculty Taught Clinical Instruction Lab/Clinical Courses are assigned 1 semester credit per 30 clock hours of direct supervised instructional time at an approved clinical site, with PITC faculty providing on-site supervision, instruction and evaluation in alignment with 34 CFR 668.8(I)(1).

PROGRAM OBJECTIVE

The successful completion of the Practical Nurse – Associate of Specialized Technology Degree students will be able to:

- Accept the client as a member of society with individual needs that develop from interaction with the community and the environment.
- Utilize the steps of the nursing process in the delivery of individualized nursing care for clients in a variety of health care settings.
- Assist with nursing interventions that provide for client participation in health promotion, maintenance, and restoration.
- Identify community resources available to assist with nursing interventions for clients.
- Utilize appropriate communication techniques to facilitate therapeutic interpersonal relationships.
- Practice nursing within the ethical/legal guidelines established for practical nursing.
- Identify learning as a life-long process.
- Evaluate the need for ongoing personal and professional growth.
- Utilize critical thinking as the problem-solving method for delivery of nursing care.

PROGRAM DESCRIPTION

The curriculum is divided into four terms of occupational general education and nursing courses. However, the sequence and the schedule of the courses is subject to change. A semester for the day program is at least 15 weeks, and for the evening program is at least 16 weeks. Students who successfully fulfill all objectives of the program and meet didactic and lab/ clinical course requirements are eligible to submit an application to appear at the National Council Licensing Examination for Practical Nurses to get their PN license.

Course Code	Course Name	PN AST 1500 Clock Hour / 67.5 Credit Hour Program PREREQUISITE(S)	Clock Hour	Credit Hour
TERM 1				
OGN105	BODY STRUCTURE and FUNCTION	None	90	6
OGN102	BASIC NURSING SKILLS	None	152	9
OGN110	PERSONAL HEALTH AND VOCATIONAL RELATIONS	None	30	2
NURS150A	APPLIED NURSING CLINICAL PRACTICE 1A	Corequisite: Basic Nursing Skills	150	5
TERM 2				
OGN115	NUTRITION	None	30	2
NURS205	ADVANCED NURSING SKILLS	Body Structure and Function, Basic Nursing Skills and Clinical 1A	54	2.5
NURS220	PHARMACOLOGY	Body Structure and Function, Basic Nursing Skills and Clinical 1A	40	2.5
NURS150B	APPLIED NURSING CLINICAL PRACTICE 1B	Clinical 1A	50	1.5
NURS250A	APPLIED NURSING CLINICAL PRACTICE 2A	Clinical 1B	210	7
TERM 3				
NURS206	MATERNAL and CHILD HEALTH	Body Structure and Function, Basic Nursing Skills and Clinical 2A	40	2.5
NURS200	PEDIATRICS	Body Structure and Function, Basic Nursing Skills and Clinical 2A	40	2.5
NURS251	MEDICAL SURGICAL NURSING 1	Body Structure and Function, Personal Health And Vocational Relations Advanced Nursing Skills, Pharmacology, Nutrition, Maternal and Child Health, Pediatrics and Clinical 2A	81	5
NURS250B	APPLIED NURSING CLINICAL PRACTICE 2B	Clinical 2A	121	4
NURS255A	APPLIED NURSING CLINICAL PRACTICE 3A	Clinical 2B	100	3
TERM 4				
NURS211	GERONTOLOGY		20	1
NURS252	MEDICAL SURGICAL NURSING 2	Medical Surgical Nursing 1 and Clinical 3A	82	5
NURS255B	APPLIED NURSING CLINICAL PRACTICE 3B	Clinical 3A	210	7
			1500	67.5

COURSE DESCRIPTIONS

OGN102
Basic Nursing Skills
Clock Hours - 152
Credit Hours - 9.0
Prerequisite: None

This 152-hour course provides the beginning nursing student with a foundational knowledge base in the principles of nursing and the development of essential skills necessary to deliver client-centered care to adults with basic nursing needs. The nursing process is introduced as the framework for planning, implementing, and evaluating individualized care that promotes and maintains health. Emphasis is placed on holistic assessment, incorporating the physical, emotional, spiritual, sociocultural, and economic needs of the client to guide appropriate nursing interventions. Students begin to evaluate therapeutic responses and outcomes of care.

Basic nursing skills are introduced and practiced, progressing from simple to more complex procedures as student competency increases. These skills are applicable across a variety of healthcare settings. Concepts from anatomy and physiology, pharmacology, medical terminology, microbiology, nutrition, communication, community health, emergency care, and legal responsibilities are integrated throughout the course. The course includes supervised lab experiences that provide students the opportunity to apply classroom theory in the care of adult medical-surgical clients in an acute care setting.

