

Falcon Institute of Health and Science Catalog

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This catalog is true and correct in content and policy.

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Disclosure:

In order to comply with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, Falcon Institute of Health and Science is required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

Under the Clery Act, institutions participating in the Title IV, HEA programs must prepare, publish, and distribute an Annual Security Report (ASR) by October 1 of each year. The ASR must include a description of the institution's campus security policies. The ASR must include a statement of current campus policies for making timely warning reports to members of the campus community regarding crimes, policies encouraging prompt reporting of crimes to the police. The ASR report must report statistics for the three most recent calendar years concerning the occurrence of certain crimes.

The Falcon Institute of Health and Science provides access to the ASR on the school's website at www.falconihs.com under Consumer Information <https://www.falconihs.com/consumer-info/> . A student may request a copy in the Admission's Office Monday through Friday from 8:00 am to 3:00 pm.

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MISSION STATEMENT

The mission of the Falcon Institute of Health and Science is to provide quality, state of the art healthcare education to the students in an affordable way in order to help fulfill the great need for quality health care workers in the community.

FACILITY DESCRIPTION

The Falcon Institute of Health and Science facility is in a quiet section of Bethlehem, PA. It is located less than one mile from the exit off Route 22, providing easy access for students from a variety of areas including Easton, Allentown, Quakertown, Bethlehem, and New Jersey. It is within walking distance to public bus transportation. The school is equipped with classrooms and a state of the art laboratory for quality education.

CLASS SCHEDULE

Practical Nurse Education Program classes and clinicals are held Monday to Friday 8:00 AM to 3:00 PM. Nurse Aide Training Program classes and clinical are held Monday to Friday from 7:00 AM to 3:30 PM.

Medical Assistant Program classes and lab hours are scheduled between 8:00 AM- 3:00 PM Monday to Friday. **Externship hours are day time hours. Actual hours are set by the externship site.** The Externship is a full time commitment totaling 180 hours in six weeks; atleast 30 hours per week. Students are responsible for meals and transportation to and from the externship site.

NURSE AIDE TRAINING PROGRAM (NA 013)

Program Description:

The Falcon Institute of Health and Science Nurse Aide Training Program will prepare students to become entry-level Nurse Aides by achieving a level of knowledge, skills, and abilities essential to provide quality care and safety to the residents of long term care facilities/nursing homes and home health care as set forth by the profession of nursing and regulated by the Commonwealth of Pennsylvania. The Nurse Aide Training Program is a 120-hour intense training opportunity for those who wish to become Certified Nurse Aides. The program will take 18 days to complete.

Units of Study:

Role and Function
Communication Skills
Infection Control
Safety/Emergency
Client's Rights
Client's Independence
Nutrition
Identify and Report Conditions of Body Systems
Client's Environment
Personal Care Skills

Restorative Care
Behavioral Health and Social Services Needs
Care of Cognitively Impaired Clients

Educational Program Objectives:

1. Understand the role and organization of health care facilities and interdisciplinary health care items.
2. Identify the role and responsibilities of the Registered Nurse, Licensed Practical Nurse and Nurse Aide within the health care system.
3. Understand theoretical knowledge necessary in providing basic health care services.
4. Demonstrate the ability to perform clinical skills essential in providing basic health care services.
5. Communicate accurately & appropriately in the role of Nurse Aide.
6. Demonstrate professional & personal qualities and characteristics of a Nurse Aide.
7. Demonstrate the ability to function as a Nurse Aide under the supervision of Registered Nurse or Licensed Practical Nurse.

Tuition Cost and Fees:

Registration Fee	-	\$25.00
Tuition Fee	-	\$1100

The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application.

Other Student Expenses

*The following requirements must be completed prior to the start of the class, and all expenses will be paid for by the student:

Physical exam prior to start of program	\$ 150.00 approximately
TB Test	\$ 30.00 approximately
Background check	\$ 22.00 approximately
Drug Test	\$ 50.00 approximately
Lab supplies and text book will be included in tuition.		

Note: the costs for the other expenses listed above, were the costs at the time of the catalog production and from single third party providers. Fee may differ at the time the expenses are incurred.

*State Competency Exam Fee after successful completion of the program will be the student's responsibility. After successful completion of the Nurse Aide Training Program, there will be an additional fee for the State Competency Exam provided by the Pearson Vue. This fee is in addition to the initial Nurse Aide Training Program tuition and must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the State Competency Examination.

Tuition Policy:

Students are responsible for the full tuition at the time of registration; the program must be paid in full before training begins.

*The return of a check issued to the Falcon Institute of Health and Science will result in a \$15.00 returned check fee being placed on the account of the student.

Admission Policy:

1. Applicant must complete the registration form and pay \$25.00 registration fee.
2. Applicant must obtain a physical exam prior to registering for the Nurse Aide Training Program. The physical exam form must be signed by a physician or certified registered nurse practitioner, or physician's assistant. The physical exam form must include the following information:
 - a. be dated within one year of admission to the program
 - b. include affirmation that the student is free of communicable diseases
 - c. include documentation of a negative 2-step Mantoux or negative Quantiferon TB Gold test. A negative chest x-ray must be submitted if a student's test results are positive. The chest x-ray may not be older than five years.
 - d. must include verification of eligibility to perform the duties of the nurse aide; (the occupational responsibilities of the candidate may involve having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.)
3. Applicants must submit proof of GED or high school equivalency.
4. Applicant will be required to submit to a urine drug screening test after initial application to the program; they will be directed to a specific lab by the school representative. The result of this test must be negative in order for the student to be accepted into the Nurse Aide Training Program.
5. Each candidate needs an understanding of basic math, and reading/ writing skills in English. All applicants are required to take an entrance test. Minimum score required to be accepted in the Nurse Aide Training Program is **eighth grade level in each subject on TABE D test, (Reading, and Language).**
EXCEPTION to this requirement: Any student who successfully completed an interview and was hired by a long term care facility, who has a contract with Falcon Institute of Health and Science to train their employees, will not be required to take TABE D test if that facility is paying for their program.
6. All applicants must complete the Verification of Pennsylvania Residency Form. The orientation is conducted at the start of the first day of the class. The Verification of PA Residency form must be thoroughly and accurately completed and signed during the orientation, which is prior to the start of the Nurse Aide Training Program.
7. All Applicant must sign the Attestation of Compliance with Act 14 form.
8. Applicants who have resided in Pennsylvania for the last two years must submit a Pennsylvania State Police Criminal History Record Information report. In order to be accepted in the program Criminal History Record Information must be free of prohibitive offenses as mentioned in Nurse Aide Resident Abuse Prevention Training Act 14.

9. Applicants who have resided in PA for less than two (2) full years prior to the date of application or who reside in state other than PA must obtain a Pennsylvania State Police CHRI Report and an FBI report before registering for the program.

- If a prospective nurse aide applicant is not currently employed in a long-term nursing facility prior to enrolling in a PDE approved nurse aide class at the Falcon Institute of Health and Science and plans to enroll the applicant must provide an FBI report secured through IDEMIA and Department of Education. The training program is responsible to evaluate the CHRI/FBI report for compliance with PA Act 14 of 1997.
The prospective nurse aide applicant will receive a certified letter with their FBI report and stamped ORIGINAL in red ink.

The NATCEP must retain the signed and dated ORIGINAL or copy of the ORIGINAL FBI report that is stamped “original” in red ink in the student’s file.

- If the applicant is currently employed by a licensed long-term care facility and plans to enroll in a PDE-approved NATCEP, a PA CHRI, letter from the Department of Aging, and when applicable, FBI RAP sheet from IDEMIA is acceptable.
The nursing facility (employer) is responsible to evaluate the CHRI/FBI report to determine eligibility for employment in compliance with PA Act 13 of 1997.
For NATCEP compliance, the employer must provide to the NATCEP prior to enrollment: (1) CHRI, and when applicable, the letter from Aging or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, and (2) written verification of the prospective student’s employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student.
The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt prior to enrollment in the NATCEP and retain in student file for compliance review.

10. If applicant is not a citizen of the U.S. the applicant must submit a copy of their Resident Alien card (green card) at the time of registration.

Attendance Policy:

1. All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.
2. In compliance with Regulation Section §483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours in instruction in the five content areas as listed below before any resident contact. The five content areas are as follows:
 - a. Communication and interpersonal skills
 - b. Infection control
 - c. Safety/emergency procedures, including abdominal thrust
 - d. Promotion of resident’s independence
 - e. Respecting resident’s rights
3. Therefore, if student is tardy or absent on a day when the 5 content areas (above) are taught, student may be asked to re-enroll in a future class unless make-up time is completed prior to any resident contact. The program director will determine if the student will be permitted to complete the make-up time for an excused absence or if they will be required to attend a future class. (The circumstances that are considered excused are explained in the make-up time policy.)

4. Attendance will be documented on a daily basis and reflect the number of classroom/lab/clinical hours, class for class, lab for lab, and clinical for clinical time.
5. Any class or clinical time that is missed MUST be made up within the time frame which is specified in the make-up time policy. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time. Student will not be permitted to perform any objectives or tasks in the clinical environment for which they have not first been deemed competent.
6. The accepted method of reporting absences is that the student must telephone the instructor prior to the start of the class via the telephone number that is provided to them on the first day of orientation.

Make Up Time Policy:

1. All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.
2. Make up time is permitted only to students with excused absences, and make up time is limited to a maximum of one day.
3. An excused absence will be approved only when acceptable documentation below is provided:
 - a. Court order
 - b. Physician's note only for the student, only for emergency/illness, (not for a family member)
 - c. Documentation of Death of family member
4. Any class, lab or clinical time that is missed must be made up. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time.
5. Any excused absence that occurs within the first eight days, must be made up prior to the start of the clinical; make-up time is approved at the discretion of the program director based on availability of an additional instructor. If no instructor is available, the student will be advised to re-enroll in another class.
6. Homework assignments will not substitute for missed theory, lab or clinical time.

Level of Achievement Policy:

Grading

There is a consistent grading policy for all the tests/quizzes during the Nurse's Aide Training Program.

I. The final grade point average must total 80% or above in order to pass the theory portion of the program. The grading scale for theory quizzes and final exam is:

90-100	A
80-89	B
Below 80	F

Grades are not rounded

II. All lab grading will be Satisfactory/Unsatisfactory and all clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool.

Performance Level

1. Requirements for successful completion of the Nurse's Aide Training Program are as follows:

A. *Theory*

1. Required final cumulative average of 80 % which includes:

- a. 8 Quizzes
- b. 1 Final Exam

2. A student with a final cumulative average grade of less than 80% will be afforded one opportunity to re-test the quiz or final exam on which they scored the lowest.

3. Students who achieve < 80% on the Act 14, Act 13, Elder Justice Act Quiz will be given two (2) additional attempts to achieve 80% or higher on the Quiz. If not achieved after all three (3) attempts, the student will be required to complete the Act 14, Act 13, Elder Justice Act Remediation Handout prior to beginning clinical.

3. Final exam will account for 20% percent of the final theory grade.

B. *Lab*

- Each student will complete all 50 Procedure Evaluation checklists. Each procedure must be satisfactorily demonstrated before it is performed on a resident.
- Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Instructor will document satisfactory or unsatisfactory on the procedure checklist.
- Satisfactory level of achievement is attained if no more than 2 **noncritical** steps are missed. Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement.
- Missing a critical step will result in a failure of the procedure

C. *Clinical*

- Clinical assignments will require the satisfactory demonstration of performance objectives.
- The following areas must be satisfactorily demonstrated and evaluated on a daily basis
 - Infection Control
 - Resident Care
 - Safety
 - Communication
 - Resident Rights
 - Professional Conduct
- Instructor will maintain anecdotal notes to support progress, incidents and a satisfactory level of achievement.
- A satisfactory rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions

Unsatisfactory performance is defined as:

- frequent or major infractions
- frequent cueing
- unsafe or incorrect demonstration
- violation of resident's right's

A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy. A minor infraction is defined as no actual harm with the potential for minimal harm

The clinical evaluation tool that will be used is on the following scale:

3-4 Unsatisfactory 5-6 Satisfactory 7-8 Above Satisfactory

All clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool. **Students must satisfactorily demonstrate all of the required 50 skills/procedures during the clinical portion of the program.**

2. If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

3. After successful completion of the required 120 hours of theory, lab and clinical studies, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

Graduation Requirements:

Successful completion of the required 120 hours of theory, lab and clinical.

