



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 :

Traditional Students:

Full Time Schedule :

Classes and clinicals are scheduled Monday to Friday, from 8:00 AM to 3:00 PM.

Part-Time Student Schedule

- Evening Classes: Monday through Friday from 5:30 PM to 9:30 PM
- Saturday Sessions: As needed for make-up days, including school closings due to weather or holidays

Hybrid Students:

The theory portion of the program will be delivered through live online instruction, while lab and clinical components will take place in person under the guidance of instructors. Lab and orientation will be held on campus in Bethlehem, PA.

Full Time Schedule : Classes and clinicals are scheduled Monday to Friday, from 8:00 AM to 3:30 PM.

Part-Time Student Schedule:

- Evening Classes: Monday through Friday from 5:30 PM to 9:30 PM
- Saturday Sessions: As needed for make-up days, including school closings due to weather or holidays

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 daytime 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 (NA013)

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 textbook 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 paying the full tuition at the start of the class.

*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 a full time 12 months or 18 months part time program. and includes 1500 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.

SEMESTER I				
Course Code	Course Code	Classroom Hours	Laboratory Hours	Clinical Hours
FOUNDATION OF NURSING	FON101	120	20	270
ANATOMY & PHYSIOLOGY	A&P101	80	---	---
SEMESTER II				
Course		Classroom Hours	Laboratory Hours	Clinical Hours
MATH & MEDICATION ADMINISTRATION	Math 101	35	10	40
ADULT HEALTH NURSING I	AHN1	70	10	185
PHARMACOLOGY	Phar101	45	10	70
SEMESTER III				
Course		Classroom Hours	Laboratory Hours	Clinical Hours
ADULT HEALTH NURSING II	AHNII	60	10	195
PEDIATRIC NURSING	PEDS101	40	---	30
MATERNAL HEALTH NURSING	MHN101	45	---	30
MENTAL HEALTH NURSING	Maternal101	45	---	80
TOTAL		540	60	900

Hybrid Program Program Description

The length of the Practical Nurse Education Program is a full time 12 months or 18 months part time program. and includes 1500 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.

The theory portion of the program will be delivered through distance education. The lab and clinical components of the program, essential for hands-on skill development and practical experience, will be conducted in-person under the guidance of instructors.

Hybrid Program Units of Study:

SEMESTER I				
Course Code	Course Code	Theory Hours Distance Education	Laboratory Hours In Person	Clinical Hours In Person
FOUNDATION OF NURSING	DE FON101	120	20	270
ANATOMY & PHYSIOLOGY	DE A&P101	80	---	---
SEMESTER II				
Course		Classroom Hours	Laboratory Hours	Clinical Hours
MATH & MEDICATION ADMINISTRATION	DE Math 101	35	10	40
ADULT HEALTH NURSING I	DE AHN1	70	10	185
PHARMACOLOGY	DE Phar101	45	10	70
SEMESTER III				
Course		Classroom Hours	Laboratory Hours	Clinical Hours
ADULT HEALTH NURSING II	DE AHNII	60	10	195
PEDIATRIC NURSING	DE PEDS101	40	---	30
MATERNAL HEALTH NURSING	DE MHN101	45	---	30
MENTAL HEALTH NURSING	DE Maternal101	45	---	80
TOTAL		540	60	900

The minimum technology requirements necessary to participate in the hybrid program at Falcon Institute of Health and Science.

- A reliable internet connection (minimum 25 Mbps)
- A desktop or laptop computer (Windows 10/macOS 10.14/Chrome OS or later) with at least 4GB RAM
- A webcam and microphone for online participation
- Google Chrome browser (recommended) and a PDF reader
- Access to Google Workspace for Education tools, including Google Classroom and Google Meet

Mandatory in-person orientation session at the beginning of program is required to ensure a smooth transition into the program.

The technology requirements can change, the school will notify the student, and an orientation will be provided at that time on new technology.

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. Applicants must be at least 18 years old or have graduated from high school, whichever occurs first.