OGN105
Body Structure and
Function Clock Hours -
90 Credit Hours - 6.0
Prerequisite: None

This 90-hour course introduces the beginning practical nursing student to the fundamental structure (anatomy) and function (physiology) of the human body. Foundational principles of chemistry, microbiology, and physics are integrated to support understanding of normal body processes.

The course examines the organization of the human body from the cellular level to the fully integrated functioning organism, emphasizing the interrelationship of body systems in the maintenance of health and life.

This course provides the theoretical foundation necessary for students to assimilate content presented in subsequent nursing courses and to support clinical application in identifying and meeting clients' basic needs.

The nursing process is introduced as a framework for developing assessment skills, recognizing deviations from normal, and supporting the delivery of safe and effective nursing care for individuals experiencing illness or disease.

OGN110
Personal Health and Vocational Relations Clock Hours - 30
Credit Hours - 2.0
Prerequisite: None

This 30-hour course provides the practical nursing student with a foundational knowledge base to support the personal and professional transition into the role of a practical nurse. Emphasis is placed on developing effective study skills, time management, stress management techniques, and communication skills to promote balance between personal and professional responsibilities and support overall physical and mental well-being.

The course emphasizes the importance of self-awareness and recognition of personal health needs by nurses in order to effectively assist clients in meeting their healthcare needs. The nursing process is introduced as a framework for identifying and determining basic client needs. Maslow's Hierarchy of Needs and Erikson's Psychosocial Development Theory are incorporated to support the identification of physical, emotional, cultural, and spiritual needs.

The course also emphasizes the uniqueness of each client and the importance of respecting individuality while valuing diversity in care. Historical and contemporary trends in nursing are reviewed, including their influence on current practice standards and the development of professional nursing roles.

Current issues relevant to practical nursing are explored, including legal and ethical responsibilities, the structure and complexity of healthcare systems, the healthcare team, and the role of the practical nurse within that team. Nursing organizations, licensure requirements, and the functions of the State Board of Nursing are also addressed. Career opportunities, employment preparation, and continuing education pathways are included to support the student's transition from learner to graduate and entry-level practitioner.

OGN115
Nutrition, Diet Therapy and The Family Clock Hours - 30
Credit Hours - 2.0
Prerequisite: None

This 30-hour course provides a foundational overview of nutrients and their functions, establishing a knowledge base in the principles of normal nutrition and their role in maintaining health. Emphasis is placed on the application of nutritional principles to patient-centered care, with the nursing process serving as a framework for nutrition education and intervention.

The role and responsibilities of the practical nurse in providing nutrition education are defined and reinforced throughout the course. Content includes the relationship between nutrition and the community environment, with attention to social, cultural, and economic influences on dietary practices.

Students examine nutritional needs across the lifespan, including food selection to meet the requirements of various developmental stages, cultures, and lifestyles. The nursing process is applied to support the planning and implementation of nutritional care.

Relevant public health nutrition concerns are also addressed, including therapeutic diets and their clinical purposes. This content supports the student in connecting nutrient principles to dietary goals and in assisting clients in improving and maintaining optimal nutritional status.

NURS150
Applied Clinical Practice
I Clock Hours - 200
Credit Hours - 6.5
Corequisite(s): *[Basic Nursing Skills]*

In this 200-hour clinical course, students correlate classroom theory with selected learning experiences in an acute care setting at Level I. Emphasis is placed on the development of foundational clinical skills and the application of beginning nursing concepts in patient care.

Upon completion of the course, the student will be able to:

- Describe the relationship of the steps of the nursing process to the provision of client care
- Utilize beginning critical thinking skills to provide safe care to clients with simple nursing needs
- Perform basic nursing skills safely and accurately in accordance with established standards
- Describe the legal role of the practical nurse as a member of the healthcare team
- Discuss the ethical responsibilities associated with practical nursing practice
- Utilize therapeutic communication techniques to facilitate effective interpersonal relationships
- Apply knowledge of anatomy and physiology in the implementation of nursing care
- Document significant client information accurately with appropriate guidance
- Apply basic principles of microbiology in the delivery of safe nursing care
- Demonstrate proper use of aseptic technique
- Describe the relationship between nutrition and health maintenance
- Perform basic pharmacological dosage calculations accurately
- Utilize medical terminology appropriately in clinical documentation and communication

NURS200
Pediatrics
Clock Hours - 40
Credit Hours - 2.5
Prerequisite: [Body Structure and Function, Basic Nursing Skills and Clinical 2A]

This 40-hour course is designed to introduce the student to the role of the practical nurse in the care of pediatric clients. Building on knowledge and skills acquired in previous courses, the nursing process is applied to identify and address the basic needs of children from infancy through adolescence.