Credential Awarded at Graduation:

Upon graduation, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

PRACTICAL NURSE EDUCATION PROGRAM (PN013)

Program Description:

The length of the Practical Nurse Education Program is 12 months and includes 1550 hours of study. After successful completion of the program requirements, students qualify to take the National Councils for Licensure Examination-Practical Nurse (NCLEX-PN) for the State of Pennsylvania.

Units of Study:

SEMESTER I			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
FOUNDATION OF NURSING	120	20	300
c	80	---	---
SEMESTER II			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
MATH & MEDICATION ADMINISTRATION	40	10	40
ADULT HEALTH NURSING I	70	10	185
PHARMACOLOGY	50	10	70
SEMESTER III			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
ADULT HEALTH NURSING II	60	10	195
PEDIATRIC NURSING	40	---	30
MATERNAL HEALTH NURSING	50	---	30

MENTAL HEALTH NURSING	50	---	80
TOTAL	560	60	930

Educational Program Objectives:

Upon completion of the program, the graduate practical nurse will demonstrate the following entry level competencies:

1. Understands the importance of the school's nursing philosophy that caring comes before curing.
2. Utilizes the nursing process effectively in provision of care and health promotion of individual clients and families experiencing multiple health states in acute and long term health care settings.
3. Demonstrates satisfactory performance of psychomotor skills in caring for individual clients and families experiencing multiple health states in acute and long term health care settings.
4. Utilizes critical thinking and problem solving skills to make decisions concerning nursing care of individual clients and families experiencing multiple health states in acute and long term health care settings.
5. Apply critical thinking and the nursing process based on scientific and evidence-based nursing research to deliver care to client.
6. Utilize a holistic framework in nursing care for patients of all ages.
7. Demonstrates effective verbal and written communication with patients, families and healthcare team members.
8. Displays knowledge of appropriate conflict management skills in order to resolve conflicts.
9. Assists in development and implementation of a teaching plan for patients/clients and families in a variety of settings in order to assist them in maintaining their optimal level of wellness.
10. Demonstrates values, attitudes, and personal qualities reflecting a commitment to respect, human dignity and individual rights.
11. Performs all nursing functions within safe, legal and ethical parameters.
12. Students will have education and knowledge necessary to pass NCLEX – PN Licensure Examination for the state of Pennsylvania.
13. Students will satisfactorily complete their nursing education.
14. Students will obtain the nursing education and skills to be effectively prepared for their role as healthcare providers.

Admission Policy:

1. Applicant must complete the registration form.
2. Applicant is responsible for a \$100.00 registration fee. The registration fee is fully refundable if the student requests cancellation within five (5) calendar days after submitting the application. If the student leaves the program or decides not to attend for any reason, in order to return to the Practical Nurse Education Program, student will be charged \$100.00 registration fee to hold their place on the next class roster.

All applicants must pass the Test of Essential Academic Skills (TEAS) test to be accepted in the Practical Nurse Education Program; they must score at least 46.8 in reading, and 37.5 in English. Applicants are allowed one re-take of the exam if they did not pass the first time. If the applicant does not pass the second time they must wait two years to retake the test, they may only take the test one time after the two years have passed. This will be their last and final attempt. If student has completed an associate degree, they will be eligible for entry without taking the TEAS test. For non- U.S. degree completers, they must submit their credential evaluation report from the evaluation agency in the U.S. stating that their education is equal to an associate degree or higher, in the U.S.

3. Applicant must submit proof of a high school diploma, General Education Development (GED), or high school equivalency. If high school diploma is not from the U.S., it must specify that it is the equivalent of a U.S. High School Diploma.
 - a. The procedures to evaluate the validity of a student's high school diploma includes that if the school or the Secretary has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education, the student will be required to provide validity from the credential evaluation agency. The report needs to be sent by the agency directly to the school. The student self-evaluation certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school diploma.
 - b. For non- U.S. high school diploma completers, they must submit their credential evaluation report from the evaluation agency in the U.S. stating that their education is equal to a high school diploma or GED in the U.S. The school will accept high school evaluations only from the agencies that are members of the National Association of Credential Evaluation Services which can be found using the link below, or the student may request a list of acceptable agencies from the admissions office.
<https://www.naces.org/members>
The high school evaluation report will be at the student's expense, and is not covered by Title IV funding.
 - c. Falcon Institute of Health and Science does not admit any students under the Ability to Benefit criteria.
4. Applicant must be at least 18 years of age.
5. Applicants are required to submit PA Criminal History Record Check and FBI fingerprinting clearance. For admission and progression into the Practical Nurse Education Program, the prohibited offenses listed in act 169 of 1996 must be excluded. Admission and progression into the program will be denied if applicant is on the List of Excluded Individuals/Entities from state or federal health care programs. The admissions coordinator will provide the applicant with a link that they can use to obtain the required background checks.

6. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (along with all other requirements as stated above).
7. Applicants must meet the following **Medical Screening Requirements:**
 - a. Each student is required to submit documentation of a physical exam which must be performed within one (1) year prior to admission to the Practical Nurse Program
 - b. Applicant may submit documentation of a negative Two-Step Mantoux that is dated within one (1) year prior to admission. If the Two-Step Mantoux is documented as a positive result or history of a positive reaction, a negative chest x-ray less than five (5) years old must be submitted. In the event of known exposure, TB testing must be renewed.
 - c. Applicant will be required to submit to a urine drug screening test. The result of this test must be negative in order for the student to be accepted into the Practical Nurse Education Program.

*If it is found that clinical site requires further testing, students will be required to submit to that prior to the start of clinical.
8. **Vaccination Requirements:** Applicant is required to obtain the documentation that they are up to date on the following vaccinations:
 - a. MMR (Measles, Mumps and Rubella)
 - b. TD (Tetanus and Diphtheria)
 - c. Hepatitis B
 - d. Varicella or history of Chicken Pox disease*
 - e. Influenza (update yearly)

*If records of these vaccination/ immunizations cannot be obtained, blood titers are required to document immunity. If titer is negative, booster is required.
9. Applicant must submit PA State Child Abuse Registry clearance. The admissions coordinator will provide information as to how to complete this requirement, or the applicant may visit the following link
<https://www.compass.state.pa.us/cwis/public/home>
Indicate "School" as the "Purpose of Clearance". This clearance takes 6-8 weeks for processing.

***If applicant does not pass the Entrance Test background check there is no reason to bear the expense of the physical examination or drug screening test; therefore they may wait until after they obtain the result of the TEAS testing and background checks to have the physical exams and drug screening if they so choose.**
10. All applicants must submit copy of current Basic Life Support (BLS) for the Healthcare Professional certification card.
11. All applicants must purchase malpractice insurance prior to start of clinical rotation.

*It is recommended that students also purchase health insurance.

Satisfactory Academic Progress (SAP) Policy:

Grading

1. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A	90-100%	4.0
B	81-89%	3.0
C	75-80%	2.0
F	74.9% or below	0.0

*Grades are not rounded

2. Semester I – includes two courses:
 - a. Foundation of Nursing
 - b. Anatomy and Physiology

The student must score 75% in each of the semester I courses in order to progress to the next semester.

If a student passes Anatomy and Physiology with a 75%, the course does not have to be repeated even if the student does not pass Foundation of Nursing. If the student does not pass Foundation of Nursing with a 75% and a Level 1 on proctored exam, but passes Anatomy and Physiology, only Foundation of Nursing must be repeated before student moves into Semester II.

Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses and no additional attempts to attend the course will be allowed.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

3. Semester II – includes three courses:
 - a. Math and Medication Administration
 - b. Adult Health Nursing I
 - c. Pharmacology

The student must score 75% in the Math and Medication Administration course in order to progress to the next course, which is Adult Health Nursing I.

The student will earn one grade for completing Adult Health Nursing I and Pharmacology combined; the student must score 75% or above for this combined grade in order to progress to Semester III.

The student must also reach Level 1 on the ATI Foundation of Nursing Proctored Test in order to progress to Semester III. Students are permitted to retake the Proctored Assessments two times to achieve a Level 1 (3 attempts total).

If one of these courses is failed, both courses in Semester II must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses and no additional attempts to attend the course will be allowed.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

4. Semester III – includes four courses:
 - a. Adult Health Nursing II
 - b. Mental Health Nursing
 - c. Maternal Health Nursing
 - d. Pediatric Nursing

The student must score 75% or above in the Adult Health Nursing II course in order to progress to the next courses, which is Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student must also reach Level 1 on the ATI Med/Surg Proctored Test in order to progress to the next courses, which are Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student will earn one grade for completing Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing combined; the student must score 75% or above for this combined grade in order to graduate.

If one of these courses is failed, all courses in Semester III must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat Semester III and no additional attempts to attend the course will be allowed.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

At the conclusion of Semester III, the student will take the ATI Comprehensive Predictor Exam to demonstrate successful application of content learned throughout the practical nurse program. A score of 65% or better must be earned, see ATI Testing Policy for further information.

5. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.
6. Students must pass both the classroom and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program. All PN nursing semesters have concurrent clinical time.
7. All classroom, clinical, and lab hours must be completed in order to progress to the next course.

Attendance

1. Student absence from scheduled nursing classes, laboratories or clinicals are strongly discouraged. Attendance is recorded for each class, lab and clinical day by the instructors. A maximum absent time of 35 hours is allotted during the course of the Practical Nurse Education Program.
*IT IS THE STUDENT'S RESPONSIBILITY TO KEEP A RECORD OF THEIR TIME MISSED, SO THAT THEY WILL BE AWARE WHEN THEY ARE APPROACHING 35 HOURS, IN ORDER TO AVOID RISK OF LOSING THEIR FINANCIAL AID.

2. Absence on the day of a scheduled examination is strongly discouraged. Five percentage points are deducted for each quiz or exam missed on the scheduled day and time it is given. The Test Taking Policy and Exam Make-Up Policy provide further details on these occurrences.
3. Absence from the clinical area due to communicable illness, or change in health condition, will require written documentation from a physician or other acceptable authority to be presented upon return to the school stating the student meets Physical Requirements to return to school.
3. All missed clinical days must be made up in order to be eligible to progress. Clinical make-up days are not guaranteed and may require the student to pay a fee. See make-up time policy for more information.
4. The student is required to notify the instructor a minimum of one hour prior to the start of clinical, theory or lab, if they will be absent that day. Failure to provide appropriate notification will be considered an unexcused absence.
5. Tardiness is considered unprofessional behavior and will not be tolerated.
 - a. Discipline for tardiness in the classroom and laboratory setting will be at the discretion of the instructor.
 - b. Repeated tardiness may require the student to miss clinical or class that day and the day will be considered as an unexcused absence.
6. Students must be prepared for each clinical day, prepared to promptly begin at 8:00 am with all necessary supplies. Students who are not prepared for the clinical day will be dismissed by the clinical faculty for the day. Dismissal for lack of preparation is counted as an unexcused clinical absence. Clinical documentation and assignments are due on the date and time assigned by the instructor.
7. Excused absences must be approved by the Program Director. Excused absences consist only of the following reasons:
 - Road closure or “No Unnecessary Travel” advisories with documentation of proof
 - Jury duty and mandated court appearances with documentation of proof
 - Military service with documentation of proof
 - Medical documentation for communicable disease
 - Medical documentation for student illness or injury
 - Medical documentation for child’s illness
 - Observance of a Religious holiday must be approved one week in advance
 - Unplanned hospitalization of the student or first degree relative with documentation of proof
 - Funeral of a first degree relative with documentation of proof

First degree relatives include:

- Spouse
- Child
- Sibling
- Parent
- Grandparent
- Mother/Father-in-laws

8. Unexcused absences consist of the following reasons, including but not limited to:
 - student illness with no medical documentation
 - non-urgent appointment (i.e. doctor, dentist, etc).
 - family member (other than student’s child) illness with or without medical documentation
 - childcare problems

- transportation problems

Students are encouraged to use good judgment about their health and safety and protection of the health and safety of patients and others when deciding whether or not to attend.