3. Applicant must submit official final high school transcripts, 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.

4. Entrance Requirements:

Applicants who have completed High School Diploma or GED:

Applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including:

- a. 4 units of English
 - b. 3 units of Social Studies
 - c. 2 units of Mathematics (1 of which is Algebra)
 - d. 2 units of Science with a related laboratory or the equivalent.
- If an applicant does not meet the course criteria mentioned above, they will be required to take the HESI exam. To be considered for admission, the applicant must pass the Reading section with a score of 75% or higher and the Vocabulary section with a score of 75% or higher on the HESI exam. Applicants are allowed a maximum of two attempts to pass the HESI exam at Falcon Institute of Health and Science.
 - Applicants who have taken the TEAS test within the last five years and have 46.8 in reading, and 37.5 in English will be considered for admission.

Applicants with Completion of Degree/s from the United States:

Applicants with completion of an associate degree or higher earned in the United States will be required to submit proof of their degree(s) to be accepted into the program.

Applicants with Completion of Degree/s Outside of the United States:

- For applicants who have completed their degree(s) outside the United States, they must submit an evaluation of the degree showing equivalence to an associate degree or higher in the United States.
- All applicants must demonstrate successful completion of an English class at the college level with a grade of C or better to be accepted into the program.
- If an applicant does not meet the course criteria mentioned above, they will be required to take the HESI exam. To be considered for admission, the applicant must pass the Reading section with a score of 75% or higher and the Vocabulary section with a score of 75% or higher on the HESI exam. Applicants are allowed a maximum of two attempts to pass the HESI exam at Falcon Institute of Health and Science.
- Applicants who have taken the TEAS test within the last five years and have 46.8 in reading, and 37.5 in English will be considered for admission.

5. Applicants are required to submit PA Criminal History Record Check and FBI fingerprinting and Child Abuse clearances dated within one year prior to admission. 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 school staff will provide the applicant with a link that they can use to obtain the required background checks.

6. Applicants must meet the following **Medical Screening Requirements for the clinical rotation placement:**

- 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
- 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.
- 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.

7. **Vaccination Requirements for the clinical rotation placement:** Applicant is required to obtain the documentation that they are up to date on the following vaccinations:

- MMR (Measles, Mumps and Rubella)
- TD (Tetanus and Diphtheria)
- Hepatitis B
- Varicella or history of Chicken Pox disease*
- 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.

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

9. All applicants must purchase malpractice insurance prior to start of clinical rotation.

*It is recommended that students also purchase health insurance.

10. 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).

*** Disclosure- High School Diploma Verification:**

- 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.
- 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.

- 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.

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

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	80-89%	3.0
C	77-79%	2.0
F	0-76.9%	0.0

*Grades are not rounded

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

The student must score 77% in each of the semester I courses in order to progress to the next semester.

Achievement of clinical objectives is evaluated via course-specific clinical evaluation tools on a **pass/fail basis**. Students must pass both the **classroom, lab, and clinical portions** of the course to receive a satisfactory grade for the course, enabling progression in the program.

All **classroom, clinical, and lab hours** must be completed in order to progress to the next course.

If any of these requirements are unmet, the course will be considered **incomplete**.

Students seeking readmission to a failed course must submit a written request to the program director. Readmission will be based on space availability in the following class.

It is the responsibility of the student to cover the tuition costs for any course they choose to repeat.

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 77% in the Math and Medication Administration course in order to progress to the next course, which is Adult Health Nursing I and Pharmacology.

The student will earn one grade for completing Adult Health Nursing I and Pharmacology combined; the student must score 77% or above for this combined grade in order to progress to Semester III.

Kaplan Foundations of Nursing B Integrated Test (or an equivalent exam as assigned): If a student has met the requirements to pass Adult Health Nursing 1_Pharmacology, they will be eligible to take the Kaplan Foundations of Nursing B Integrated Test (or an equivalent examination, as assigned). To progress to the next course, students must achieve the minimum required benchmark score on this examination. Students who fail to earn the benchmark will be eligible for one retake opportunity.

