



**PITC INSTITUTE - WYNCOTE, PA**

**SCHOOL CATALOG**

**1500 Clock Hour  
Practical Nurse  
Associate in Specialized Technology Program**

**PITC Institute  
827 Glenside Avenue  
Wyncote, PA 19095  
<https://pitc.edu/>**

**August 20, 2024**

# PITC Institute Catalog 2024

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## 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,

A handwritten signature in black ink that reads "Shahid Ahmed". The signature is written in a cursive style with a large initial 'S'.

Dr. Shahid Ahmed

President

## HISTORY OF PITC INSTITUTE

Princeton Resource Associate, 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 in practical nursing.

### 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.

## **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, Operations Manager. He can be reached by telephone at (267) 741-4296 or [myazujian@pitc.edu](mailto:myazujian@pitc.edu). Click the following : <https://pitc.edu/wp-content/uploads/2024/02/Title-IX-Policy.pdf> to access this important information.

## **COVID-19 POLICY**

PITC Institute requires all students, faculty, staff, and visitors to be vaccinated for COVID-19 due to the threat that COVID-19 poses to individuals studying, working, or visiting the campus. Students who are assigned to clinical education sites must also 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](mailto: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 POLICY**

PITC Institute complies with the terms and conditions of the Americans with Disabilities

Act. The Americans with Disabilities Act (ADA) of 1990, as amended, protects individuals with disabilities from discrimination. PITC Institute complies with this law by providing access to programs, services and employment. PITC Institute provides reasonable accommodation for the known physical and mental impairments of otherwise qualified individuals unless doing so would impose an undue hardship.

The ADA does not require that PITC Institute take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

New and returning students must declare the need for reasonable accommodation at the time of enrollment. Current students must apply for reasonable accommodations as soon as possible after the physical or mental impairment is known. The written application should describe in detail the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and the actual need for the accommodation or auxiliary aid. The Title IX Coordinator will inform the student as to the outcome of the request. A student may appeal the decision regarding the accommodation request to the President of PITC Institute.

### **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:

1. 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.
2. 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.
3. 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.

4. 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.

## **ABOUT PITC INSTITUTE**

### **ACCREDITATION, LICENSURE AND APPROVALS**

PITC Institute is accredited by the Accrediting Bureau of Health Education Schools (ABHES) to February 28, 2025.

- Accrediting Bureau of Health Education Schools (ABHES) - 616 Executive Boulevard, Suite 730, Bethesda, MD 20852 <https://www.abhes.org/>

PITC Institute is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools, to August 1, 2025.

- Pennsylvania Department of Education, State Board of Private Licensed Schools - 607 South Drive, Floor 3E, Harrisburg, PA 17120 <https://www.education.pa.gov/>

The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and The Practical Nursing program has been placed on full approval status by the Pennsylvania State Board of Nursing

- Commonwealth of Pennsylvania - State Board of Nursing - 2525 North 7th Street, Harrisburg, PA 17110 <https://www.pa.gov/en/agencies/dos/department-and-offices/bpoa/boards-commissions/nursing.html>

## **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 Ratios

Didactic Courses: 60:1, 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), or proof of successful completion of a minimum of 30 college credits
- Must be 18 years of age or older
- Interview with an Admissions Representative
- Meet any special requirements for the program of study
- Achieve or surpass a specific score on the Wonderlic Scholastic Exam (SLE) entrance assessment(s)
- Make payment of 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

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.

Former students seeking readmission must clear all cash balances 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 county.

### **Wonderlic Scholastic Level Examination (WSLE)**

Applicants must achieve or surpass these program-specific **thresholds**. Practical Nursing applicants must also meet or exceed the Wonderlic Scholastic Level Examination Verbal Score of 285 and Quantitative score of 281

<b>Verbal</b>	<b>Quant</b>	<b>Procedure</b>
≥ 285	≥ 281	The prospective student is directly sent to the Administrative Dept to enroll.
248 -- 284	254 -- 280	The prospective student will be transferred to our internal Evaluation Procedure.
<248	< 254	The students can take our prep classes to improvise on their skills for the retest.

### **PRACTICAL NURSING PROGRAM ADMISSIONS REQUIREMENTS**

In addition to the primary admissions requirements found in the Catalog, healthcare facilities also require that PITC Institute ensure that all nursing students fulfill additional requirements to help protect the health and welfare of patients, staff, and students. Students must complete all of these requirements prior to the completion of Term 1.

Students are required to provide documented proof of the following:

- PPD: 2 – step skin test completed within 1 year.
- MMR (Measles, Mumps, and Rubella) vaccine completed every 10 years.
- DTaP (Diphtheria, Tetanus, and Pertussis) vaccine is completed every 10 years.
- Varicella (Chicken Pox) vaccine completed every 10 years.
- Hepatitis B (3 injections over a 6-month duration) is completed every 10 years.
- Flu vaccine completed yearly.
- Covid-19 vaccines (see policy on Covid-19)
- Physical examination completed yearly.
- Urine Drug Test (10-20 Panels) completed upon admission to the program with a negative result.
- Child Abuse Clearance completed within 1 year with no history of abuse.
- Active BLS (Basic Life Support) from American Heart Association)

- certification within the last two years.
- Criminal background check

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.

The Practical Nursing Department staff will assist students register with Castle Branch. After students are registered, they will receive instructions and periodic updates and reminders from Castle Branch. Students are strongly encouraged to complete all the requirements and submit documentation as soon as possible to avoid missing the deadline. If documentation is not received on time, which is by the end of TERM ONE, the student may be terminated from the program and re-admitted once all the documentation has been received.

All listed documentation must be submitted to be assigned to a clinical site rotation. The only exception is Hepatitis B, for which the student must have two of the three required injections to go for clinical rotation. In such a situation, it is the student’s responsibility to ensure that the third injection is completed, and the document submitted appropriately. The third Hepatitis B injection must be completed within six months of the first injection.

PITC Practical Nursing Program requires that all students rotate through most of all clinical agencies, acute care hospitals, and skilled nursing facilities. Students must be available throughout the duration of the program to attend any classes, or attend any assigned clinical facilities, even when it conflicts with any other personal or job obligations. The schedule of the theory or the clinical program may change with one week’s notice. Please note that any schedule change of clinical times applies to both the day and the evening classes. Thus, an evening student who generally goes to clinical over the weekends, may be required to attend clinical during the daytime, based on the unavailability of sufficient clinical spaces over the weekend. Further, students are discouraged from working full-time for the Day program. Even for the Evening program, the students are discouraged from assuming excessive job obligations that interfere with schoolwork.

## **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. The Admissions Director must receive the signed letter thirty (30) days prior to the start of classes.