9. If the student is delinquent in paying for their tuition on a timely basis, they will not be allowed to attend classes until the student brings these payments up to date. The dates missed are considered being absent and the student is required to follow the policies as outlined for a student who is tardy or absent and make up time policy.
10. The student must remain in good standing with this attendance policy in order to progress between semesters. Unexcused absent time must stay below 35 hours throughout the duration of the program; a maximum of 24 hours of excused time is eligible for make up in each semester with appropriate documentation.

Evaluation of Student Progression to remain eligible for Title IV funding:

In order to remain eligible for Title IV funding, each student must meet the satisfactory progress requirement at the completion of each payment period term, which will be evaluated as following:

- First Payment Period (First Evaluation Point) - after completion of the first 450 hours/ 15 weeks of the program
- Second Payment Period (Second Evaluation Point) - after the completion of the second 450 hours/15 weeks of the program (900 hours of the program)
- Third Payment Period (Third Evaluation Point)- after the completion of an additional 325 hours/ 11 weeks of the program (1225 hours of the program)
- Fourth Payment Period (Fourth Evaluation point) – after the completion of the final 325 hours /11 weeks of the program (1550 hours of the program)

The students must maintain a minimum of a 2.0 GPA, and a minimum of 92% attendance at the completion of each payment period. Also, to proceed to the next payment period, the students must successfully pass lab, clinical portion, ATI requirements for the course and met the requirements for maximum timeframe allowed.

If the student's grades, attendance, and/or maximum time frame do not meet Satisfactory Academic Progress standards, and the Program Director determines that the student has the ability to be successful, the student is placed on Title IV, HEA financial aid warning status.

At the end of the Title IV, HEA financial warning period if student is not meeting satisfactory progress, financial aid will be terminated.

The student may apply for a Title IV, HEA financial aid appeal by completing an appeal form. If appeal is approved, student will be placed on Title IV, HEA financial aid probation for one additional payment period and will remain eligible for Title IV, HEA financial aid. At this time a student may be placed on an Academic Plan as applicable.

At the end of the Title IV, HEA probation, if student is not successful, they will be terminated. However, if student was on a Academic Plan during probation and was making progress on their

Academic Plan as applicable, they may be allowed an extended period to meet satisfactory progress standards and continue Title IV, HEA financial aid eligibility. If student continues to be unsatisfactory, they will be terminated from the program.

Notification of failing Satisfactory Academic Progress (SAP):

After each payment period, if the student is not meeting Satisfactory Academic Progress standards, the student receives a copy of the Satisfactory Academic Progress Evaluation Notice in person or via email from the financial aid advisor.

The student is required to sign the Satisfactory Academic Progress Evaluation and submit to the financial aid advisor. The financial aid advisor reviews the document with the student to ensure the student's understanding of their Title IV status.

Maximum Time Frame:

The maximum time frame for satisfactorily completing a program may not exceed one hundred fifty percent of the published length of the program:

1. Normal Time = 1550 hours
2. Maximum Time Frame = 2325 hours

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Make Up Time Policy:

1. No make-up time is allowed for unexcused absences. Unexcused absences consist of the following reasons, including but not limited to:
 - Student illness with no medical documentation
 - non-urgent appointment (i.e. doctor, dentist, etc).
 - family member (other than student's child) illness with or without medical documentation
 - Childcare problems
 - Transportation problems
- *Students are only permitted to be absent for a total of 35 hours during the entire program; the student MUST stay below 35 hours missed in order to continue to receive financial aid
2. Make up time is allowed only for excused absences; a maximum of 24 hours of missed class time is eligible for make-up per semester, only with appropriate approved documentation. It is the student's responsibility to schedule a meeting with the instructor to make a plan for make-up time. The student MUST stay below 35 hours of missed time whether excused or unexcused. Excused absences consist of the following reasons:
 - Road closure or "No Unnecessary Travel" advisories with documentation of proof
 - Jury duty and mandated court appearances with documentation of proof
 - Military service with documentation of proof
 - Medical documentation for communicable disease
 - Medical documentation for student illness or injury
 - Medical documentation for child's illness

- Observance of a Religious holiday must be approved one week in advance
- Unplanned hospitalization of the student or first degree relative with documentation of proof
- Funeral of a first degree relative with documentation of proof

First degree relatives include:

- Spouse/Significant Other
- Child
- Sibling
- Parent
- Grandparent
- Mother/Father-in-laws

3. The student must initial the Daily Evaluation Form the next clinical day after a missed clinical. All missed clinicals must be excused absences because they all must be made up. It is advised the student does not miss any clinical days as there is no guarantee make-up will be available. If, for any reason, the student cannot attend the scheduled clinical make-up time or exceeds the scheduled clinical make-up time, the student will be required to meet with the Program Director. The Program Director will check the availability of the instructors to schedule another date and time; the student will then be required to pay \$38.00 per hour for the make-up time.

Make up time at clinical agencies will need to be made up in no less than six (6) hour increments.

***IT IS NOT THE INSTRUCTOR’S RESPONSIBILITY TO REMIND YOU THAT YOU ARE APPROACHING 24 HOURS. ONCE YOU HAVE MISSED 24 HOURS OF MISSED EXCUSED TIME, IT IS YOUR RESPONSIBILITY TO IMMEDIATELY HAVE A MEETING WITH YOUR INSTRUCTOR WHO WILL SCHEDULE YOUR MAKE-UP TIME AT NO ADDITIONAL COST.**

Tuition Cost and Fees:

Registration Fee	-	\$100.00
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Billed Expenses- can be applied to Financial Aid

Tuition Fee	\$ 23000
Textbooks (Students may purchase or rent elsewhere)	\$ 500
Uniforms (2 sets)	\$ 110
ATI (Books and Online Resources)	\$ 1700
Malpractice Insurance	\$ 40
Laptop Chromebook	\$ 264
TOTAL COST BILLED	\$25,614

Background check and drug test required at the time of admission is included in the tuition fee.

Other expenses to be paid by the student:

Physical Exam and Immunization	-	\$150
Child Abuse	-	\$13
BLS for HealthCare Providers	-	\$19.99

(Note: the cost for the expenses listed above, were the costs at the time of the catalog production and from single third party providers. Fee may differ at the time the expenses are incurred)

After successful completion of the Program and PA State Board of Nursing's requirements, there will be an additional fee for the National Council Licensure Examination (NCLEX). This fee must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the NCLEX.

Tuition Obligation:

Regardless of the student's funding source tuition is due and payable on the first day of the period of obligation as outlined in the payment period chart below:

- 1st payment period 1-450 hours
- 2nd payment period 451 – 900 hours
- 3rd payment period 901- 1225 hours
- 4th payment period 1226- 1550 hours

Graduation Requirements:

In order to graduate from the Practical Nursing Program, the student must:

1. Achieve a minimum of 75% exam average in all theory courses
2. Satisfactorily meet all ATI testing and remediation requirements
3. Satisfactorily meet all program requirements
4. Satisfactorily meet all clinical objectives
5. Pay all graduation fees and outstanding debts
6. Complete a minimum of 1,500 program hours

Credential Awarded at Graduation:

Upon graduation, students will be given a diploma.

Licensure Requirements:

The following are requirements for each student in order to be eligible to take the licensing examination provided by the National Council for State Boards of Nursing (NCLEX):

1. The student must have completed the prescribed curriculum, successfully completing all required courses with a final grade point average of at least 2.00.
 - a. The student must have the recommendation of the faculty.
 - b. Financial obligations must be met.

*There are fees associated with both the test administration and license acquisition. Additional information concerning this procedure will be provided to the students at the appropriate time within the program.

2. A person convicted of any felonious act, as described below, may be prohibited from licensure by the Board of Nursing.

- a. Any student who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 223, No. 64) known as “The Controlled Substance, Drug, Device, and Cosmetic Act”
- b. Any student who has been 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:
 1. At least ten years have elapsed from the date of the conviction;
 2. The applicant satisfactorily demonstrates significant progress in personal rehabilitation since the conviction to the PA Board of Nursing such that licensure should not create a substantial risk of further violations; and the applicant otherwise satisfies the qualifications contained in this act at the time of application for licensure.

*Students who have known convictions must meet with the Program Director prior to the start of the program to discuss the possibilities of completing a nursing education program and achieving licensure.

*The State Board of Nursing in Pennsylvania requires the applicant to report any misdemeanor or illegal act associated with alcohol or substance abuse.

3. For senior- level students the transcript and Nursing Education Verification (NEV) form will be withheld until all program requirements are met.

MEDICAL ASSISTANT PROGRAM (MA013)

Program Description:

The Falcon Institute of Health and Science Medical Assistant Program is a 900-hour intense training opportunity for those who wish to become Medical Assistants. The program will take 9 months to complete. The Medical Assistant Program will prepare students to become entry-level Medical Assistants by achieving a level of knowledge, skills, and abilities essential to provide quality care and safety to the patients. The program will prepare students to be multi-skilled allied health professionals specifically trained in administrative, laboratory and clinical procedures.

Units of Study:

Semester 1

Human Anatomy and Physiology – 90 Hours

Medical Law and Ethics - 30 Hours

Medical Terminology, Disease and Treatment – 90 Hours

Clinical Skill Lab I – 90 Hours

Semester II

Electronic Health Records & Keyboarding – 60 Hours

Pharmacology – 45 Hours

Medical Office Procedures – 60 Hours

Coding, Insurance Billing and Reimbursement – 60 Hours

Clinical Skill Lab II – 90 Hours

Semester III

Medical Assistant Professional Development – 21 Hours

Clinical Skill Lab III- 84 Hours

Medical Assistant Externship – 180 Hours

Educational Program Objectives:

Upon completion of the program, the graduate medical assistant will demonstrate the following entry level competencies:

1. Understand the school's philosophy that caring comes before curing.
2. Understand the legal and ethical considerations for the Medical Assistant, as well as the OSHA guidelines for both administrative and/or clinical settings.
3. Demonstrate effective verbal and written communication with patients, families and healthcare team members.
4. Display knowledge of appropriate conflict management skills in order to resolve conflicts.
5. Display knowledge of effectively maintaining patient medical records, complete medical insurance forms, answer correspondence, properly process mail, schedule appointments, use proper telephone techniques, greet and interview patients, and process office accounts.
6. Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect, human dignity, and individual rights.
7. Perform all Medical Assistant functions within a safe, legal and ethical parameters.
8. Students will have educational and knowledge necessary to pass Registered Medical Assistant exam, and Certified Clinical Medical Assistant exam . Under the pilot program students will be eligible to sit for the Certified Medical Assistant Exam until August 2022.
9. Students will satisfactorily complete their Medical Assistant education.
10. Students will obtain the Medical Assistant education and skills to be effectively prepared for their role as healthcare providers.
11. Utilize critical thinking skills and problem-solving skills necessary to obtain entry-level Medical Assistant positions in a number of medical settings, including doctors' offices, clinics, and hospitals.

Admissions Policy:

1. Applicant must complete the registration form.
2. Applicant is financially responsible for a \$100.00 registration fee. The registration fee is fully refundable if the student requests cancellation within five (5) calendar days after submitting the application. If the student leaves the program or decides not to attend for any reason, in order to return to the Medical Assistant Program, student will be charged \$100.00 registration fee to hold their place on the next class roster.
3. All applicants must pass the Pass the TABE test, Level D, with the following score:
-Reading – 18 NC (number correct) .

If student has completed an associate degree, they will be eligible for entry without taking the TABE test. For non- U.S. degree completers, they must submit their credential evaluation report from the evaluation agency in the U.S. stating that their education is equal to an associate degree or higher, in the U.S.

4. Applicant must submit proof of a high school diploma, General Education Development (GED), or high school equivalency. If high school diploma is not from the U.S., it must specify that it is the equivalent of a U.S. High School Diploma.

a. The procedures to evaluate the validity of a student's high school diploma includes that if the school or the Secretary has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education, the student will be required to provide validity from the credential evaluation agency. The report needs to be sent by the agency directly to the school. The student self-evaluation certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school diploma.

b. For non- U.S. high school diploma completers, they must submit their credential evaluation report from the evaluation agency in the U.S. stating that their education is equal to a high school diploma or GED in the U.S. The school will accept high school evaluations only from the agencies that are members of the National Association of Credential Evaluation Services which can be found using the link below, or the student may request a list of acceptable agencies from the admissions office.

<https://www.naces.org/members>

The high school evaluation report will be at the student's expense, and is not covered by Title IV funding.

c. Falcon Institute of Health and Science does not admit any students under the Ability to Benefit criteria.