Retake of Kaplan Foundations of Nursing B Integrated Test (or an equivalent exam as assigned): If a student has failed to meet the benchmark on their first attempt, they will be granted one retake opportunity, if all other course requirements have been met. If a student meets achieves the minimum required benchmark score on this retake examination, they will be eligible to progress to the next course. Students who fail to earn the benchmark on the retake will be given one opportunity to repeat the theoretical portion of Adult Health Nursing 1_Pharmacology and will not be required to pay for the course or attend clinical.

Repeating Adult Health Nursing 1_Pharmacology: Students will be held to the same standards for the theoretical portion of AHN 1_Pharmacology, meaning they must meet the attendance policy requirements (not exceed 35 hours), earn a passing grade for the course, AND meet the benchmark for Kaplan Foundations of Nursing B Integrated Test (or an equivalent exam) at the end of the repeated course.

If a student fails to hit the benchmark after they have repeated the theoretical portion of the course, they will be allowed to retake the entire course (including theory and clinical) but will be required to pay for the retake. The maximum number of times a student may attempt any course in any format is three times.

Note: Students who repeat a course because they failed academically (did not hit 77% for the course) or failed clinically must retake all components of the course (i.e. theoretical and clinical) AND must pay for the course. Students who repeat a course because they did not hit the benchmark on the integrated test, but passed otherwise, will be given only ONE opportunity to retake the theoretical portion without having to repeat clinical. Only in this circumstance will students be able to retake the theory portion without having to pay for that course.

Students seeking readmission to a failed course must submit a written request to the program director. Readmission will be based on space availability in the following class.

It is the responsibility of the student to cover the tuition costs for any course they choose to repeat.

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.

Achievement of clinical objectives is evaluated via course-specific clinical evaluation tools on a **pass/fail basis**. Students must pass both the **classroom, lab, and clinical portions** of the course to receive a satisfactory grade for the course, enabling progression in the program.

All **classroom, clinical, and lab hours** must be completed in order to progress to the next course.

If any of these requirements are unmet, the course will be considered **incomplete**.

Students seeking readmission to a failed course must submit a written request to the program director. Readmission will be based on space availability in the following class.

It is the responsibility of the student to cover the tuition costs for any course they choose to repeat.

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 77% or above in the Adult Health Nursing II course in order to progress to the next courses, which includes - Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

Additionally, to progress to the next course, which includes - Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing the student must achieve the benchmark score on the Kaplan Adult Health B Integrated Test (or another equivalent exam as assigned).

Kaplan Adult Health B Integrated Test: If a student has met the requirements to pass Adult Health Nursing II, they will be eligible to take the Kaplan Adult Health B Integrated Test (or an equivalent examination, as assigned). To progress to the next course, students must achieve the minimum required benchmark score on this examination. Students who fail to earn the benchmark will be eligible for one retake opportunity.

Retake of Kaplan Adult Health B Integrated Test (or an equivalent exam as assigned): If a student has failed to meet the benchmark on their first attempt, they will be granted one retake opportunity, if all other course requirements have been met. If a student meets achieves the minimum required benchmark score on this retake examination, they will be eligible to progress to the next course. Students who fail to earn the benchmark on the retake will be given one opportunity to repeat the theoretical portion of AHN II and will not be required to pay for the course or attend clinical.

Repeating Adult Health Nursing II : Students will be held to the same standards for the theoretical portion of AHN II, meaning they must meet the attendance policy requirements (not exceed 35 hours), earn a passing grade for the course, AND meet the benchmark for **Kaplan Adult Health B Integrated Test (or an equivalent exam as assigned)** at the end of the repeated course.

These three courses (Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing) are considered specialties and are evaluated as a single unit, with one combined grade awarded for all three.

I. Specialty Courses Requirements

(Mental Health Nursing, Maternal Health Nursing, Pediatric Nursing)

The **Licensure Preparation (NCLEX) Workshop** is a **required component** of the Specialty Courses. **Successful completion of the Licensure Preparation (NCLEX) Workshop is required to earn a passing grade** for the Specialty Courses.