## **RE-ADMISSION POLICY**

Students who apply to return after one year from the last date of attendance are required to repeat the entire program of study. Courses taken before student withdrawal will not be given credit. The Program Director will review the request and determine if the student is eligible for readmission. The determination is made based on the nature of the withdrawal, including the student’s attendance record, professionalism, and adherence to the Student

## Conduct Policy.

Readmission also depends on the availability of the courses and the number of available seats within the course in order not to violate the 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. Students are allowed to enroll twice in the Practical Nurse Program. A student who has been withdrawn or canceled from the program two times for any reason is also considered to have enrolled in the program twice and will not be allowed a third-time enrollment. Failing any course that requires the students to drop from the program after the student has re-enrolled will result in immediate termination from the Practical Nurse Program.

After one calendar year from the last date of attendance, students may be readmitted but will have to retake the entire program of study. A new academic plan will be developed based on the student's previous academic progress. Further, the entrance test (Wonderlic test) results expire twelve (12) months from the date of taking the last test, after which the student has to retest.

## **SWITCHING FROM DAY CLASSES TO EVENING CLASS OR VICE-VERSA**

PITC's Practical Nursing program permits students to switch from the day program to the evening program or evening to day, only when a student has completed the current term. Switching from day to an evening or evening to day will only occur at the beginning of the next term. Switching from the day program to the evening program and vice versa is permitted only once.

Students who seek to switch programs must email the request to Student Services at least two weeks prior to the end of the term. Students must be aware that the switch can delay the original expected graduation day based on the new course schedule. Students must also meet with financial aid to discuss any changes on the financial aid or Student account based on the new course schedule.

## **TRANSFER CREDIT POLICY**

PITC Institute will not consider transfer credits for any nursing courses earned at another post-secondary institution.

PITC Institute does not guarantee the transferability of credits to another post-secondary institution. Transferability is determined by the receiving institution based upon their credit transfer policy.

PITC does not accept advanced placement and credit for experiential learning.

## **EDUCATION TECHNICAL REQUIREMENTS**

PITC Institute provides students with a ChromeBook within the first few weeks of enrollment.



The lap top computers include the specific hardware and software that is required for all nursing courses.

## **POLICY REGARDING PHYSICAL LOCATION**

PITC Institute determines the physical location of the student at the time of enrollment by the student's government issued identification card. When a student's physical location changes, a new government issued identification card should be presented to the school's business office.

## **PENNSYLVANIA STATE BOARD OF NURSING REGULATIONS**

### **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.

### **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:

1. Evidence of high school diploma or GED
2. Submission of all documents requested by PITC Institute
3. Maintaining the minimum grade point average threshold in accordance the Satisfactory Academic Progress policy
4. Submission of specific aid requirements such as income verification, income taxes paid, household size, to name a few
5. Meeting with Financial Aid Advisor
6. 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.

### **PHEAA PA State Grant program**

The PA State Grant Program is a financial aid program that assists eligible Pennsylvanians afford the costs of higher education at the undergraduate level. Students can complete the application process at: <https://www.pheaa.org/grants/state-grant-program/>

### **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 pay all tuition and fees by the end of the program of study. Students who have any balance due will not be permitted to receive a diploma or official or unofficial transcripts.

### **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 keep up with payment plans since PITC reserves the right to dismiss students due to non-tuition payment after 60 days in order to avoid any future financial

burden to the student.

## **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](mailto:fsaombudsmanoffice@ed.gov) Via on-line assistance: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)  
Via telephone: 877.557.2575 (toll free) or 202.275.0549 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 also successfully complete all of the courses in the prior payment period and must have completed 100% of the clock hours required for the payment period for which aid was received.

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**

The termination date for refund computation purpose is the last date of recorded attendance as determined by PITC.

Students withdrawing from a course or program of study must notify the Registrar. If a student voluntarily withdraws from a program or is terminated for any of the reasons described in the catalog prior to completion of the course the student is required to meet with Student Services and Financial Aid departments to complete withdrawal/termination paperwork. When this requirement is completed, PITC Institute will refund to the depositor the amount of any unearned advance payments made on behalf of the student on the following basis:

1. **Refund in the event of rejection:** An applicant rejected by PITC is entitled to a refund of all monies paid.
2. **Five-Day Cancellation:** All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing the Enrollment Agreement.
3. **More than Five Days:** A student requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to attending classes, is entitled to a refund of all monies paid minus a registration fee of \$100.

For a student that enrolls and withdraws or is terminated from their program, prior to the completion of their program, the minimum refunds apply:

- (a) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition for the term.
- (b) For a student withdrawing from or discontinuing the program after the first 7 calendar days of the term, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term.
- (c) For a student withdrawing from or discontinuing the program after 25%, but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition for the term.
- (d) For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.
- (e) For refund calculations there are two terms per academic year and full-time is anyone taking 12 semester credit hours or more per term.
- (f) Students are required to return all the items, in case of a cancel or drop from the school, if they have not paid for the item. For example, a student who has received the books and the books has not been paid for, then they have to return the books in good condition; if not, they need to pay for the books before they can be cleared from PITC Institute for any privilege or action they are entitled to.

In addition, students receiving Title IV federal funds are subject to the Return of Title IV Funds policy.

## **RETURN OF TITLE IV FUNDS POLICY**

A Title IV student recipient who completely withdraws from a payment period will have earned

a portion of his or her Title IV funds based on the number of days enrolled in the payment period divided by the total calendar days in the payment period. PITC Institute or the student must return to the U.S. Department of Education the unearned portion of Title IV funds. This may decrease the amount of Title IV funds paid for the student's direct charges and therefore may increase his or her personal debt to the institution.

The withdrawal date is used to determine the point in time that the student is considered to have withdrawn so that the percentage of the payment period or period of enrollment completed can be determined. If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%.

If the student receives more federal student aid than the amount earned, the school, the student, or both must return the unearned funds in the following order: Unsubsidized Direct loans (other than PLUS loans), Subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, and other fund provisions, and then any excess funds will be returned to the student. The amount of federal student aid to be returned is determined by subtracting the amount earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student. As per the Institutional/State Refund Policy, PITC shall refund unearned tuition and fees as set forth in the state regulations.

The termination date for refund computation purposes is the last date of recorded attendance. Refunds will be made within 45 calendar days of the date the student fails to begin the program, withdraws from the program or fails to return from a form of absence.

After the institution determines eligibility for post-withdrawal disbursement (PWD), the student and/or parent are notified within 45 days of the date that the school decides the student withdrew. The student and/or parent are required to reply to the institution within 14 days about disbursement eligibility. If the institution does not receive a response from the student and/or parent within the time frame, the loan funds will not be disbursed and eligible funds from a PWD will automatically disburse to the student's account. If a student has an unpaid balance and is eligible for a PWD, the funds equal to the student's outstanding balance will be credited to the student's account as soon as possible, but not later than 45 calendar days after the date of determination of withdrawal eligibility. If a grant or loan from PWD results in a credit balance, the funds will be refunded to the student within 45 calendar days.