5. Applicants are required to submit Federal, Global, Sex Offender, PA Statewide Criminal clearance. In order to be accepted into the Medical Assistant Program, the prohibited offenses listed in act 169 of 1996 must be excluded. Admission into the program will be denied if applicant is on the List of Excluded Individuals/Entities from state or federal health care programs.

The admissions coordinator will provide the applicant with a link that they can use to obtain the required background checks.

7. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (along with all other requirements as stated above).

7. Each student is required to submit documentation of a physical exam which must be performed within one (1) year prior to admission to the Medical Assistant Program.

8. Applicant may submit documentation of a negative Two-Step Mantoux that is dated within one (1) year prior to admission. If the Two-Step Mantoux is documented as a positive result or

history of a positive reaction, a negative chest x-ray less than five (5) years old must be submitted.

a. In the event of known exposure, TB testing must be renewed.

9. Applicant is required to obtain the following immunizations or documentation of prior immunization:

a. MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957*

b. TD (Tetanus and Diphtheria) – last dose must be within 10 years*

c. Hepatitis B – series of 3 immunizations *

d. Varicella – 2 doses are needed (if received after age 13) or history of Chicken Pox disease*

*If records of these immunizations cannot be obtained, blood titers are required to document immunity. If titer is negative, booster is required.

10. Applicant will be required to submit to a urine drug screening test; they will be directed to a specific lab by the school. The result of this test must be negative in order for the student to be accepted into the Medical Assistant Program.

11. Applicant must submit PA State Child Abuse Registry clearance. The admissions coordinator will provide information as to how to complete this requirement, or the applicant may visit the following link <https://www.compass.state.pa.us/cwis/public/home>

Indicate “School” as the “Purpose of Clearance”. This clearance takes 6-8 weeks for processing

*If applicant does not pass the Entrance Test there is no reason to bear the expense of the physical examination; therefore, they may wait until after they obtain the result of the TEAS test to have the physical exams if they so choose.

12. All applicants must submit a copy of current Basic Life Support (BLS) for the Healthcare Professional certification card.

13. All applicants must purchase malpractice insurance and provide proof of this insurance, prior to the start of their externship rotation.

*If it is found that the externship site requires further testing, students will be required to submit to that prior to the start of the externship rotation.

Tuition Cost and Fees:

Registration Fee	-	\$100.00
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Billed Expenses – can be applied to Financial Aid

Tuition Fee	-	\$16,000
Textbooks (<i>Students may purchase or rent elsewhere</i>)	-	\$500
Uniforms (2 sets)	-	\$100
Malpractice Insurance	-	\$40

TOTAL COST BILLED - \$16,640

Background check and drug test required at the time of admission is included in the tuition fee.

Other expenses to be paid by the student:

Physical Exam and Immunization	-	\$150
Child Abuse	-	\$13
BLS for HealthCare Providers	-	\$19.99

(Note: the cost for the expenses listed above, were the costs at the time of the catalog production and from single third-party providers. Fee may differ at the time the expenses are incurred)

Tuition Obligation Policy:

Regardless of the student's funding source tuition is due and payable on the first day of the period of obligation as outlined in the payment period chart below:

1st payment period 1-450 hours

2nd payment period 451 – 900 hours

Satisfactory Academic Progress (SAP) Policy:

Grading

1. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A	90-100%	4.0
B	81-89%	3.0
C	75-80%	2.0
F	74.9% or below	0.0

*Grades are not rounded

2. Semester I – includes 4 courses
 - a. Human Anatomy and Physiology
 - b. Medical Law and Ethics
 - a. Medical Terminology, Disease and Treatment
 - d. Clinical Skills Lab

The student must score 75% in each of the semester I courses in order to progress to the next semester.

If a student passes a course in Semester I with a 75% or higher, the course does not have to be repeated even if the student does not pass any of the other courses that semester. Any failed course must be repeated before a student can progress to Semester II. Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat a course. No additional attempts to repeat the course will be allowed.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

3. Semester II – (Five courses)
 - a. Medical Office Procedure

- b. Coding, Insurance Billing and Reimbursement
- c. Electronic Health Records and Keyboarding
- d. Clinical Skills Lab II
- e. Pharmacology

The student must score 75% in each of the semester II courses in order to progress to the next semester.

If a student passes a course in Semester II with a 75% or higher, the course does not have to be repeated even if the student does not pass any of the other courses that semester. Any failed course must be repeated before a student can progress to Semester II. Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat a course. No additional attempts to repeat the course will be allowed.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

4. Semester III – includes 3 courses

- a. Medical Assistant Professional Development
- b. Clinical Lab Skills III
- c. Medical Assistant Externship

Courses in Semester III will be conducted in the following sequence:

Week 1-4 (2 courses)

Medical Assistant Professional Development
Clinical Lab Skills III

Week 5-10 (1 courses)

Medical Assistant Externship

The student must score 75% in Medical Assistant Professional Development and Clinical Lab Skills III (week 1-4) in order to progress to Medical Assistant Externship (week 5-10).

Any failed courses in weeks 1-4 in Semester III must be repeated before a student can progress to Externship. Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat a course. No additional attempts to repeat the course will be allowed.

All courses in Semesters I-III must be completed with a 75% or higher in order to graduate from program.

In order to complete the program within the maximum timeframe allowed, the student must attend the course in the very next class that is offered.

- 5. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.

6. Students must pass both the classroom and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program.
7. All classroom, clinical, and lab hours must be completed in order to progress to the next course.

Attendance

1. Student absence from scheduled classes, laboratories and externship are strongly discouraged. Attendance is recorded for each class and lab by the instructors, externship hours by site preceptor. A maximum absence time of one lecture or one lab day is allotted during the course.

2. Absence on the day of a scheduled examination is strongly discouraged. Five percentage points are deducted for each quiz or exam missed on the scheduled day and time it is given.

3. Absence due to communicable illness, or change in health condition, will require written documentation from a physician or other acceptable authority to be presented upon return to the school stating the student meets Physical Requirements to return to school.

The student must fill out a Make Up form for an excused absence, the next school day after a missed day; this is time sensitive to ensure ability to schedule make up.

4. The student is required to notify the instructor a minimum of one hour prior to the start of theory or lab, if they will be absent that day. Failure to provide appropriate notification will be considered an unexcused absence.

5. Tardiness is considered unprofessional behavior and will not be tolerated.

a. Discipline for tardiness in the classroom and laboratory setting will be at the discretion of the instructor.

b. Repeated tardiness may require the student to miss theory or lab that day and the day will be considered as an unexcused absence.

6. Excused absences must be approved by the Program Director. Excused absences consist only of the following reasons:

- Road closure or “No Unnecessary Travel” advisories with documentation of proof
- Jury duty and mandated court appearances with documentation of proof
- Military service with documentation of proof
- Medical documentation for communicable disease
- Medical documentation for student illness or injury
- Observance of a Religious holiday must be approved one week in advance

- Unplanned hospitalization of the student or first degree relative with documentation of proof
- Funeral of a first degree relative with documentation of proof

First degree relatives include:

- Spouse
- Child
- Sibling
- Parent
- Grandparent
- Mother/Father-in-laws

8. Unexcused absences consist of the following reasons, including but not limited to:

- student illness with no medical documentation,
- family member illness with or without medical documentation
- childcare problems
- transportation problems

Students are encouraged to use good judgment about their health and safety and protection of the health and safety of patients and others when deciding whether or not to attend.

Evaluation of Student Progression to remain eligible for Title IV funding:

In order to remain eligible for Title IV funding, each student must meet the satisfactory progress requirement at the completion of each payment period term, which will be evaluated as following:

- First Payment Period (First Evaluation Point) - after completion of the first 450 hours/ 18 weeks of the program
- Second Payment Period (Second Evaluation Point) - after the completion of the second 450 hours/18 weeks of the program (900 hours of the program)

The students must maintain a minimum of a 2.0 GPA, and a minimum of 93% attendance at the completion of each payment period. Also, to proceed to the next payment period, the students must successfully pass lab, clinical externship for the course and met the requirements for maximum timeframe allowed.

Notification of failing Satisfactory Academic Progress (SAP):

After each payment period, if the student is not meeting Satisfactory Academic Progress standards, the student receives a copy of the Satisfactory Academic Progress Evaluation Notice in person or via email from the financial aid advisor.

The student is required to sign the Satisfactory Academic Progress Evaluation and submit to the financial aid advisor. The financial aid advisor reviews the document with the student to ensure the student's understanding of their Title IV status.

Maximum Time Frame:

The maximum time frame for satisfactorily completing a program may not exceed one hundred fifty percent of the published length of the program:

1. Normal Time = 900 hours
2. Maximum Time Frame = 1350 hours

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Make Up Time Policy:

1. It is the student's responsibility to inquire about make-up work for both classroom and laboratory sessions.
2. Maximum of one make-up lecture or make-up lab session, per course, will be provided to the student at no cost. It is the student's responsibility to schedule a meeting with the instructor to make a plan for this make-up time.
3. The student must fill out a Make Up form the next school day after a missed Theory/lab day. This is time sensitive to ensure ability to schedule make up.
4. If, for any reason, the student cannot attend the scheduled make-up time with the instructor, the student should notify the instructor immediately to reschedule the make-up session; the student will be allowed to re-schedule the make-up session only one time without a charge. These are the only circumstances where make-up sessions will be provided without a charge. The fee structure for any additional make up sessions or any additional absences will be \$10.00 per hour.

Graduation Requirements:

In order to graduate from the Medical Assistant Program, the student must:

1. Achieve a minimum of 75% exam average in all theory courses
2. Satisfactorily meet all program requirements
3. Satisfactorily complete all lab classes
4. Satisfactorily meet all externship objectives

5. Pay all graduation fees and outstanding debts. If the graduation fees and outstanding debts have not been paid prior to graduation, the student will be permitted to walk in the ceremony, but transcripts and diploma will be held by the school until the fees are paid in full.

Credential Awarded at Graduation:

Upon graduation, students will be given a diploma.

FINANCIAL AID POLICIES

Financial Aid Staff:

If you have questions, you may call the financial aid staff at the school at 610 - 253-2527 Monday to Friday from 8:00 am to 3:30 pm.

Financial Aid:

Falcon Institute of Health and Science participates in the Federal Pell Grant Program and Direct Loan (DL) Programs, and State Funding Programs as described below:

1. Federal Pell Grant

Federal Pell Grant is a grant and does not need to be paid back and must be considered before any loan funding. For more information visit the link provided below:

<https://studentaid.ed.gov/sa/types/grants-scholarships/pell>

2. Federal Direct Subsidized and Unsubsidized Stafford Loan

Subsidized Loan –

Students may be eligible based on need. The subsidized has a fixed interest rate. The federal government pays the interest on the loan while the student is in attendance at least halftime. Repayment begins six (6) months after the last day of attendance or once the student falls below half-time status

Unsubsidized Loan –

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

For more information, visit the link provided below.

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

3. Federal Parent Plus Loan

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

4. Veterans Education Benefits

Falcon Institute of Health and Science accepts Veterans Educational Benefits under the GIBill® for eligible veterans. Falcon Institute of Health and Science is approved for the training of veterans and eligible veterans' dependents. Students must apply for these benefits prior to admission and must submit the application to the Falcon Institute of Health and Science's certifying official. For more information, visit the link provided below.

<https://www.va.gov/>

5. Trade Adjustment Act Benefits

Falcon Institute of Health and Science accepts students eligible for the Trade Adjustment Act benefits approved by Department of Labor and Industry. For more information, visit the link provided below.

[https://www.uc.pa.gov/unemployment-benefits/federal/Pages/Trade-Adjustment-Assistance-2009-\(TAA\).aspx](https://www.uc.pa.gov/unemployment-benefits/federal/Pages/Trade-Adjustment-Assistance-2009-(TAA).aspx)

6. PA Career Link

Falcon Institute of Health and Science is approved Service Provider for Commonwealth Workforce Development. Eligible students may receive grants through PA Career Link. For more information, visit the link provided below.

<https://www.pacareerlink.pa.gov/jponline/>

7. Payment Plans and Institutional Loans

If financial aid and awards are not enough to cover your tuition cost, Falcon Institute of Health and Science offers a variety of plans to help you finance any remaining balance.