Eligibility to Attend the Licensure Preparation (NCLEX) Workshop

To be eligible to attend the Licensure Preparation (NCLEX) Workshop, students must:

- Achieve a **minimum combined theory grade of 77%** across the Specialty Courses
- Be in compliance with the **attendance policy**
- Meet all **clinical requirements**
- Meet all **financial obligations** to the institution. The balance **MUST** be zero.

II. Financial Obligation Requirement (Licensure Preparation (NCLEX) Workshop)

Students must **meet all financial obligations** to the institution in order to **attend the Licensure Preparation (NCLEX) Workshop**. The student's **account balance must be zero** prior to participation in the workshop. Students with an outstanding balance will **not be permitted to attend** the Licensure Preparation (NCLEX) Workshop.

III. Licensure Preparation (NCLEX) Workshop – Testing and Remediation Requirements

As part of the Licensure Preparation (NCLEX) Workshop, students must complete required Kaplan assessments, including the Kaplan Proctored Integrated Test, and meet the minimum performance standards in the Licensure Preparation Workshop Agreement.

VI. Course Requirements to Receive a Final Passing Grade (Specialty Courses)

To receive a final passing grade in the Specialty Courses (Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing), the student must meet all of the following requirements:

- Achieve a minimum combined theory grade of 77%.
- Successfully meet all clinical objectives on a pass/fail basis.
- Successfully complete the Licensure Preparation (NCLEX) Workshop, including all required Kaplan testing and remediation, as applicable.
- Complete all required classroom, clinical, and Licensure Preparation (NCLEX) Workshop hours.
- Meet all financial obligations to the institution. The student's account balance must be zero (\$0.00).

If any requirement is not met, the Specialty Course sequence will be considered incomplete, and a final passing grade will not be issued.

5. Achievement of clinical objectives is evaluated via course-specific clinical evaluation tools on a **pass/fail basis**. Students must pass both the **classroom, lab, and clinical portions** of the course to receive a satisfactory grade for the course, enabling progression in the program.

All **classroom, clinical, and lab hours** must be completed in order to progress to the next course.

6. The breakdown of assignments and the grade weight for each component will be provided by the classroom instructor prior to the start of the course. This information will outline how each assignment, exam, project, and other course activities contribute to the final grade.

All students are required to adhere to the guidelines and grading criteria provided by the instructor. It is the student's responsibility to review and understand the grading breakdown and to meet all specified requirements for successful course completion.

Attendance

1. Cumulative Attendance Allowance:

Regular attendance is vital for success in the program. Instructors will record attendance for each class, lab, and clinical day. All missed hours, including theory, lab, and clinical components, must be made up. Students are allowed to make up a maximum of 35 hours of missed time during each semester. Students cannot miss more than two clinical days per semester. Students must adhere to the make-up time policy.

Exceeding the 35-Hour Limit in a Semester:

After a student has missed 35 hours, they will be required to meet with the Program Director. Students may request a Leave of Absence if eligible (according to Leave of Absence Policy); if the student is not eligible for the Leave of Absence, an F grade will be recorded for the course they are attending when they exceed the 35-hour limit. Students cannot continue in the program if they miss more than 35 hours in a semester. The student will be required to repeat the course if they have missed more than 35 hours in the semester if they choose to continue the program.

Exceeding the 35-hour limit at any time in the program may result in the loss of financial aid eligibility (grants and federal student loans). Students must stay under this limit to be in good standing with their Financial Aid and progression in the program.

2. Tardiness

a. Clinical Site: Tardiness at the clinical site is NOT tolerated. Students who are late and **do not report at the start time of the clinical will be sent home and marked absent for the day.**

b. Classroom or Lab: For classroom or lab tardiness, it is discouraged. The instructor will take attendance at the beginning of the class, and if you are not present at that time, it is the student's responsibility to inform the instructor of their presence.