## **SATISFACTORY ACADEMIC PROGRESS**

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) DEFINITIONS**

#### **GRADING PERIOD**

A "Grading Period" is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course. Students will be notified of their grades after the end of each grading period.

## **GRADE POINT AVERAGE**

At the end of each grading period, the student will receive a grade report advising them of the grade point average (GPA) earned for that grading period. Upon completion of two or more grading periods, the grade report will also provide a Cumulative Grade Point Average (CGPA). The CGPA is calculated using the grade for all courses attempted. The calculation of the CGPA would include the grade from any course the student has attempted in the current program. However, if a student repeats a course, without regard to the previous grade, the new grade will be used and all prior grades for that course will be ignored in calculating the CGPA.

The qualitative component of SAP consists of achieving a minimum Cumulative Grade Point Average ("CGPA") at the end of the grading period wherein each Evaluation Point (measured in credit or clock hours completed) is initially met or exceeded.

## **MAXIMUM TIME FRAME**

Additionally, to maintain satisfactory academic progress, a student must complete the program within a designated time period, which may not exceed a maximum of one and a half (1.5) times the published program length in weeks and clock hours for a clock hour program or the number of credits (as applicable) of the program. This is referred to as "maximum time frame".

Failure to maintain the standards as indicated will result in dismissal. All attempted courses must be included in the calculation of maximum time frame at the program assessment points regardless of grade earned. This is known as the Cumulative Maximum Time Frame (CMTF).

To determine the maximum time frame for a credit hour program, take the total number of weeks necessary to graduate and multiply by 1.5. For example, the maximum time frame for a 90-week program would be 135 weeks ( $90 \times 1.5 = 135$ ).

For a student to demonstrate satisfactory progress for CMTF, the student must demonstrate a successful rate of progress in meeting attempted clock-hours or credits as prescribed at each evaluation point. This is calculated by Earned Credit/Attempted Credit for Practical Nurse AST program and attempted clock hours / attended clock hours for the practical nurse diploma program for each evaluation point. If not, the student will be placed on probation until the next evaluation point. If the student has not achieved the minimum required percentage of successfully completed hours at the next Evaluation Point the student must be dismissed.

The Practical Nurse AST students must maintain a minimum of a 2.0 CGPA and have received a Satisfactory (S) grade for all completed clinical/externship courses. Diploma Programs must have successfully completed 80% of the attempted clock hours at the completion of each Evaluation Period. Please refer to the PN Student Handbook for further details.

Students that fail a course will be given an opportunity to retake the failed course. After two failed courses the student will be considered not meeting SAP and will be dismissed from

school (see Repeat Course Policy for the Practical Nurse program in the PN Student Handbook). A student that has been dismissed for failure to meet SAP can file an appeal for the mitigating circumstances (Please refer to the SAP Appeal Process).

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Federal Higher Education Act requires that post-secondary schools monitor the academic progress of students who receive federal financial aid. The institution is required to certify that each student continues to make satisfactory academic progress toward earning his or her degree or diploma. Students who wish to be considered for federal student aid must continue to maintain satisfactory academic progress.

The definition of Satisfactory Academic Progress (SAP) requires students to earn a minimum cumulative grade point average of 2.0 out of a 4.0 scale. At the end of each term, the student will receive a grade report advising them of the grade point average (GPA) earned for that term.

Satisfactory academic progress (SAP) includes a qualitative and quantitative measure of the student's progress. The qualitative measure must establish a minimum grade point index standard. The quantitative measure must establish a maximum time frame for a student to complete his/her program.

Students are meeting the satisfactory academic progress standards if the following two requirements are met:

1. Qualitative Measure – upon completion of a term, a Cumulative Grade Point Average (CGPA) is calculated. The computation of the CGPA includes the grade from any course the student has attempted in the current program of study. If a student repeats a course, the new grade is used and all prior grades for that course will be disregarded in calculating the CGPA. All students must maintain a minimum of a 2.0 CGPA out of a 4.0 scale and only include courses taken at PITC Institute. The CGPA is defined as receiving a grade of A, B, C, D, and having received a Satisfactory (S) grade for all completed clinical/externship courses.
2. Quantitative Measure - (Maximum Time Frame) a student must complete the program within a designated time period, which may not exceed a maximum of one and a half (1.5) times the published program length. This is referred to as the maximum time frame or CMTF.
3. The institution uses an average of 67% of the program to date to be completed at each evaluation. The student will need to complete the program in 150% of the eligible time frame. PITC Institute does not offer any remedial courses.
4. In terms of repeated courses, only the higher grade is counted for the cumulative Grade Point Average. Repeated courses will add to the total number of attempted hours but will only count once as earned credit hours.
5. PITC Institute excludes withdrawals from SAP courses in which a



student remained past the add/drop period and earned a grade of “W.”

## **FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS (SAP)**

In compliance with federal regulations, PITC Institute is required to monitor students' satisfactory academic progress to ensure students who are receiving Title IV (federal financial aid) funds are successfully progressing through their program of study. Students failing to meet the required SAP minimums at any evaluation point will be placed on Academic Probation. While on Academic Probation, students will remain eligible for Title IV Federal Financial Aid.

The measurement of academic progress is a monitoring process by the SAP Committee. The SAP committee consists of a member of the Student Services Department, Program Directors and/or Coordinators, Operations Manager and Compliance. Once students are placed on Academic Probation, students will receive an academic advisement to assist in improving their academic progress. Students may only remain on Academic Probation for one term. Students who meet all the requirements of SAP at the end of the subsequent term who have been previously placed on academic probation will be considered in good standing. Students who do not achieve the required SAP minimums at the end of the term will be dismissed for not meeting SAP. Students will have the opportunity to file an appeal by following the Appeals Procedure. Students must attempt all the courses offered in any term of the PNAST program, unless the student has already passed the course(s) offered in the term, or a transfer credit is approved for the course(s) by PITC Institute. Failure to attempt the course will earn a failed grade for the course and will count in the cumulative grade point average.

## **SATISFACTORY ACADEMIC PROGRESS PROCEDURES**

1. Once students are placed on Academic Probation, the designee will complete a “Student Counseling Form” for each student.
2. The form will be signed by the student and will be sent electronically to the PN Director. The PN Director will ensure that a copy is placed in each student's file.
3. At the completion of each term following the posting of grades to the official transcript, the SAP Committee will meet and review each active student's academic history and GPA.
4. Students not meeting the minimum academic standard of GPA 2.0 for the first review period will be placed on academic probation. Students that are placed on probation for the first time will be eligible to receive all financial aid. Each student will be notified in writing and required to complete an “Academic Probation Form” and return to school signed.
5. Students who were placed on Academic Probation and who earn a cumulative 2.0 GPA at the end of the following term will have met the academic standards and have their federal and state financial aid reinstated and be considered in good

standing.