Financial Aid Packaging Policy:

This policy has been developed to ensure consistency to all financial aid applicants. In order to assist students in financing their education, we offer financial aid to all students who qualify, as follows:

1. First, the applicant should apply for the Free Application for Federal Student Aid (FAFSA), which is available through the student financial aid office and also at (www.fafsa.ed.gov). Follow all instructions carefully to ensure a timely financial aid process.
2. The Financial Aid staff will review the National Student Loan Data System (NSLDS) prior to awarding loans to review any prior loan history, default status, Pell Grant overpayment, lifetime limit on Pell and Subsidy Usage Limit
3. Falcon Institute of Health and Science uses the criteria established by the U.S. Department of Education for processing financial aid applications. In order to be eligible for the financial aid, applicants must meet the student eligibility requirements that have been set by the U.S. Department of Education as follows:

- a. Demonstrate financial need
- b. Possess a high school diploma, GED or equivalent
- c. Be enrolled in an eligible program
- d. Be a U.S. citizen or eligible non-citizen
- e. Maintain a satisfactory academic progress as determined by the school.

4. Calculation of Financial Need:

A student's need is determined by the following formula which has been established by the U.S. Department of Education:

[Cost of attendance (COA)] minus [expected family contribution (EFC) from ISIR/SAR]
= financial need

COA-EFC = Financial Need

5. Estimated Financial Aid

- a. Pell Grant: Eligible amount determined by EFC from ISIR/SAR
- b. Career Link / TAA/ Veterans Benefits/ Scholarship: Eligible amount varies
- c. Direct Subsidized Loan amounts for **independent and dependent students**
 - 1. 1st year \$3500
 - 2. 2nd year \$4500
- d. Unsubsidized loan amounts:
 - 1. Independent students
 - a. 1st year \$6000
 - b. 2nd year \$6000
 - 2. Dependent students
 - a. 1st year \$2000
 - b. 2nd year \$2000

*Note: Aggregate loan limits are \$57,500.

- e. Direct loans can never exceed the cost of attendance minus EFC minus EFA

Subsidized loans are based on financial need with the following formula:

[Cost of Attendance (COA)] minus [Expected Family Contribution (EFC)] minus
[Estimated Financial Aid (EFA)]=Financial Need

COA-EFC-EFA= Financial Need

Unsubsidized and PLUS loans are based on financial need with the following formula:

[Cost of Attendance (COA)] minus [Estimate Financial Aid (EFA)]= Financial
Need

COA minus EFA=Financial Need

- f. The student's aid is processed by the school's third party servicer (FAME) after a student's eligibility and financial need are determined and an award letter is generated for the student. The student will be notified of the financial aid they are eligible to receive.

You may review more information at the U.S. Department of Education's web site at the link provided below

<https://studentaid.ed.gov/sa/>

If you have questions, you may call the financial aid staff at the school at 610 - 253-2527 Monday to Friday from 8:00 am to 3:30 pm.

Cost of Attendance:

Federal Financial Aid eligibility is determined based upon a number of different factors, including the "cost of attendance" for your program of study. The Cost of Attendance (COA or student budget) includes both direct costs (like tuition, books, and supplies) and indirect costs (like housing and food costs, and the cost of getting back-and-forth to school). The federal COA is used primarily as a tool for computing eligibility for federal student aid. Actual costs may vary depending on multiple factors (particularly the indirect costs). The costs used in the federal cost of attendance are for one academic year.

Direct Costs: Your direct costs include tuition, books, uniform and clinical requirements. These are billed to you by the school (less any payments you have made, estimated financial aid, or approved education loans).

Indirect Costs: Most of a student's indirect costs are living expenses. Students would likely have these expenses whether or not they were attending school. The school will NOT bill students for these costs, they are simply estimates to help students plan for living costs and other and out-of-pocket expenses while attending school.

Non Billed Expenses (Estimates)

The school will NOT bill students for Non Billed Expenses, they are simply estimates to help students plan for living costs and other and out-of-pocket expenses while attending school.

Personal Expenses Dependent

Room & Board	-	\$350/month
Transportation	-	\$290/month
Personal	-	\$323/month

Personal Expenses Independent

Room & Board	-	\$2086/month
Transportation	-	\$457/month
Personal	-	\$665/month

The standardized Cost of Attendance budgets at Falcon Institute of Health and Science are calculated annually and can be obtained by contacting the Financial Aid Office. While most students will fall into one of the standardized budgets, your individual budget may be customized to meet your specific enrollment circumstances. Your individual COA budget will be provided to you in your award letter after completion of your financial aid application.

If you have any questions about program costs, direct costs, indirect costs, or how your financial aid is calculated; please visit the financial aid office at the school or give us a call at 610-253-2527.

Proration of Books and Supplies Policy:

Falcon Institute of Health and Science follows the proration of books and supplies procedures as outlined in 34 CFR § 668.164 (c), (c)(5) and (m) by the Department of Education.

Institutional charges, including books, supplies, or equipment are divided by the number of payment periods in the program.

A student has a “real and reasonable” opportunity to obtain required course materials from another source. The required course materials are available for purchase at a relatively convenient location unaffiliated in any way with the institution.

Financial Aid Verification Policy:

Falcon Institute of Health and Science has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and if the IRS DRT is not used then a Federal Tax Return Transcript (and an IRS Form 1040X if an amended tax return was filed) from the prior, prior year (e.g., 2017 calendar year for the 2019-2020 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
6. If the institution suspects that a student may have engaged in fraud or other criminal misconduct in connection with his or her application for Title IV, HEA program assistance, the school will refer the case to the Office of Inspector General (OIG) (1-800-MISUSED) for resolution. The

school will consult with an attorney prior to referring the case to the OIG. (Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Remember that fraud is the intent to deceive as opposed to a mistake.)

7. The financial aid file must be documented with the date that verification is completed.
8. The verification worksheet must be signed by the student and if the student is a dependent, must also be signed by at least one parent whose data was used to complete the Free Application for Federal Student Aid (FAFSA).
9. The student must complete the appropriate worksheet, an independent verification worksheet or a dependent verification worksheet.
10. Title IV funding will be disbursed only when verification is completed satisfactorily.
11. There are exclusions where students are not required to complete the verification process:
 - a. A student who died during the award year.
 - b. A legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.
 - c. A student who is incarcerated
 - d. Students whose parents do not live in the United States and cannot be contacted via normal communication
 - e. A student immigrant (however, the student must meet the citizenship requirement)
 - f. A dependent student whose parents cannot comply because of specific reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside.)
 - g. If the student is an immigrant who arrived in the United States during calendar years 2011-2012.
 - h. Spousal information does not have to be certified or signed by spouse if the spouse is deceased or mentally or physically incapacitated, residing in a country other than the US and cannot be contacted by normal communication, cannot be located because his or her address is unknown, and the student cannot obtain it.
 - i. If the student's data was verified at a prior postsecondary school in the current award year, verification does not have to be completed if a letter is obtained from the prior school with all of the following information and there is no conflicting information in the student's file:
 1. A statement that the student's application data has been verified
 2. The transaction number of the verified application
 3. The reasons why the school was not required to recalculate the student's EFC if applicable

Citizenship / Immigration Confirmation Verification Policy:

Falcon Institute of Health and Science follows the procedures below for the DHS-SAVE citizenship verification process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

1. If the primary and automated secondary confirmation processes do not confirm eligible Title IV applicant status (**Code 105 on ISIR**) and the student submits reasonable evidence of eligible

status, the school will initiate the paperless third step verification process via the SAVE system. The school will also use the paperless third step verification process if the school has conflicting information on the student's immigration status after the CPS match.

2. All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System (CPS) output document, will be given a copy of these procedures.
3. Students have 30 days from the later of the date the student receives this document, or the date the institution receives ED's CPS output document to submit documentation for consideration of eligible non-citizen status.
4. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds, or certifying the student as eligible for any Title IV funds.
5. The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.
6. Students must submit unexpired documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate their latest status with USCIS.
7. The institution will initiate the paperless third step verification within 10 business days of receiving both the ED CPS output document and the student's immigration status documents.
8. The institution will complete the electronic process on the DHS-SAVE system including uploading the student-provided immigration documents to the student's record and submit the request. DHS-SAVE should respond within 3 to 5 business days.

TITLE IV POLICIES

Title IV, HEA financial aid warning:

If the student's grades, attendance, and/or maximum time frame do not meet Satisfactory Academic Progress standards, and the Program Director determines that the student has the ability to be successful, the student is placed on Title IV, HEA financial aid warning status.

At the end of the Title IV, HEA financial warning period if student is not meeting satisfactory progress, financial aid will be terminated.

The student may apply for a Title IV, HEA financial aid appeal by completing an appeal form. If appeal is approved, student will be placed on Title IV, HEA financial aid probation for one additional payment period and will remain eligible for Title IV, HEA financial aid. At this time a student may be placed on an Academic Plan as applicable.

At the end of the Title IV, HEA probation, if student is not successful, they will be terminated. However, if student was on a Academic Plan during probation and was making progress on their Academic Plan as applicable, they may be allowed an extended period to meet satisfactory

progress standards and continue Title IV, HEA financial aid eligibility. If student continues to be unsatisfactory, they will be terminated from the program.

Title IV, HEA Appeal Process:

A student who fails to meet SAP at the end of the Title IV, HEA financial aid warning period must submit an appeal to the Program Director based on mitigating circumstances defined below by **34 CFR 668.34 (a)(9)(ii)** :

- student injury or illness
- the death of a relative, or other special circumstances.

The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Program Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on Title IV, HEA financial aid probation and will be eligible for Title IV, HEA financial aid.

Incomplete courses and remedial courses apply to the SAP policy at the school and will have effect on satisfactory academic progress.

Incomplete courses are not counted into the student's GPA.

The drop period for courses is from within eight weeks from the start of the class.

Reinstatement Policy:

Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Program Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice.

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Program Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

Reestablishing Title IV Eligibility:

Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on Title IV, HEA financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the Title IV, HEA financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV, HEA funding if remaining eligibility exists.

Return of Title IV Funds Policy:

When the student applies for financial aid, the student signs a statement that the student will use the funds for educational purposes only. Therefore, if the student withdraw before completing the program, a portion of the funds the student received may have to be returned. The Falcon Institute of Health and Science will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student.

The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Program Director of the program. The notification may be in writing or orally. The date the notification is received is the date of determination. The Program Director must begin the withdrawal process.

Unofficial Withdrawal Process: For unofficial withdrawals, a student's withdrawal date at the Falcon Institute of Health and Science is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

Withdrawal before 60%:

The institution must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-

withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed). The overpayment must be eliminated prior to offering a credit balance to a student.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

The time frame for the return of Title IV program funds, i.e., ASAP after Determination Date, but no later than 45 days. *34 C.F.R. 668.22(j)*

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Ombudsman Notification:

Students should contact the Financial Aid Director at the institution if they have any questions or concerns; the institution is always prepared to assist students with any questions or concerns regarding their enrollment or about their Federal Student Aid.

If a situation exists that a Financial Aid Director cannot resolve, students should follow procedures in the school catalog regarding "Student Grievance Policy".

After all above options are exhausted and the Federal Student Aid issue cannot be resolved, the U.S. Department of Education's Office of the Ombudsman for student loan issues is available.

The ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower issues and suggest solutions to resolve. Paper copies of this information are available upon request from the financial aid office. The easiest way to contact the Ombudsman is to file an on-line assistance request thru <http://studentaid.gov/repay-loans/disputes/prepare>.

Other contact options are: Mail: U. S. Department of Education FSA Ombudsman Group 830 First Street, N. E., Mail Stop 5144 Washington, D.C. 20202-5144

Phone: 877-557-2575 Fax: 202-275-0549

LEAVE OF ABSENCE

Student seeking a leave of absence must submit a written request to the Program Director.

Student can take multiple leaves of absence. The total of all leaves of absence may not exceed 180 days in any 12 month period.

Students who are on leave for more than 180 days in 12 month period may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military.

In the event the student fails to return from a leave of absence refunds due to the appropriate financial aid program will be made within 30-calender days of the date the student was scheduled to return from a leave of absence.

For Federal Loan Borrowers-

If student fails to return from leave of absence, the period of leave of absence will reduce the grace period; the time that the student uses from their leave of absence will be deducted from their maximum allowed grace period of six months.