Principles of growth and development and Maslow's Hierarchy of Needs are incorporated to support the delivery of age-appropriate and developmentally appropriate nursing care. Emphasis is placed on the pediatric client as an integral member of the family unit and the community.

The course explores the impact of illness and hospitalization on children and their families, emphasizing the importance of family involvement in the planning and implementation of care, the provision of emotional support, and the delivery of individualized nursing care to enhance patient outcomes.

Attention is given to community agencies and resources available to support the needs of pediatric clients and their families. The course includes supervised clinical and observational experiences in acute care pediatric settings, as well as child daycare centers and pediatric physician offices, to support application of classroom theory to practice.

Related concepts integrated throughout the course include pathophysiology, nursing skills, therapeutic nutrition, pharmacology, microbiology, and therapeutic communication.

NURS205
ADVANCED NURSING SKILLS
Clock Hours - 54
Credit Hours - 2.5
Prerequisite: [Body Structure and Function, Basic Nursing Skills and Clinical 1A]

This 54-hour course builds upon the foundational theoretical framework established in Basic Nursing Skills and is designed to develop student competency in the application of nursing principles and advanced skills necessary for the delivery of client-centered care to adult clients with more complex needs.

The nursing process continues to serve as the framework for guiding the development of individualized nursing interventions that support the promotion, maintenance, and restoration of health. Theoretical instruction in medication administration and intravenous therapy is provided prior to the performance of these advanced skills in the clinical setting to ensure safe and competent practice.

This course provides supervised learning experiences that allow students to apply classroom theory in acute care settings for adult medical-surgical clients, as well as in long-term care settings for older adult clients.

NURS206
Maternal and Child
Health Clock Hours - 40
Credit Hours - 2.5
Prerequisite: [Body Structure and Function, Basic Nursing Skills and Clinical 2A]

This 40-hour course is designed to prepare the student to assist maternity clients and their families in meeting healthcare needs during pregnancy, labor and birth, the postpartum period, and newborn care.

Building on knowledge and skills acquired in previous courses, the nursing process continues to guide the identification and prioritization of client needs across all phases of maternity nursing. The course emphasizes the physiological and psychological changes associated with pregnancy, labor, birth, and the postpartum period, as well as normal fetal development and newborn care, providing a foundation for comprehensive maternal-newborn assessment and nursing care.

Maslow's Hierarchy of Needs is incorporated to assist students in prioritizing care, along with contemporary issues in maternal-newborn nursing that may influence health teaching and nursing interventions. These include adolescent pregnancy, single-parent families, infertility, family planning, unemployment, and other social, cultural, and economic factors affecting maternal and newborn health.

This course provides supervised clinical and observational learning experiences in acute maternity healthcare settings, as well as selected community agencies and obstetric provider offices, allowing students to apply classroom theory to practice.

Related concepts integrated throughout the course include anatomy and physiology, pathophysiology, nursing skills, maternal and infant nutrition, pharmacology, therapeutic communication, and community health nursing.

NURS211
Gerontology Clock Hours - 20
Credit Hours - 1
Prerequisite: None

This 20-hour course explores the physiological, psychological, and social changes associated with the normal aging process and introduces foundational concepts in gerontological nursing. Emphasis is placed on the unique needs of the older adult client, with focus on developing a positive attitude toward aging and supporting health maintenance and quality of life.

Building on knowledge from previous courses, the nursing process continues to serve as the framework for identifying and addressing the needs of individuals with actual or potential biopsychosocial health concerns. The course emphasizes the role of the practical nurse in promoting, maintaining, and restoring health in the older adult population.

Related concepts integrated throughout the course include anatomy and physiology, pathophysiology, pharmacology, therapeutic nutrition, psychosocial theories, microbiology, leadership principles, and community health nursing.

This course includes supervised clinical learning experiences in medical-surgical and long-term care settings involving older adult clients requiring nursing care. Additional emphasis is placed on documentation and assessment in long-term care, career preparation and planning, and basic managerial concepts relevant to gerontological nursing practice.