6. Students on probation not meeting the minimum academic standards at the end of the following term will be placed on financial aid suspension and will not be eligible to receive any federal or state financial aid. Pending financial aid awards for upcoming terms will be canceled.

## **COURSE FAILURE**

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

## **EVALUATION POINTS**

Checkpoints are established for each program, based on credit or clock hour intervals, at which time the Cumulative Grade Point Average and progress towards Cumulative Maximum Time Frame are assessed. In essence, all students, regardless of their program must be at or above the specified CGPA at specified clock hour completion or credit hour levels. That is, the student must achieve a designated minimum Cumulative Grade Point Average (CGPA) at each checkpoint.

In addition, the student must also have successfully completed a specified percentage of attempted credits or attempted clock hours at these points. If the student does not attain these standards, the student must be placed on Academic Probation and has until the next Evaluation Point to achieve the minimum CGPA and percentage of successfully completed credits or clock hours for that evaluation point. If the student does not meet the specified standards, the student will be withdrawn from the school.

In order to ensure financial aid eligibility for continued funding, the Financial Aid Office reviews student performance against these standards at the end of each payment period. This will vary from student to student according to their program start date and program of study.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS**

1. Students placed on academic probation that do not meet the academic standards for a second term may file a written appeal within 10 calendar days for reinstatement of financial aid by filling out a “Satisfactory Academic Progress Appeal” form. Circumstances of the appeal must have supported documentation to validate information provided in the students’ written explanation document.
2. PITC Institute requires the student to complete a SAP Appeal Form that specifies detailed reasons why SAP could not be achieved. In some instances,

the institution may require documentation supporting the student's appeal. Further, the student must provide an explanation as to what has changed in the student's situation that will enable the student to achieve SAP at the next evaluation.

3. The SAP Committee will review and reach a decision for each appeal. Students will be notified in writing via email to the student's assigned PITS email address of the results. Students will have the option of attending/enrolling in classes when the appeal is pending. However, financial aid will not be released unless the appeal is approved. Students will be responsible for all tuition and fees during any period of enrollment with or without financial aid. All SAP Appeal decisions are final. Students' SAP appeals that are denied will be dismissed from their program of study. Students SAP appeals that are approved will be placed on Financial Aid Probation for one term. During this term, students will receive federal and state financial aid. If students fail to meet SAP progress at the end of their probation term, they will be dismissed from their program and disqualified from federal and state.

4. The institution reviews and determines SAP appeal requests based on extenuating circumstances such as severe injury or illness involving the student, death of an immediate family member, or other circumstances beyond the student's control that prevented them from achieving satisfactory academic progress. Appeals are reviewed on an individual student basis.

5. Additionally, the student may be required to submit an academic plan that indicates how the student intends to complete their academic program within an established time frame.

## **ACADEMIC PROBATION**

Students who do not maintain satisfactory academic progress by either failure to maintain an adequate CGPA or course completion percentage (CMTF) at the designated Evaluation points, or who have been re-admitted under an approved appeal for mitigating circumstances, will be placed on academic probation until the next evaluation point. Additionally, Practical Nurse students that have failed one course or were withdrawn for not meeting SAP and have re-applied and returned to class will be placed on academic probation upon return to class. If the student on academic probation achieves the minimum standards of satisfactory academic progress for the subsequent period, the student will be removed from probation. If the student on probation fails to meet the minimum satisfactory academic progress for the program at the next evaluation point, he/she will be dismissed from the program.

When a student is placed on academic probation, the student will be required to communicate with school designated academic staff prior to returning to or continuing in class. The student will be informed of the academic recovery plan, and terms of their probation. This information

will be documented on the recovery plan and placed into the student's permanent academic record.

## **ACADEMIC POLICIES AND PROCEDURES**

### **REPEAT COURSE POLICY**

- Students must maintain a 2.0 GPA in order to continue in their program.
- Students may be responsible for any costs associated with repeating a course
- All students are required to repeat any course failure and pass the course before registering into NURS251 Medical Surgical Nursing 1.
- **Students that fail any nursing course twice will be dismissed from the program.**

### **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.

**Following are the Testing Guidelines at PITC Institute:**

1. **All Nursing Classes are delivered in person on campus. Attempting to take an exam or quiz remotely for an in person class will be regarded as cheating and subject to program probation and/or immediate dismissal.**

2. **Students must report in FULL UNIFORM (per school policy)** including white shoes and **PITC ID Badge** and/or State ID/driver's license. **Exam Proctors will not admit you into the exam without proper, school issued uniform and ID**
3. Students must bring computers and chargers.
4. Students should know passwords for ATI and Moodle room
5. Students must plan travel time to arrive by the designated sign in time. (Students should arrive 15 minutes prior to the scheduled exam. Arriving more than 5 minutes late, students may not be allowed to take the exam since exams are timed with exact start and finish times) A pen or pencil and Scrap paper will be provided.
6. No Food or Drink is permitted in the test area
7. Please use the restroom prior to the start of the test. (Once the test starts students will not be permitted to leave the room and return)
8. Upon arrival: Students must sign in and show proper identification to Test Proctor.
9. **Cell phones, smart watches, or other electronic devices are not allowed in the testing rooms. If a device is found, you will be excused from testing site and a grade of zero will be recorded**
10. The proctor may assign seats and/or seat position *(in order to view computer screens)*
11. Students arriving after the designated sign in time will not be able to take the test and will need your instructor to request an alternate test date/time
12. No hats, hoodies, headbands allowed in the testing room
13. Once seated Students will need to clear book and notes off desk
14. Students must place all belongings on the floor or as directed by the exam proctor.
15. Students should use the PITC Student internet access and password provided by the Proctor
16. Students should clear browsing history, cache and cookies
17. Students should utilize the Google Chrome browser as testing software works best with Chrome *(There are compatibility issues with Safari which may result in having to retake exams)*
18. Tests will begin once all pre checks are completed and all computer issues are addressed
19. During the exam, do not skip questions *as software does not permit you to go back to a previous page.*
20. Talking among students during testing may result in dismissal from the test.
21. Testing software includes warning alerts to the proctor. *(Students will not be permitted to have other websites open while taking an exam and you may be asked about certain activities by the proctor)*
22. Once students depart from the testing area they will not be allowed to reenter. *Students should depart quietly as others may still be testing* and are asked to use the restroom prior to testing; testing cannot be paused.

## **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.

## **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 Nursing 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.
- **If a student has no attendance recorded for 10 days of any course, they will be dropped from that course.**

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. All make-up work must be completed by the end of the current course. **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 course. No make-up time may be completed after the scheduled last class meeting.