STANDARD OF CONDUCT

Falcon Institute of Health and Science's students are encouraged to maintain positive attitudes and a willingness to learn.

1. Professional and safe behavior is expected of all nursing students at all times.
2. No cell phones are to be used or turned on during class, lab or clinical. Use of cell phones is permitted only during break times.
3. All students must abide by the school's **dress code for the clinical setting**:
 - a. Uniform required: Falcon Institute scrub top, white scrub pants, and non-skid sneakers or shoes and a wrist watch with a second hand. Stethoscope, bandage scissors, pen light, and ID badge are also required as part of the uniform. The student's ID badge must be displayed at the top of the scrub top, at eye level.
 - b. Jewelry: no dangling earrings, excessive chains, or bracelets are permitted. No rings except wedding band are permitted.
 - c. Body jewelry: no facial or tongue jewelry is permitted.
 - d. Body art: tattoos must be covered at all times.
 - e. Fingernails: must be clean and cut to a moderate length; artificial nails are not permitted.
 - f. Hair: must be of a natural color and styled above the collar (cut short or pulled up in a hairstyling device).

*The instructor will provide additional detailed information regarding the dress code of the assigned clinical site as needed.

4. Sleeping in class will not be tolerated. If a student is found sleeping in class, he or she will be asked to sign out for the remainder of the day. It will be the student's responsibility to schedule the make- up time.
5. Confidentiality with resident/patient information must be maintained at all times. This is in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations.
6. Evidence of behavior related to drug or alcohol use will be cause for immediate dismissal from the program. The refund will be issued from the last date of attendance.

ACADEMIC INTEGRITY

Academic honesty is expected student behavior. Students shall practice academic integrity and are expected to do their own work. Students may not engage in the following practices:

1. Represent someone else's work or ideas as their own without citation (plagiarism).
2. Utilize inappropriate or prohibited aids for an examination or graded assignment including but not limited to others answers, notes, phone or other electronic devices, test files, etc.
3. Obtain inappropriate or prohibited materials before an examination or graded assignment including but not limited to test questions, test answers, instructor files, etc. (cheating).

Students who engage in the above practices will be subject to disciplinary action. The penalty for a first offense may include failure of the assignment. A second offense may result in the student being terminated from the program, and a refund will be issued from the last date of attendance.

TARDINESS

All students are expected to arrive in class, lab and clinical at or before the scheduled time.

RE-ADMISSION POLICY

When progression is interrupted for any reason, the student may request to be re-admitted. The student shall be considered for readmission after having met the following requirements:

1. Student must submit a letter of intent to return to the Program Director including a Registration Fee to the Falcon Institute of Health and Science.
2. Student must complete admission requirements.
3. All outstanding school financial obligations must be met.
4. Student who were previously dismissed from the program related to student code of conduct violations must show proof of their rehabilitative efforts. Final approval will be made by the Program Director.

The following criteria must also be met:

1. Students readmitted must complete program hours.
2. Students readmitted who had partially completed any course must repeat the entire course after readmittance.

JOB PLACEMENT SERVICES

The school will provide job placement services to the students. Placement services consist of resume workshops, posting of job openings and interview skill workshops.

THE SCHOOL DOES NOT GUARANTEE JOB PLACEMENT, however, the school will provide services and support to assist students in obtaining employment.

STUDENT GRIEVANCE POLICY

The Falcon Institute of Health and Science is committed to providing the highest level of satisfaction possible to all students. It is highly recommended that students should first bring their complaint to the school via the process below. Students may however choose to submit their complaints to the State Board of private Licensed Schools, Pennsylvania Department of Education, and/or the Commission of the Council on Occupational Education (see address below).

The 4 step Grievance procedure is developed in order to provide a process for any student to express a grievance, complaint, or dissatisfaction.

Step One – Student should submit the initial grievance to the primary instructor. The Primary instructor will review and respond to the grievance within three days.

Step Two - If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the Program Director within 72 hours.

Step Three - If the decision rendered by the Program Director is not satisfactory to the student, the student may appeal to the Dean of Student Affairs within 48 hours. Within 72 hours the Dean of Student Affairs will make a decision regarding this issue.

Step Four - If the decision rendered by the Dean of Student Affairs is not satisfactory to the student, the student may appeal to the School President within 48 hours. Within 72 hours the President will make a final decision regarding this issue. The decision of the President will be final.

Falcon Institute of Health and Science is licensed by the Pennsylvania Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, Pennsylvania 17126-0333. Falcon Institute of Health and Science is accredited by the Commission of the Council on Occupational Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

STUDENT SERVICES

Falcon Institute of Health and Science offers services to all students including tutoring, career building assistance, job placement assistance and student counseling services. Each student is assigned to an instructor, whose role is to be that student's advisor, in order to provide assistance in career building and academic advisement throughout the program, as well as after graduation, as needed.

TRANSFER POLICY

Transfer of students between programs within the institution

Practical Nursing Education Program

After successful completion of Semester 1 in the Practical Nursing Education program students are eligible to apply for the State Competency Test for the Nurse Aide Training Program.

After successful completion of Semester 1 in the Practical Nurse Education hours will be transferred into the Medical Assistant Program Semester 1. Students will have ten years to transfer the Anatomy & Physiology hours and three years to transfer the Foundation of Nursing hours.

After successful completion of Pharmacology in Semester II hours will be transferred into the Medical Assistant Program Pharmacology course. Students will have three years to transfer the Pharmacology hours.

Medical Assistant Program

After successful completion of the Medical Assistant Program students will be eligible to enroll in the Practical Nurse Education Program.

Anatomy & Physiology hours will be transferred into the Practical Nurse Education Program. Students will have ten years to transfer these hours into the Practical Nurse Education Program.

Pharmacology theory hours will be transferred into the Practical Nurse Education Program. Students who have successfully completed the Medical Assistant Program will have three years to transfer the Pharmacology theory hours.

Transfer of students from other institutions

All applicants must successfully complete all admission requirements, including the pre-entrance testing and be accepted into the program prior to being considered for the transfer.

Applicants who may apply for transfer into the Practical Nurse Education Program are: previous students in prior State Board-approved Practical Nursing, diploma, associate degree, and baccalaureate programs who have successfully completed congruent course work. Credit hours that are accepted from another institution towards the student's educational program must count as both attempted and completed hours.

Applicants who may apply for transfer into the Medical Assistant Program are: previous students in prior accredited Medical Assistant diploma or associate degree programs who have successfully completed congruent course work. Credit hours that are accepted from another institution towards the student's educational program must count as both attempted and completed hours.

For the Nurse Aide Training Program, the entire program of 120 hours, must be completed at our school as per the PA Department of Career and Technical Education's requirement, therefore the school will not accept transfers from other institutions into the nurse Aide Training Program.

Credit hours that are accepted from another institution towards the student's educational program must count as both attempted and completed hours.

Transfer of credit earned at another institutes

Practical Nursing Education Program

1. Applicants may receive advanced placement by completing a transition course which includes taking challenge exams for selected courses in Semester I and II.
2. All challenge exams require a minimum score of 75% to exempt the course. Clinical competencies related to the course must be satisfactorily met.
3. Transcripts and course descriptions from previously completed courses must be submitted for faculty review prior to applicant taking challenge tests. All courses must be comparable to those being challenged and must have been completed successfully within two years prior to admission. A minimum grade of 75% must have been attained. The faculty reserves the right to consider extenuating circumstances.
4. Credit for clinical experience will be granted only to those students who have successfully completed comparable clinical studies at a nursing level. References from previous nursing instructors / supervisors shall be required as well as official transcripts in order for faculty to determine eligibility.
5. Advanced placement beyond Semester II shall be at the discretion of the Program Director of the Practical Nursing Program, following examination of all required documentation.
6. Applicants will be required to meet all graduation requirements.

***THERE IS NO GUARANTEE THAT THE CREDITS WILL TRANSFER.**

Medical Assistant Program

1. All challenge exams require a minimum score of 75% to exempt the course. Clinical competencies related to the course must be satisfactorily met.
3. Transcripts and course descriptions from previously completed courses must be submitted for faculty review prior to applicant taking challenge tests. All courses must be comparable to those being challenged and must have been completed successfully within two years prior to admission. A minimum grade of 75% must have been attained. The faculty reserves the right to consider extenuating circumstances.
4. Credit for externship hours will be granted only to those students who have successfully completed comparable externship experience at a medical assistant level. References from previous preceptor/ supervisors shall be required as well as official transcripts in order for faculty to determine eligibility.
5. Advanced placement beyond Semester II shall be at the discretion of the Program Director of the Medical Assistant Program, following examination of all required documentation.
6. Applicants will be required to meet all graduation requirements.

***THERE IS NO GUARANTEE THAT THE CREDITS WILL TRANSFER.**

Nurse Aide Training Program

For the Nurse Aide Training Program, the entire program of 120 hours, must be completed at our school as per the PA Department of Career and Technical Education's requirement, therefore the school will not accept transfers from other institutions into the Nurse Aide Training Program.

WITHDRAWALS AND QUANTITATIVE AND QUALITATIVE PROGRESS

When a completed withdrawal form has been submitted, and is signed by the program director, a grade of "W", "WF", or "WP" is entered on the student's transcript if withdrawn prior to the withdrawal date or no later than 8 weeks after the first day of class in the Practical Nurse Education Program and 6 weeks after the first day of class in the Medical Assistant Program . When the student receives a "W", "WF", or "WP" the grade is not counted in the grade point average (GPA). If the student withdraws after the withdrawal date or later than 8 weeks after the first day of class in the Practical Nurse Education Program and 6 weeks after the first day of class in the Medical Assistant Program, the current grade will be used on the transcript and will be counted in the GPA. All hours the student attended for the courses will be counted towards their maximum time frame to complete the programs.

REFUND POLICY

Refund for Classes Canceled by the Institute

1. If tuition and fees are collected in advance of the start of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. In the event a student is rejected for enrollment all monies paid would be refunded.
2. The institution makes these refunds within 30 days of the planned start date.

Refunds for Students Who Withdrew On or Before the First Day of Class

1. The application or registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement, 5 days after submitting the application, if no classes have been attended, lessons completed or material used. For a student cancelling after the 5th calendar day following the date of enrollment or submitting the application but prior to the beginning of classes, money paid to the school will be refunded except the nonrefundable amount of the application or registration fee.
2. Refunds will be issued within 30 days of the cancellation .

Refunds for Students Enrolled Prior to Visiting the Institution

1. Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly- scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal After Class Commences

1. Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less

Programs of 6 weeks or longer duration:

- a. For a student cancelling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school will be refunded except the nonrefundable amount of the registration fee.
- b. If a student enrolls and withdraws or discontinues after the semester has begun but prior to completion of the semester, the following minimum refunds apply:
 - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the semester, the tuition charges refunded by the school will be at least 75% of the tuition for the semester.
 - (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the semester, the tuition charges refunded by the school will be at least 55% of the tuition for the semester.
 - (iii) For a student withdrawing or discontinuing after 25% but within 50% of the semester, charges refunded by the school will be at least 30% of the tuition.
 - (iv) For a student withdrawing from or discontinuing the program after 50% of the semester, the student is entitled to no refund.

Programs of less than 6 weeks duration:

For programs of less than 6 weeks' duration, a formula for tuition refunds shall be based on the total clock hours of the program using the following percentages:

- a. For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
- b. For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
- c. For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
- d. For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

2. Refund Policy for Programs Obligorating Students for Period Beyond Twelve Months

- a. For a student cancelling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school will be refunded except the nonrefundable amount of the registration fee.
- b. If a student enrolls and withdraws or discontinues after the semester has begun but prior to completion of the semester, the following minimum refunds apply:
 - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the semester, the tuition charges refunded by the school will be at least 75% of the tuition for the semester.

- (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the semester, the tuition charges refunded by the school will be at least 55% of the tuition for the semester.
- (iii) For a student withdrawing or discontinuing after 25% but within 50% of the semester, charges refunded by the school will be at least 30% of the tuition.
- (iv) For a student withdrawing from or discontinuing the program after 50% of the semester, the student is entitled to no refund.

If a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded on a prorated basis.