NURS220
Pharmacology
Clock Hours - 40
Credit Hours - 2.5
Prerequisite: [Body Structure and Function, Basic Nursing Skills and Clinical 1A]

This 40-hour course is designed to define the role and responsibilities of the practical nurse in the safe administration of medications. The nursing process is used as a framework to present content in a structured, problem-solving format that supports clinical decision-making.

Students are guided in assessing clients in relation to prescribed medications, including drug actions, the underlying disease process, and prior medication adherence. This assessment informs the development of individualized nursing plans that incorporate safe medication administration practices. The implementation phase emphasizes analysis of nursing actions related to medication therapy, while the evaluation phase focuses on identifying therapeutic responses and planning appropriate client education.

The course includes the study of selected medications, including their actions, side effects, and nursing considerations, with emphasis on correlating medication therapy to specific physiological conditions.

Related concepts integrated throughout the course include anatomy and physiology, nursing skills, therapeutic nutrition, psychosocial theories, microbiology, community health nursing, and therapeutic communication.

Supervised practice is provided in a long-term care setting, where students administer medications to multiple clients in a simulated real-world medication administration experience, typically involving 15– 30 clients at a time.

NURS250
Applied Nursing - Clinical Practice II
Clock Hours - 331
Credit Hours - 11
Prerequisite: ***[Applied Clinical Practice I]***

In this 331-hour clinical course, students correlate classroom theory with supervised learning experiences in an acute care setting at Level I. Emphasis is placed on the development of foundational clinical competencies and the safe delivery of basic nursing care under supervision.

Upon completion of the course, the student will be able to:

- Describe the relationship of the steps of the nursing process to the provision of client care
- Utilize beginning critical thinking skills to provide safe care to clients with simple nursing needs
- Perform basic nursing skills safely and accurately in accordance with established standards
- Describe the legal role of the practical nurse as a member of the healthcare team
- Discuss the ethical responsibilities of practical nursing practice
- Utilize therapeutic communication skills to support effective interpersonal relationships
- Apply knowledge of anatomy and physiology in the implementation of nursing care
- Document significant client information accurately with appropriate guidance
- Apply principles of microbiology in the delivery of safe nursing care
- Demonstrate correct use of aseptic technique
- Describe the relationship between nutrition and health maintenance
- Perform basic pharmacological dosage calculations accurately
- Utilize medical terminology appropriately in clinical documentation and communication

NURS251
Medical Surgical Nursing I
Clock Hours - 81
Credit Hours - 5
Prerequisite: ***[Body Structure and Function, Advanced Nursing Skills, Pharmacology, Nutrition, Maternal and Child Health, Pediatrics and Clinical 2A]***

This 81-hour course is a study of the physiological and psychological effects of disease and disorders upon the human body during various stages of the adult life cycle and the specific nursing care relative to each. Building on the framework of knowledge established in previous courses, the Nursing Process continues to be used as the conceptual basis for identifying and determining the basic needs of individuals with known or suspected physiological and/or psychological problems.

Emphasis is also given to the Practical Nurse's role in assisting the client in the promotion, maintenance, or restoration of health. Related aspects of pathophysiology, pharmacology, therapeutic nutrition, psychosocial

theories and mental health concepts, microbiology, and community nursing are integrated throughout the courses.

This course is designed for the student to correlate classroom teaching with selected learning experiences in an acute Medical/Surgical setting for the critically ill client or the chronically ill older adult client whose conditions warrant acute nursing care as well as selected observational learning experiences in various community agencies.

NURS252
Medical Surgical Nursing II
Clock Hours - 82
Credit Hours - 5
Prerequisite:*[Medical Surgical Nursing 1 and Clinical 3A]*

This 82-hour course is a continuation of Medical Surgical Nursing I. It focuses on the study of the physiological and psychological effects of disease and disorders on the human body across various stages of the adult life cycle, along with the corresponding nursing care for each condition. Building on the framework of knowledge established in previous courses, the Nursing Process continues to serve as the conceptual basis for identifying and addressing the needs of individuals with known or suspected physiological and/or psychological problems. Emphasis is also placed on the Practical Nurse's role in assisting clients in the promotion, maintenance, and restoration of health.

Related aspects of pathophysiology, pharmacology, therapeutic nutrition, psychosocial theories, mental health concepts, microbiology, and community nursing are integrated throughout the course. This course is designed to enable students to correlate classroom instruction with selected clinical learning experiences in an acute medical-surgical setting, including care of the critically ill client and the chronically ill older adult requiring acute nursing care, as well as selected observational experiences in various community agencies.

The details of the Medical Surgical nursing II grading is provided in the syllabus. Also please see the "Medical Surgical II Retake Policy" in this Catalog for more details .