Practical Nurse 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 Nurse 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 course period.

### **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 test or exam per course but may not be allowed to miss the final exam, as based on the sole discretion of the instructor.
- Not taking the final exam or required ATI assessment is an automatic failure of the course
- The makeup test or 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 and evaluation of student performance. An average is taken of all grades in the Evaluation Period and must be at or above the Cumulative Grade Point Average (CGPA) to be considered as making Satisfactory Academic Progress (SAP).

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

<b>Grade</b>	<b>Grade Points</b>	<b>Letter Grade</b>
<b>90-100</b>	<b>4.0</b>	<b>A</b>
<b>80-89</b>	<b>3.0</b>	<b>B</b>
<b>75-79</b>	<b>2.0</b>	<b>C</b>
<b>Below 75</b>	<b>0.0</b>	<b>F</b>
<b>Satisfactory</b>		<b>S</b>
<b>Unsatisfactory</b>		<b>U</b>
<b>Incomplete</b>		<b>I</b>
<b>Withdrawal</b>		<b>W</b>
<b>Repeated Course</b>		<b>R</b>
<b>Transfer Credit</b>		<b>T</b>

## **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.

#### Incomplete Grade of I

This grade is temporarily awarded to students who could not complete the requirements by the end of the course due to illness or hardship. Students are required to get approval from the course instructor. Students must complete the required course work within 5 days after the last class session. Failure to complete course requirements by the due date will result in the course grade reverting to the final grade of “F”.

#### 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 50% of course has been complete. After 50% of class time, the letter grade the student earned will be recorded as the final grade in the gradebook.

#### Repeated Course Grade of R

An “R” grade is earned by a student who repeats a specific course. The “R” grade replaces the failed course grade for the repeated course once the student has successfully completed the replacement course. The “R” grade is not considered in computing the CGPA,

### **CANCELLATION/TERMINATION POLICY**

Students withdrawing from a course or program must notify the On-site Administrator . If a student voluntarily withdraws from their program or is terminated for any of the reasons described in the school catalog prior to completion of the course the student is required to meet with Student Services and Financial Aid departments to complete withdrawal/termination paperwork. Then, PITC Institute will refund to the depositor the amount of any unearned advance payments made on behalf of the student on the following basis:

### **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

### **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.

### **DRESS CODE POLICY**

Professional dress compliments 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 student may take a Leave of Absence (LOA) for medical emergencies or for other reasons. To qualify for a LOA, the students must do so in writing using the LOA form available from the Student Services Department. The length of the LOA must not exceed 180 calendar days in length within any 12-month period for any reason. The number of days in a LOA is counted beginning with the first day of the student's last date of attendance. Each request will be evaluated and approved on an individual basis.

Students must be current on their financial aid obligations to the school and are expected to remain so during the LOA. If a student does not resume attendance at or before the end of a leave of absence, the institution must treat the student as a withdrawal effective that date. The student will be charged as outlined in the refund policy described in the school catalog and Enrollment Agreement. Any leave that exceeds 180 days will result in the student being administratively withdrawn by the Registrar and will be subject to the federal loan repayment schedule. Students are required to complete an exit interview with the Financial Aid department prior to starting their approved LOA and will not accrue any additional charges while on LOA. A student returning from LOA must be evaluated by the Student Services Department before returning and will only be allowed to return to the program at the beginning of a term.

**Others:** 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 an Practical Nurse -Associate in 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 Nurse Program including submission of all the required documents
- Must meet the SAP requirements provided in the catalog

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:

- All financial obligations must be met
- 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**

A Student Services representative advises students in academic strategies and crisis situations as to how to contact providers of childcare, emergency shelter and crisis intervention assistance, or other services whenever appropriate. Students are encouraged to meet with the Student Services representative for advice on academic or personal issues.

### **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.

## **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 On-site administrator. 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.

## **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

<http://pitc.edu/student-services.html>

The fee for the transcript is \$10.00 and transcripts will be forwarded in 7 days from the date the request is received. No emergency services are available for transcript requests. All financial obligations with the school must be met in order for a student to receive an official or unofficial transcript, or any document (including a Diploma) related to student progress. No transcript will be issued if there are no final course grades recorded.

## **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:

1. 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.
2. PITC Institute access account 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

The procedure set below is intended to assist active and former PITC Institute students who have an issue that pertains to PITC Institute and/or its stated policies, procedures, and educational objectives. This student complaint/grievance procedure is different from the appeals process resulting from termination due to not meeting Satisfactory Academic Progress (SAP), as outlined elsewhere in the document. The school would like to assist these individuals in resolving their concerns through a four (4) step process.

- Step 1: Informal meeting – Confer regarding the issues or grievance with the instructor or the school personnel involved, to resolve the issue at this level.
- Step 2: When an individual does not agree with the results of step 1, they should, within three (3) class days, present the issue or grievance in writing to the Program Director or Program Coordinator. The Program Director or Coordinator may require up

to 3 class days to respond, depending on the scope of the matter, before a meeting is scheduled.

- Step 3: When an individual is not able to resolve the issue after Step 2, they should within three (3) class days after the conclusion of Step 2, present the grievance in writing to the School Director who will investigate the matter and determine the course of action, which may include the appointing of a committee that may consist of the Program Director or Coordinator, the instructor and any other staff members.
- Step 4: When an individual does not agree with the results of step 3, they should, within three (3) days after the conclusion of step 3 present a written appeal to the Appeal committee for resolution. The committee will respond within five (5) working days after receipt of the written notice.

All written requests in the steps above must be factual and relate to the individual with the issue or concern. It is also suggested that the individual presenting the matter review the standards, rules and regulations contained in the Catalog or applicable Student Handbook and furnish detailed information in terms of any dates, times, witnesses, etc. that are relevant to the grievance.

A student will not be able to bring any representative in any meeting with any school officials without the written permission of the Director of Education or Director of Student Services and Retention, or any authorized employee; PITC Institute reserves the right to accept or deny the request to bring any representative to the school.

At steps 2, 3, and 4, written materials should be clearly labeled as "GRIEVANCE OR APPEAL" and mailed to: PITC Institute, 827 Glenside Avenue, Wyncote, PA 19096.

If the individual does not feel that the school has adequately addressed a complaint or concern, you can contact the Pennsylvania State Board of Private Licensed Schools. PITC Institute is licensed by the Pennsylvania State Board of Private Licensed Schools. Any questions or concerns that are not satisfactorily resolved by the designated school official may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120. The individual may also contact our accreditation agency: Accrediting Bureau of Health Education Schools, (ABHES) at 616 Executive Boulevard, Suite 730, Bethesda, Maryland 20852.