REGISTRATION FEE CANCELLATION POLICY

The registration fee is fully refundable if the student requests cancellation within five (5) calendar days of submitting the registration fee. The registration fee is nonrefundable after five (5) calendar days, if no classes have been attended, lessons completed or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. The school may retain the entire fee after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required.

PERIOD OF REFUND

Refunds will be made within 30-calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

TERMINATION DATE

The termination date for refund computation purposes is the last date of recorded attendance of the student.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT POLICY

All parents and students will be notified of their rights through publication in the catalog of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of the school to comply with The Family Educational Rights and Privacy Act.

Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

1. A parent or student must make a request in writing to review educational records and has the right to inspect and review the records within 45 days of the day the request is received.
2. Records will be made available in the President's office on an appointment basis.

3. The right to request (in writing) an amendment of the student's education records that the student believes are inaccurate or misleading.
4. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:
 - a. To other institution officials who have educational interest in the information;
 - b. To officials of another institution where the student seeks or intends to enroll;
 - c. To representatives of the Comptroller General of the United States, the Secretary of Education or State and local education authorities;
 - d. Relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
 - e. To State officials if required by State statute;
 - f. To organizations conducting studies for educational agencies or colleges to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study;
 - g. To accrediting agencies to carry out accrediting functions;
 - h. To parents of a dependent student;
 - i. To comply with a judicial order or subpoena;
 - j. To meet a health or safety emergency;
 - k. To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.
5. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
6. Personally identifiable information which is designated as directory information includes student's name, address, telephone listing, date and place of birth, date of attendance, major field of study, participation in officially recognized activities, credentials and awards received and the most recent previous educational agency or college attended.
7. Students may also request in writing that the school not release directory information including student's name, address, telephone listing, date and place of birth, date of attendance, major field of study, participation in officially recognized activities, credentials and awards received and the most recent previous educational agency or college attended. Requests to withhold directory information shall be made in writing to the President within 1 week of the beginning of the program.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

THE VERETANS BENEFITS AND TRANSITION ACT OF 2018 POLICY

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits. The school will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the school, a

certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school 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 funding from VA under chapter 31 or 33.

Ch. 31 and Ch. 33 students must take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Falcon Institute of Health and Science shall not permit any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer, as this is prohibited by law.

If any student is accused of copyright violation or infringement, the school will not assist in resolving these matters; this will be the students' responsibility to resolve it.

Students must comply with the school's Guidelines for Computer Use policy and are subject to disciplinary action if these policies are violated.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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 a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. 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, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 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.

COMPUTER USE POLICY

The Falcon Institute of Health and Science provides computing, networking and information resources in order to assist students in successful completion of their programs.

All users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

All computing resources, used by students, should only be used for educational purposes that have been assigned by school staff. Those who misuse computing, networking, or information resources may face restriction of computing privileges as well as disciplinary action up to dismissal from the school, and prosecution under applicable statutes.

Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Any user who is found in violation of local, state, or federal laws may face restriction of computing privileges, and will be reported to the and law enforcement authorities.

SOCIAL MEDIA POLICY

While Falcon Institute of Health and Science respects the rights of students, we do require that students adhere to the professional standards of the school and the profession of nursing. Students are hereby advised that any and all school related information published by the student on their blog or social networking sites must comply with the School's Social Media Policy and the Student Code of Conduct.

1. **The student must comply with confidentiality obligations imposed by law, including HIPAA.**
2. Under no circumstances may the student use Falcon Institute of Health and Science's logos, mascots, or images on a personal social media account, profile, site, or blog without written consent of the Program Director.
3. Students will be responsible to exercise professional judgment when utilizing social media.
4. Students will be responsible to refrain from behavior that would not otherwise be acceptable in the classroom or clinical sites.
5. Students will be required to avoid referencing Falcon Institute of Health and Science's staff members without their approval.
6. Students will be obligated to protect confidential information related to the school, affiliating agencies, fellow students, and patients.
7. Students are absolutely prohibited from taking photos of any program related activities without written consent of Program Director.
8. Students may not post any program related photos or material without the written consent of the Program Director.
9. Failure to adhere to the policy shall result in disciplinary action or dismissal from the program.

PRINTING POLICY

The Falcon Institute of Health and Science recognize students need to print in the course of doing academic work. The school also recognizes its responsibility to discourage waste and to recover some of the cost of printing on campus. The school encourages accountability for all printing and appropriate use of the school's facilities.

Student should pay cash in advance and will be charged as follows:
\$0.10 per page for black and white

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Falcon Institute of Health and Science is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disability Act of 1992.

Although facility is fully accessible to physically handicapped persons, the Falcon Institute of Health and Science will take necessary actions to ensure that no qualified person is denied the benefits of, excluded from participation in, or use of any programs or activities provided by the school.

Students must provide appropriate documentation of the disability, which should include appropriate diagnostic testing and a recommendation form prepared by qualified personnel outside of Falcon Institute of Health and Science. “Reasonable accommodations” will be determined by school staff in consultation with the student, faculty and/or staff member. Accommodations are not retroactive.

Examples of accommodations include, but are not limited to, restructuring or altering clinical experiences, giving supplementary learning materials, extended test time, testing environment with minimal distractions, note-taking services, assessment referral, registration assistance and accessibility.

Accommodations are designed to equalize opportunities for students with disabilities, not to lower academic standards or to alter the essential nature of the program requirements. To that end, accommodations at Falcon Institute of Health and Science do not include the following:

1. Reduced standards of academic performance
2. Evaluation or diagnostic testing of learning disabilities
3. Separate or special tutorial programs for students with disabilities
4. Waivers of completion of clinical hours

Falcon Institute of Health and Science will meet federal standards of accessibility by reassignment of classes and clinical sites or other services to accessible locations, or through alterations or new construction. Structural changes to existing facilities will not be required where other methods are sufficient to comply with the federal standards as published. Students seeking accommodations should contact ADA Compliance Officer at the school (610-253-2527).

Falcon Institute of Health and Science does not offer any Avocational course/program

NON DISCRIMINATION POLICY

Falcon Institute of Health and Science is committed to providing equal education and employment opportunities without discrimination or harassment of any nature. The goal is to provide equal education and employment opportunities encompassing persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, and disability in accordance with the Americans with Disabilities Act (ADA).

1. The Falcon Institute will not tolerate discrimination by any student. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the Institute. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the Institute, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the Institute.
2. The Institute will not tolerate any behavior by staff or students which constitutes sexual harassment of any person.
3. If a student feels that his/her rights under the aforementioned laws and regulations have been violated, or to address issues concerning equal opportunities, they may contact the Program Director.

WEAPON POLICY

1. The Falcon Institute of Health and Science recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.
2. The term Weapon includes, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.
3. A student is in possession of a weapon when the weapon is found on the person of the student; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on the way to or from school.
4. The Falcon Institute of Health and Science prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.
5. Students will be responsible for informing the faculty or the program director regarding any information or knowledge relevant to possible or actual possession of a weapon.
6. When the school administration has evidence that a student has violated the weapons policy, the following guidelines will be applied:
 - a. Law enforcement officials will be notified immediately by the school administration
 - b. The student will be dismissed from the program immediately.

TERRORISTIC THREATS POLICY

1. The Falcon Institute of Health and Science recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of students, staff and community. The school acknowledges the need for an immediate and effective response to a situation involving such a threat or act.
2. Terroristic threat means a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act is defined as an offense against property or involving danger to another person.
3. Students will be responsible for informing faculty or the program director regarding any information of knowledge relevant to a possible or actual terroristic threat or act.
4. When the school administration has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines will be applied:
 - a. Law enforcement officials will be notified immediately by the school administration.
 - b. The student will be dismissed from the program immediately.

ANTI-HARRASSMENT POLICY

It is the policy of Falcon Institute of Health and Science that sexual harassment of students or applicants for admission in any form is unacceptable conduct, which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of Falcon Institute of Health and Science shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies or educational experience at Falcon Institute of Health and Science. Similarly, no faculty member or other employee of Falcon Institute of Health and Science shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (i) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (ii) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other Falcon Institute of Health and Science employee, or visitor or invitee of the school in

connection with the educational experience offered by Falcon Institute of Health and Science should, bring the matter to the immediate attention of the Program Director, at the telephone number specified in the school catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the Program Director, or who is not satisfied after bringing the matter to the attention of the Program Director, should report the matter to the President.

Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons. Falcon Institute of Health and Science will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

SEXUAL VIOLENCE EDUCATION POLICY

The Falcon Institute of Health and Science is committed to supporting PA Act 104 legislation. Education will be provided to each student regarding:

1. A discussion of sexual violence
2. A discussion of consent, including an explanation that the victim is not at fault
3. A discussion of drug and alcohol-facilitated sexual violence
4. Information relating to risk education and personal protection.
5. Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to school authorities and local law enforcement. (Please refer to the student handbook regarding sexual violence reporting policy.)
6. The possibility of pregnancy and transmission of sexual diseases.
7. Introduction of members of the educational community from:
 - a. Local law enforcement
 - b. Women's Center and Rape Crisis Center
 - c. School Counseling Services
8. A promise of discretion and dignity.
9. A promise of confidentiality for victims of sexual assault
10. Materials that will be used to provide this education are as follows:
 - a. Sexual Assault is a Serious Crime Brochure
 1. This dual language brochure (one side in English, Spanish on reverse) defines sexual violence, it address who is at risk for sexual victimization, the emotions that may be experienced, offer advice on how to get help and also provides information how others can offer support.
 - b. Gonna Make it Music Video (DVD)
 1. This 4-minute rap video addresses incest and drug-facilitated sexual assault. It sends an important prevention message to which it is easy to relate.

c. Risk Reduction Brochure

1. Written for teens and adults, it offers tips for reducing one's risk of being victimized. It also explains sexual violence cannot be prevented and it is not the victim's fault.

REPORTING RAPE AND OTHER FORCIBLE AND NON-FORCIBLE SEX OFFENSES

Falcon Institute of Health and Science is committed to maintaining an environment supportive of its primary educational missions and free of exploitation and intimidation. Sexual assault or other forms of nonconsensual sexual activity will not be tolerated. This policy is applicable to students, faculty, and staff. The school enforces this policy through internal disciplinary and encouragement of external prosecution through the appropriate local law enforcement officials.

Sex offenses covered under this policy include any sexual act directed against any person forcibly or against that person's will.

Should a sex offense occur during school hours or on school property or clinical sites, the victims are encouraged to report the incident as soon as possible to the local law enforcement agency as well as to the school. The Program Director will then provide information regarding assistance, resources, and options for action that are available to the victim. In addition, victims of sex offenses will be reminded of their right to report the matter directly to local law enforcement officials. The Falcon Institute of Health and Science will also report any such incidents to the appropriate authorities if the school faculty becomes aware of it.

Complaints against enrolled students or school employees will be forwarded to the Chief Executive Officer for the investigation.

BIAS RELATED CRIME POLICY

A hate crime is committed when a person commits a specified offense *and intentionally selects the person against whom the crime is committed* in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. A hate crime is also committed when a person commits a specified offense *and intentionally commits the act or acts constituting the offense* in whole or in substantial part because of such belief or perception.

Victims of hate crimes are encouraged to report the offense as soon as possible after the incident. The Program Director can provide information regarding assistance, resources and options of action available to the victim. The information provided by the Program Director will include the availability of counseling and other support services in the community. Counseling services are not available at the school. In addition, victims of hate crimes are reminded of their right to report the matter directly to local law enforcement officials.

Reports received by the school of alleged hate crimes perpetrated by enrolled students or school employees will be forwarded to the Chief Executive Officer, who will refer the matter to local law enforcement officials. The school may also impose sanctions against students or employees found guilty of hate crimes. For students, these sanctions may include, without limitation, suspension or termination from the school. For employees, these sanctions may include, without limitation, suspension or termination of employment.

FIRE AND EMERGENCY DRILLS

Periodically, fire and other emergency drills (earthquake, hurricane, etc.) will be conducted at the school in order to familiarize on campus students with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully. If a fire or fire hazard is discovered, an instructor or staff member must be notified immediately. Fire alarm stations are located throughout the building and will be activated in the event of a fire. All exits are marked and students are expected to leave the building in a prompt and orderly fashion using these exits. Check the posted exit guide in the classroom or lab. Class will resume following the all-clear signal.