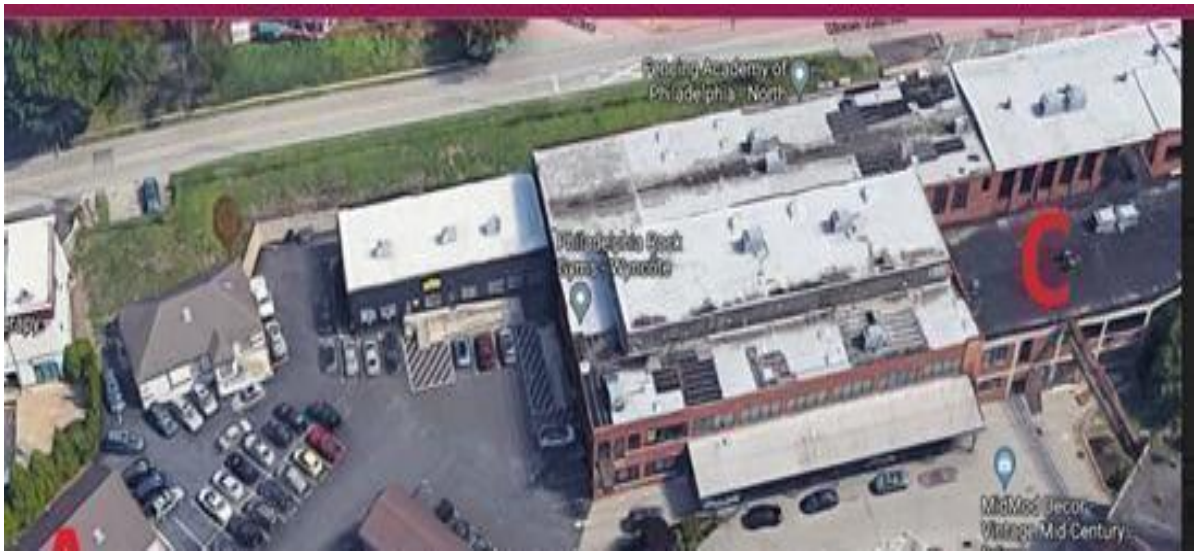
NURS255
Applied Nursing - Clinical Practice III
Clock Hours - 310
Credit Hours - 10
Prerequisite: [Applied Nursing – Clinical Practice II]

In this 310-hour clinical course, students integrate classroom theory with supervised clinical experiences in acute care settings, long-term care facilities, and community agencies. All instruction is provided by and clinical experiences are supervised by a PITC staff member. Upon successful completion of the course, the student will be able to:

- Apply the nursing process to plan, implement, and evaluate care for clients with moderately complex needs
- Demonstrate critical thinking and clinical judgment in the delivery of safe and effective nursing care
- Perform advanced nursing skills in accordance with established standards of practice

- Provide age-appropriate care to clients across the lifespan
- Assess and address the specialized physical, psychosocial, and developmental needs of clients
- Adhere to ethical and legal standards in all aspects of nursing practice
- Document client care accurately, completely, and in a timely manner
- Implement nursing interventions across the health–illness continuum in diverse healthcare settings
- Communicate effectively and therapeutically with clients, families, and members of the interdisciplinary healthcare team
- Administer medications safely and accurately in accordance with established protocols
- Apply the nursing process to support and manage clients' nutritional needs
- Identify and coordinate appropriate community resources to support continuity of care
- Demonstrate accountability for personal and professional development consistent with the role of the practical nurse

827 GLENSIDE, WYNCOTE, PA LOCATION



PITC INSTITUTE LICENSE

Commonwealth of Pennsylvania
Department of Education

NUMBER 6778

REPORTING CODE 4-23-46-898-9-0000

Void after
Aug 01, 2027

STATE BOARD OF PRIVATE LICENSED SCHOOLS

THIS IS TO CERTIFY THAT

PITC Institute
827 Glenside Avenue
Wyncote PA 19095

has been granted a license to operate or conduct a PRIVATE LICENSED SCHOOL in the Commonwealth of Pennsylvania in accordance with the provisions of the act approved DECEMBER 15, 1986 (ACT 174).

IN WITNESS WHEREOF: The Department of Education has caused this license to be issued and its seal to be affixed this 29 TH day of July 2025

pennsylvania
DEPARTMENT OF EDUCATION

Acting Secretary of Education

PDE-147 (10-2014)

THIS CERTIFICATE MUST BE PROMINENTLY DISPLAYED IN THE SCHOOL