## **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.

## **CHILDREN AND GUESTS**

Children are not permitted in the facility and visitors are restricted to the reception area unless escorted by a school administrator.

## **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.

## **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.

## **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 Services 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 clinical 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 summary dismissal without the right to appeal.

- 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.

## **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.

## **INCLEMENT WEATHER**

If school is closed or delayed due to inclement weather or an emergency, it will be conveyed via email to students and staff

## **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, PITS 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 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 2024		
January 1, 2024	New Year's Day	Monday
January 15, 2024	Martin Luther King Day	Monday
March 28 - April 3 2024	Spring Break	Thur-Wed
April 9, 2024	Eid	Tuesday
May 27, 2024	Memorial Day	Monday
June 19, 2024	Juneteenth	Wednesday
July 3 - July 9 2024	Summer Break	Thu-Wed
September 2, 2024	Labor Day	Monday
November 28 - 29 2024	Thanksgiving	Thurs - Fri
December 24-Jan 1, 2025	Winter Break	Tue-Wed

## TUITION AND FEES

PITC - Wyncote, PA	
PN AST Program	
Tuition	\$32,500
Application Fee	\$50
Registration Fee	\$100
Supplies	\$2,420
Technology, Lab and other Fees	\$2,837

Total Cost	\$37,907
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## **FACULTY AND STAFF DIRECTORY**

### **ADMINISTRATIVE AND FACULTY LISTING**

#### **Administration**

Dr. Shahid Ahmed, President & CEO  
Eric Maister, Campus Director and On Site Administrator  
Michael Yazujian, Operations Manager  
Latosha Goodman, Financial Aid Director  
Maria Jean-Brian, Financial Aid Advisor  
Mark George, Accounting & Human Resources  
Taylor Graves, Administrative Assistant and Testing  
Sherryce Valentine, Testing  
Paul Starling, Admissions Representative  
Helen Epps, Admissions Representative  
Tajah Moore, IT Specialist  
Stanley Dragon, IT Specialist

#### **PN Program Director**

Felicia Hartman, R.N., B.S., M.S.A. University of St. Francis

#### **PN Education Director**

Martin Dineen, M.S.N., Chamberlain College of Nursing

#### **PN Clinical Coordinator**

Suja Johnson, M.S.N., American Sentinel University

#### **Faculty**

Accamma Iype MSN, Dr.M.G.R.Medical University, India  
Akhree Obeahon, MSN-Ed, Wilmington University  
Aleyamma Eldow, DNP, Grand Canyon University  
Anju Joy, BSN, Government College of Nursing  
Angela Gray, MSN, Drexel University  
Augustine Ewah, MSN, Grand Canyon University  
Bernadette Goodman, BSN, University of Maryland  
Carol Ladden, MSN, University of Pennsylvania  
Diana Romero, BSN Wilmington University  
Dinah Warren, DNP, CRNP, FNP-BC, West Chester University  
Frank Kowalewski, BSN, D'Youville College -- Nursing

Gresheena Wright MSN-ED, Western Governors University  
Janett McClendon BSN, Temple University  
Jitha Mathai, BSN, Hinduja College of Nursing  
John Lee, RN MS , Southern New Hampshire University  
Lori Barton, Ph.D, University of Louisiana  
Lynn Johnson-Gleaton, MPH, Kaplan University  
Marcella Meeks, Ph.D., Capella University  
Marcia Davis BSN, Chamberlain College of Nursing  
Marilyn Melendez MSN-Ed, RN Capella University  
Mary Anne Delancy, BSN, Immaculata University  
Merlyn Varughese, BSN, Wilmington University  
Megan Shockley, BSN, Capella University  
Nickisha Rose, MSN, Chamberlain University  
Nivea Babu, BSN, Canara College of Nursing  
Nona Wright, BSN, Temple University  
Rebecca Wilson Psy.D, California Southern University  
Roslyn Heyward, MSN-Ed, LaSalle University  
Ruth Kerr, BSN, CCRN, Nova Southeastern University  
Shawn McIlvain, MSN-Ed, Gwynedd Mercy University  
Soby Vincent, MSN-Ed, University of Texas  
Sona D'Cruz, BSN, Mahatma Gandhi University - India  
Sonia Jacob, BSN, Grand Canyon University  
Tanya Hawes, MS, Thomas Jefferson University  
Theresa Gerrity, MSN-Ed, South University  
Tierra Matthews, BSN, Gwynedd Mercy University  
Tiketta McIntyre, BSN, LaSalle University  
Tonya Latney, BSN, Temple 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 in Specialized Technology Degree**

1500 Clock Hours Residential

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

Class Schedules: Meeting Days and Times

- **Day Class** Monday- Friday from 8:30 am to 2:00 pm  
\*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.  
\*Clinical hours meet Saturdays from 7:00 am to 5:00 pm and scheduled Sundays from 7:00 am to 5:00 pm

*\*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.*

## **PROGRAM OBJECTIVE**

The successful completion of the Practical Nurse Associate in Specialized Technology program, 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 may change with two weeks' notice. A semester for the full-time program is 15 weeks, and for the evening program is 20 weeks. Students who successfully fulfill all objectives of the program and meet didactic and clinical course requirements are eligible to submit an application to appear at the National Council Licensing Examination for Practical Nurses to get their LPN

license.

## PROGRAM OUTLINE

Term 1	
<b>Course Code</b>	<b>Course Name</b>
OGE105	Body Structure & Function (A&P)
OGE102	Basic Nursing Skills
OGE110	Personal Health and Vocational Relations
OGE115	Nutrition
NURS150A	Applied Nursing Clinical Practice 1A
Term 2	
<b>Course Code</b>	<b>Course Name</b>
NURS200	Pediatrics
NURS206	Maternal and Child Health
NURS205	Advanced Nursing Skills
NURS211	Gerontology
NURS220	Pharmacology
NURS250A	Applied Nursing Clinical Practice 2A
NURS150B	Applied Nursing Clinical Practice 1B
Term 3	
<b>Course Code</b>	<b>Course Name</b>
NURS250B	Applied Nursing Clinical Practice 2B
NURS251	Medical Surgical Nursing 1

NURS255A	Applied Nursing Clinical Practice 3A
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Term 4	
<b>Course Code</b>	<b>Course Name</b>
NURS252	Medical Surgical Nursing 2
NURS255B	Applied Nursing Clinical Practice 3B

## **COURSE DESCRIPTIONS**

### **OGE102 – Basic Nursing Skills:**

**152 Clock Hours Credit hours 9**

This 152-hour course is designed to provide the beginning nursing student with a fundamental knowledge base for the principles of nursing and the development of skills necessary for delivering client-centered nursing care to the adult with simple nursing needs. The nursing process is introduced to provide the student with a structural base for development of client-centered nursing actions which will ultimately assist in the promotion and maintenance of health. The physical, emotional, spiritual, socio-cultural, and economic needs of the client are considered during assessment in order to plan and implement specific nursing actions for each client. Beginning experience in evaluation of therapeutic responses is provided for the student. Basic nursing skills needed to prepare the student for direct client care are taught. These skills are simplistic in nature at the beginning of the course and gradually increase in complexity to coincide with increased experience of the student. These skills can be utilized in a variety of client care settings. Related aspects of anatomy, physiology, pharmacology, medical terminology, microbiology, nutrition, communications, community health, emergency care and legal responsibilities are integrated throughout the course. This course provides an opportunity for students to apply classroom theory to selected learning experiences in an acute care setting for adult medical-surgical clients.