FIRE AND EMERGENCY RESPONSE AND EVACUATION

As part of Falcon Institute of Health and Science's Fire and Emergency Response and Evacuation Procedures, the school will attempt to immediately contact students and employees via email, phone and other means reasonably designed to inform students about any immediate threat to the health or safety of students or employees occurring on the campus.

In case of fire and/or other emergency, students must follow the directions of school officials. All rooms have exit routes designated on the maps posted in each classroom, office, and restroom. Students must follow directions as given to them by a school-designated official.

INSTITUTIONAL GRANT

Maximum of three \$1000 grants will be awarded in each cohort .

Criteria for eligibility:

1. Must submit complete grant eligibility application
2. Must be currently enrolled at Falcon Institute of Health and Science's Practical Nurse Education Program
3. Must be US citizen or a lawful permanent resident
4. Must be in good academic standing
5. Homeless or experiencing threat to safety and security of lifestyle as described with a personal statement and documentation of hardship

WARNING/PROBATION

1. When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a verbal or a written warning which will be documented on the Advisory form
2. If the student is placed on probation, a written notification will be given to the student. When applicable, VA will be notified if a student is on probation longer than two semesters.
3. Maximum length of probationary period is twelve (12) months.
4. The program Director reserves the right to place a student on immediate probation.

5. Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

DISCIPLINARY ACTION AND DISMISSAL POLICY

The following guidelines will be instituted by the faculty to discipline and/or counsel students:

Category I - verbal warning

When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a verbal warning.

- Dress code violation
- Disruptive classroom behavior
- Parking violation

Category II— written warning

When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a written warning which will be documented on the Advisory form.

- Repeat of violation of category I
- Left early without signing out at the clinical site
- No call/No show to clinical
- Abuse of equipment and supplies
- Failure to demonstrate satisfactory attendance
- Swearing/Offensive language
- Smoking or possession of tobacco
- Yelling, slamming doors, outbursts, etc.
- Inappropriate gestures
- Insubordination
- Negligence (seriousness of the infraction may result in probation or dismissal)
- Unsafe Patient care delivery (seriousness of the infraction may result in probation or dismissal)
- Cheating/copying work
- Lying
- Based on the nature of the circumstance the Program Director reserves the right for immediate dismissal without warning or probation

Category III— Probation

- Depending upon the severity of the violation of category II, and/or if the student does not heed the written warning(s), the student will be placed on probation, and a written notification of probation will be given to the student.
- The Maximum length of probationary period is twelve (12) months.
- The program Director reserves the right to place a student on immediate probation.
- Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

Category III - Dismissal

When a student is on a probation status, and they violate any program rules from any category, they will be dismissed from the program.

Below are the violations that will result in immediate dismissal:

- Arrest by government law enforcement agencies
- Assault of another student
- Assault of any school personnel
- Bullying/cyber bullying
- Drug related activity
- Ethnic/Racial intimidation or harassment
- Violation of patient confidentiality
- Failure to disclose an arrest
- Falsification of records
- Possession of a resident/patient's belonging(s)
- Fighting
- Forgery
- Lewd behavior
- Positive drug test
- Possession of a weapon
- Possession of a controlled substance
- Possession of drug paraphernalia
- Theft
- Under the influence of a controlled substance or alcohol
- Verbal threats to anyone
- Physical threats to anyone

This list is not all inclusive. The faculty and the Program Director reserves the right to discipline students based on the severity of the action. Students must always display the highest regard for safety, patient confidentiality, and respect for their instructor. **Regardless of the student's grades, behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the instructor's direction may result in immediate dismissal from the program.** The student may not be eligible for readmission. The refunds will be issued from the last date of attendance.

FULL TIME FACULTY AND SUPPORT STAFF

Preet Chahal

President

ADN Northampton Community College, Bethlehem, PA

BSN Regis University, Denver, CO

MSN Regis University, Denver, CO

Kassidy Lax

Director Practical Nursing Education Program

Director Nurse Aide Training Program

BSN Cedar Crest College, Allentown, PA

MSN Walden University, Minneapolis, MN

Clarissa Lopez

Director Medical Assisting Program

MA Sanford Brown Institute, Iselin, NJ

BA College of St. Elizabeth, Morristown, NJ

Rupinderjit Kaur
Financial Aid Advisor
Quality Assurance Specialist
PN Falcon Institute of Health and Science, Bethlehem, PA
BSN Swami Vivek Nand, IND.

Dr. Rosa Cooper-Gourzong
Student Success Coordinator
ADN Delaware County Community College, Media PA
BSN Immaculata University, Malvern, PA
MSN Walden University, Minneapolis, MN
Ph.D Walden University, Minneapolis, MN

Eugene Anderson
Nursing Instructor
Nurse Aide Training Instructor
BSN Alfred University, Alfred, NY
MSN DeSales University, Center Valley, PA

Kim Chiz
Nursing Instructor
ADN Northampton Community College, Bethlehem, PA
BSN DeSales University, Center Valley, PA
MSN DeSales University, Center Valley, PA
MBA DeSales University, Center Valley, PA

Candice Frey
Nursing Instructor
BSN DeSales University, Center Valley, PA
MSN Chamberlain University, Springfield, IL

Ghiath (Gus) Mrich
Nursing Instructor
BSN Cedar Crest College, Allentown, PA

Navjot Padda
Nursing Instructor
Nurse Aide Training Instructor
BSN Cedar Crest College, Allentown, PA

Kristin Staboleski
Nursing Instructor
AAS McCann School of Business & Technology, Allentown, PA
LPN Warren County Technical School, Washington, NJ
RN Reading Hospital School of Health Science, Reading, PA
BSN Chamberlain University, Springfield, IL

Christina DiGirolamo
Enrollment Advisor
AAS in ECE Northampton Community College, Bethlehem, PA

BSN Cedar Crest College, Allentown, PA

Dolores Zerfass

Admissions Coordinator

AAS Northampton Community College

Amy Sharma

Administrative Assistant

Medical Assistant Fortis Institute, Forty Fort, PA

Adjunct Faculty

Darney Kezengwa

Nursing Instructor

Nurse Aide Instructor

BSN Cedar Crest College, Allentown, PA

MSN DeSales University, Center Valley, PA

Samantha Barbato

Nursing Instructor

BSN Cedar Crest College, Bethlehem, PA

Terry Del Re

Nursing Instructor

Nurse Aide Training Instructor

BSN Pennsylvania College of Health Sciences, Lancaster, PA

Atoria Fox

Nursing Instructor

BSN Moravian College, Bethlehem, PA

Sora Kim

Nursing Instructor

BSN DeSales University, Center Vallen, PA

BSBio University of Connecticut, Storrs, CT

MSN in progress- Moravian College, Bethlehem, PA

Donna Irwin

Nurse Aide Training Instrucor

LPN Northampton Community College, Bethlehem, PA

SCHOOL CALENDAR

The Falcon Institute of Health and Science will conduct Nurse Aide Training Program at least two times and Practical Nurse Education Program two times per year. Falcon Institute of Health and Science observes holidays on the following days:

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Independence Day
Labor Day
Columbus Day
Thanksgiving
Christmas Eve
Christmas Day
New Year Eve

If classes must be cancelled due to inclement weather or other emergencies, cancellation will be announced on 69 news channel. Any time missed for emergency cancellations must be made up as scheduled with the instructor.

ACADEMIC CALENDAR

Academic Calendar Medical Assistant Program April 2022 – January 2023

April 12th 2022- Orientation
April 13th 2022- First Semester Start Date
May 30th 2022 – Memorial Day/Holiday
July 4th 2022- Fourth of July/Holiday
July 14th 2022- End of Semester I
July 18th 2022- Second Semester Start Date
September 5th 2022 – Labor Day/Holiday
October 10th 2022 – Columbus/Indigenous Peoples' Day/Holiday
October 18th 2022- End of Semester II
October 19th 2022- Third Semester Start Date
November 24th 2022 – Thanksgiving Day/Holiday
December 24th 2022 – Christmas Eve/Holiday
December 25th 2022 – Christmas Day/Holiday
December 31st 2022– New Year's Eve/Holiday
January 1st 2023 – New Year's Day/ Holiday
January 10th 2023- End of Semester III

Practical Nurse Education Program August 2021 to August 2022

August 25th 2021 – Orientation
August 26th 2021 – Orientation
August 30th 2021 – First Semester Start Date
September 6th 2021- Labor Day
October 11th 2021- Columbus/Indigenous Peoples' Day/Holiday
November 25th 2021- Thanksgiving Day/Holiday
December 24th 2021- Christmas Eve/Holiday
December 25th 2021- Christmas Day/Holiday
December 31st 2021- New Year's Eve/Holiday
January 1st 2022- New Year's Day/Holiday
January 14th 2022- Last Day First Semester
January 17th 2022- Martin Luther King Jr. Day/Holiday
January 18th 2022- First Day Second Semester
February 21st 2022- Presidents' Day/Holiday

May 13th 2022- Last Day Second Semester
May 16th 2022- First Day Third Semester
May 30th 2022 – Memorial Day/Holiday
July 4th 2022- Independence Day/ Holiday
September 2nd 2022- Last Day of Class

Practical Nurse Education Program
January 2022 – January 2023

January 12th 2022 – Orientation
January 13th 2022 – Orientation
January 18th 2022 – First Semester Start Date
February 21st 2022– President’s Day/Holiday
May 13th 2022 – First Semester End Date
May 16th 2022 – Second Semester Start Date
May 30th 2022 – Memorial Day/Holiday
July 4th 2022- Independence Day/Holiday
August 26th 2022 – Second Semester End Date
August 29th 2022 – Third Semester Start Date
September 5th 2022 – Labor Day/Holiday
October 10th 2022 – Columbus/Indigenous Peoples’ Day/Holiday
November 24th 2022– Thanksgiving Day/Holiday
December 24th 2022 – Christmas Eve/Holiday
December 25th 2022 – Christmas Day/Holiday
December 31st 2022 – New Year’s Eve/Holiday
January 1st 2023 – New Year’s Day/ Holiday
January 20th 2023 – Last Day of Class

Practical Nurse Education Program
May 2022 to May 2023

May 11th 2022 – Orientation
May 12th 2022 – Orientation
May 16th 2022- First Semester Start Date
May 30th 2022- Memorial Day/Holiday
July 4th 2022- Independence Day
August 26th 2022- Last Day First Semester
August 29th 2022- First Day Second Semester
September 5th 2022- Labor Day
October 10th 2022- Columbus/Indigenous Peoples’ Day/Holiday
November 24th 2022- Thanksgiving Day/Holiday
December 24th 2022- Christmas Eve/Holiday
December 25th 2022- Christmas Day/Holiday
December 31st 2022- New Year’s Eve/Holiday
January 1st 2023- New Year’s Day/Holiday
January 13th 2023- Last Day Second Semester
January 16th 2023- Martin Luther King Jr. Day/Holdaiy
January 17th 2023 – First Day Third Semester
February 20th 2023- Presidents’ Day/Holiday
May 19th 2023- Last Day of Class

Practical Nurse Education Program August 2022 to August 2023

August 24th 2022 – Orientation
August 25th 2022 – Orientation
August 29th 2022- First Semester Start Date
September 5th 2022- Labor Day
October 10th 2022- Columbus/Indigenous Peoples' Day/Holiday
November 24th 2022- Thanksgiving Day/Holiday
December 24th 2022- Christmas Eve/Holiday
December 25th 2022- Christmas Day/Holiday
December 31st 2022- New Year's Eve/Holiday
January 1st 2023- New Year's Day/Holiday
January 13th 2023- Last Day First Semester
January 16th 2023- Martin Luther King Jr. Day/Holiday
January 17th 2023 – First Day Second Semester
February 20th 2023- Presidents' Day/Holiday
May 12th 2023- Last Day Second Semester
May 15th 2023- First Day Third Semester
May 29th 2023- Memorial Day/Holiday
July 4th 2023- Independence Day/Holiday
September 1st 2023- Last Day of Class

Nurse Aide Training Program

Start Date	Projected End Date
01/31/2022	02/24/2022
03/14/2022	04/06/2022
04/25/2022	05/18/2022
06/06/2022	06/29/2022
07/18/2022	08/10/2022
08/29/2022	09/22/2022
10/11/2022	11/03/2022
11/21/2022	12/15/2022

All dates are subject to change at the discretion of the school.