### **OGE105 – Body Structure and Function: 90 Clock Hours Credit hours 6**

This 90-hour course for the beginning practical nursing student is a study of the basic structure (Anatomy) and function (Physiology) of the human body. Pertinent, fundamental principles of chemistry, microbiology, and physics are also included in the study. The course traces the organization of the body from the single cell to the coordinated, functioning whole and emphasizes the importance of the interaction of all body systems in the maintenance of health and life. This course is designed to provide a theoretical knowledge base upon which the student can assimilate information presented in subsequent courses of the program, and on the clinical departments in order to identify and meet the basic needs of the clients. The Nursing Process is introduced to provide direction for developing assessment skills, recognizing



deviations from normal, and delivering nursing care for specific conditions of illness and disease.

### **OGE110 Personal Health and Vocational Relations: 30 Clock Hours Credit hours 2**

This 30-hour course has been designed to provide the student with a fundamental knowledge base for the information needed to make the necessary personal and professional adjustments inherent in the development as a practical nurse. Attention is given to assisting the student with the development of effective study skills, time and stress management techniques, and communication skills in order to achieve a balance between personal and professional life and thus maintain effective physical and mental health practices. Emphasis is placed on the importance of the recognition of personal health needs by nurses in order to be able to assist clients with their health care needs. The Nursing Process is used to provide direction for the student in identifying and determining the basic needs of clients. Maslow's Hierarchy of Needs and Erickson's Psychosocial Theory are included to assist the student with the recognition of these physical, emotional, cultural, and spiritual needs.

The uniqueness of each client and the importance of remembering client individuality while accepting differences in others. History and trends of nursing which have influenced contemporary nursing and have provided the framework for the nursing care standards which guide the practical nurse's conduct and practice are reviewed.

Current issues relevant to Practical Nursing such as legal and ethical responsibilities, complexities of Health Care Systems, the Health Care Team, and the role of the Practical Nurse as a member of this team, nursing organizations, licensure, and the functions of the State Board of Nursing are discussed in order to actively involve the student in the learning process and the development of critical thinking and problem-solving skills. Career opportunities, employment information, and continuing education are discussed to assist the student with the transition to graduate/employee.

### **OGE115 Nutrition, Diet Therapy, and the Family: 30 Clock Hours Credit hours 2**

This 30-hour course provides a fundamental overview of nutrients and their functions to provide the student with a knowledge base for the principles of normal nutrition and their application to the maintenance of health. The course relates the Nursing Process to patient-centered nutrition education as an essential part of that care. The role and responsibility of the Practical Nurse in nutrition education is also defined. Attention is given to the study of the relationship of nutrition and the community environment, including social, cultural, and economic aspects. Topics such as choosing foods that meet nutritional needs in various stages of life and meeting nutritional needs in various cultures and lifestyles are discussed to assist the student in utilizing the Nursing Process for the provision of nutritional care.

Relevant nutritional concerns of the public are included, such as therapeutic diets and their purposes, in order to help the student, connect the study of nutrients to dietary goals and thus be prepared to work with patients toward the enhancement of their nutritional status.

### **NURS150 Applied Nursing - Clinical Practice I: 200 Clock Hours Credit hours 6.5**

In this 200-hour clinical course a correlation of classroom theory and selected learning experiences in an acute care health setting is provided in Level I. At the end of the course the student will be able to describe the relationship of the steps of the nursing process to the provision of nursing care to the client. Utilize critical thinking to deliver nursing care effectively to clients with simple nursing needs. Perform basic nursing skill procedures safely and accurately. Describe the Practical Nurse legal role as a member of the Health Care Team. Discuss the ethical responsibilities of practice for the Practical Nurse. Utilize therapeutic communication skills to facilitate interpersonal relationships. Apply acquired body structure and function knowledge to implementation of nursing care. Document significant information relating to the client's condition with guidance. Apply knowledge of principles of microbiology to the implementation of nursing care. Utilize aseptic technique correctly. Describe the relationship of optimal nutrition to health. Perform pharmacological conversion problems accurately. Utilize medical terminology correctly.

### **NURS200 Pediatrics: 40 Clock Hours Credit hours 2.5**

This 40-hour course is designed to aid the student in identifying the role of the Practical Nurse in the care of children. Building on the knowledge and skills acquired in previous courses, the Nursing Process continues to be used to identify and determine the basic needs of children from infancy through adolescence. Principles of growth and development and the study of Maslow's Hierarchy of Needs are included to assist the student in meeting these needs. Special emphasis is given to the consideration of the pediatric client as a member of a family unit and of the community. The effects of and responses to illness and hospitalization for clients and their families, the importance of the inclusion of family members in the planning and implementation of care, the provision of emotional support, and the necessity of individualizing nursing care for the client are discussed in order to enhance the effectiveness of the nursing care delivered. Attention is also given to community agencies that are available to assist the nurse in meeting the needs of the pediatric client and their families. This course is designed for the student to correlate classroom teaching with selected learning experiences in an acute care setting for the pediatric client and through observation at child day care centers and pediatrician offices. Related aspects of pathophysiology, nursing skills, therapeutic nutrition, pharmacology, microbiology, and therapeutic communications are integrated throughout the course.

**Prerequisite:Term 1**

### **NURS205 Advanced Nursing Skills: 54 Clock Hours Credit hours 3.5**

This 54-hour course builds on the fundamental theoretical framework established in Basic Nursing Skills, this course is designed for the student to develop competency in the use of nursing principles and advanced skills necessary for delivering client-centered nursing care to the adult with more complex needs. The nursing process continues to be used to provide the student with a structural base for development of client-centered nursing actions which will ultimately assist in the promotion and maintenance of health. The theoretical principles of medication administration and intravenous therapy are taught to the practical nursing students prior to the performance of these advanced skills in the clinical environment. This course provides an opportunity for the student to apply classroom theory to selected learning experiences in an acute care setting for adult medical-surgical

clients as well as in the long-term care setting for the older adult client. **Prerequisite:Term 1**

### **NURS206 Maternal and Child Health: 40 Clock Hours Credit hours 2.5**

This 40-hour course is designed to prepare the student to assist the maternity client and her family to fulfill healthcare needs which occur during pregnancy, labor, birth, in the postpartum period, and in newborn infant care. Building on the framework of knowledge established in previous courses, and utilizing nursing skills acquired, the student continues to use the Nursing Process to provide the direction for identifying and determining the basic needs of Maternal-Newborn clients and their families in all phases of maternity nursing. Principles of normal physiological and psychological changes that occur during pregnancy, labor, birth, and the post-partum period, as well as principles of normal development of the fetus, the normal newborn, and related nursing care are included to provide an assessment base for students. The study of Maslow's Hierarchy of Needs, as well as issues relevant to contemporary Maternal- Newborn nursing which may influence the effectiveness of Health Teaching and Nursing Care, are included to assist the student with the establishment of priorities of care. These issues include adolescent pregnancy, the one-parent family, infertility, family planning, unemployment, and other social, cultural, and economic trends. This course is designed for the student to apply classroom theory to clinical practice in an acute Maternity Health Care setting for selected learning experiences and through observation at various community agencies and obstetrician offices. Related aspects of normal anatomy, pathophysiology, nursing skills, infant and maternal nutrition, pharmacology, therapeutic communications, and community nursing are integrated throughout the course. **Prerequisite:Term 1**

### **NURS211 Gerontology: 20 Clock Hours Credit hours 1**

This 20-hour course discusses the physiological, psychological, and social changes of the normal aging process in addition to providing gerontological nursing concepts. The content is focused on the special needs of the older adult client and stresses the importance of positive attitude formation about aging and health maintenance. 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 biopsychosocial problems. Emphasis is also given to the Practical Nurse's role in assisting the older adult client in the promotion, maintenance, or restoration of health. Related aspects of anatomy, pathophysiology, pharmacology, therapeutic nutrition, psychosocial theories, microbiology, leadership, and community nursing are integrated throughout the course. This course is designed for the student to correlate classroom teaching with selected learning experiences in a medical- surgical setting and long-term care setting for the older adult client whose conditions warrant nursing care. Related aspects of documentation and assessment in long-term care, career preparation and planning, and managerial practices will be discussed. **Prerequisite:Term 1**

### **NURS220 Pharmacology: 40 Clock Hours Credit hours 2.5**

This 40-hour course is designed to define for the student the role and responsibility of the Practical Nurse in the administration of medication. The Nursing Process is used as an outline to present material to the students in a logical, problem-solving format. The students are also taught principles of importance that need to be considered while assisting clients in meeting their basic needs and promoting health. Assessment of the client with regard to medications prescribed and their actions, the disease being treated, and the client's prior compliance to medication regimens provides guidance for the student in formulation of a plan of action containing important elements to be considered as part of the individual client's care. The implementation phase assists the student in analyzing nursing actions related to medication therapy. The evaluation phase assists the student in identifying therapeutic responses, and planning client education. Included in the course is the study of the actions, side effects, and nursing considerations for selected medications and correlation of the indications for use to specific physiological conditions. Related aspects of anatomy and physiology, nursing skills, therapeutic nutrition, psychosocial theories, microbiology, community nursing, and therapeutic communications are integrated throughout the course. The student will practice learned concepts at a long-term care facility, administering medications to 15-30 clients at a time, simulating a true medication administration experience. **Prerequisite:Term 1**

### **NURS250 Applied Nursing – Clinical Practice II: 331 Clock Hours Credit hours 11.5**

In this 331-hour clinical course a correlation of classroom theory and selected learning experiences in an acute care health setting is provided in Level I. At the end of the course the student will be able to describe the relationship of the steps of the nursing process to the provision of nursing care to the client. Utilize critical thinking to deliver nursing care effectively to clients with simple nursing needs. Perform basic nursing skill procedures safely and accurately. Describe the Practical Nurse legal role as a member of the Health Care Team. Discuss the ethical responsibilities of practice for the Practical Nurse. Utilize therapeutic communication skills to facilitate interpersonal relationships. Apply acquired body structure and function knowledge to implementation of nursing care. Document significant information relating to the client's condition with guidance. Apply knowledge of principles of microbiology to the implementation of nursing care. Utilize aseptic technique correctly. Describe the relationship of optimal nutrition to health. Perform pharmacological conversion problems accurately. Utilize medical terminology correctly.

### **NURS251 Medical Surgical Nursing I: 81 Clock Hours Credit hours 5**

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. **Prerequisite:Term 2**

### **NURS252 Medical Surgical Nursing II: 82 Clock Hours Credit hours 5**

This 82-hour course is a continuation of Medical Surgical Nursing I where 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.

**Prerequisites: Term 3**

### **NURS255 Applied Nursing – Clinical Practice III: 310 Clock Hours Credit hours 10**

In this 310-hour clinical course a correlation of classroom theory and selected learning experiences in an acute care health setting, long term care setting and community agencies, is provided. At the end of the course the student will be able to utilize the nursing process while providing nursing care to the client. Utilize critical thinking to deliver nursing care effectively to clients with moderately complex needs. Perform advanced nursing skill procedures safely and competently. Apply acquired knowledge of nursing concepts to clients of all ages. Demonstrate ability to recognize specialized needs of clients relative to age. Demonstrate knowledge of the ethical-legal responsibilities of practice. To document accurately significant information relating to the client's condition. Participate in nursing interventions through the health- illness continuum in a variety of settings. Interact in a facilitative, purposeful manner with clients, families and healthcare members. Administer medications to the client safely and accurately with minimal guidance. Utilize the nursing process while performing nutritional care. Identify community resources available to assist with nursing interventions for clients. Assume responsibility for personal and professional growth.

**Prerequisites: NURS250**



**PITC Institute License**

**Commonwealth of Pennsylvania  
Department of Education**

NUMBER 6545



REPORTING CODE 4-23-46-898-9-0000  
Void after  
Aug 01, 2025

**STATE BOARD OF PRIVATE LICENSED SCHOOLS**

THIS IS TO CERTIFY THAT

PITC Institute  
827 Glenside Avenue  
Wyncote PA 19095

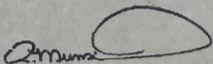
has been granted a license to operate or conduct a PRIVATE LICENSED SCHOOL  
in the Commonwealth of Pennsylvania in accordance with the provisions of the act  
approved DECEMBER 15, 1986 (ACT 174).

IN WITNESS WHEREOF: The Department of Education has caused this license to  
be issued and its seal to be affixed this 25 TH day of July 2023



**pennsylvania**  
DEPARTMENT OF EDUCATION

PDE-147 (10-2014)

  
Secretary of Education

THIS CERTIFICATE MUST BE PROMINENTLY  
DISPLAYED IN THE SCHOOL