Attendance will be recorded at the time the student informs the instructor, not when they physically walk in. Repeated tardiness may result in marking the student absent for the day, with a requirement to make up the complete day.

Attendance for hybrid classroom sessions will be taken at the **start of the class.**

- Students must have their **camera turned on with their live face clearly visible** to the instructor at the time attendance is taken.
- Logging in without video, or using a static image or photo, will **not** be considered present.
- Attendance will be recorded only after the instructor **visually confirms the student's real-time presence.**
- If a student fails to meet this requirement or is late, they may be **marked absent for the session** and required to make up the missed time according to school policy.

c. Students must adhere to the make-up policy to make up time.

3. Examination Absences:

Absence on the day of a scheduled examination is strongly discouraged. A deduction of five points will be applied if quiz or exam are not taken on the scheduled day and time unless medical documentation is provided.

4. Clinical Absence Due to Health Conditions:

Absence from the clinical area due to communicable illness or a change in health condition requires written documentation from a physician or an acceptable authority upon return to the school, stating the student meets the physical requirements to resume attendance. All missed clinical days must be made up to be eligible for progression. Beyond the limit of two make up clinical days, there is no guarantee that the school can arrange make-up clinical hours. If the school can arrange make-up clinical hours beyond the two-day limit, a fee of \$55 per hour will be charged to cover the associated costs.

5. Notification of Absence:

The student is required to notify the instructor at least one hour prior to the start of clinical, theory, or lab if they will be absent that day.

6. Preparation for Clinical Days:

Students must come prepared for each clinical day, ready to begin promptly with all necessary supplies. Lack of preparedness may result in dismissal for the day and a marked absence. Clinical documentation and assignments are due on the date and time assigned by the instructor.

7. Progression Requirement: Students must remain in good standing with this attendance policy to progress between semesters.

****It is not the instructor's responsibility to remind you that you are approaching 35 hours. Once you have missed 26 hours of time, it is your responsibility to immediately have a meeting with your instructor.***

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 (1500 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 is 1500 hours. Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Make- Up Time Policy:

Students are required to make up all missed hours, both theory/lab and clinicals. The maximum allowable missed time for make-up is set at 35 hours per semester. In order to progress to the next semester, students are required to make up all hours they have missed, including both theory/lab and clinicals. **Exceeding the 35-hour limit will result in the loss of financial aid eligibility.**

2. Clinical Limitations:

For clinicals, the maximum allowable missed day for make-up is two days.

3. Charge for Make-up Clinical Hours:

If students fail to attend the scheduled make up clinical day and/or beyond the limit of two make up clinical days, there is no guarantee that the school can arrange make-up clinical hours. If the school can arrange make-up clinical hours beyond the two-day limit, a fee of \$55 per hour will be charged to cover the associated costs.

4. It is the student's responsibility to schedule a meeting with the instructor to make a plan for make-up time.

5. The student must initial the Daily Evaluation Form the next clinical day after a missed clinical.

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

Financial Aid Loss: Exceeding the 35-hour limit at any time in the program will result in the loss of financial aid eligibility (grants and federal student loans). Students are urged to stay below the stipulated hours to ensure continued financial aid support.

**** It is not the instructor's responsibility to remind you that you are approaching 35 hours. Once you have missed 26 hours of time, it is your responsibility to immediately have a meeting with your instructor.***

Tuition Cost and Fees:

Direct Cost (Billed Expenses- can be applied to Financial Aid)

Tuition Fee	-----	\$ 27000
Technology Fee	-----	\$ 1975

Malpractice insurance -----	\$ 40
Clinical Compliance -----	\$160
Graduation Fee -----	\$400
TOTAL -----	\$29,575

Other Cost *(student expenses associated with attending the Nursing Program that are not paid to the institution)*

Books, Uniform, Physical Exam and Immunization, BLS, Laptop - \$1000

(Note: the cost 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)

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 and Tuition Delinquency Policy:

This policy outlines the tuition payment requirements for all students and details the procedures and consequences applicable in cases of delinquency.

Definitions – Payment Periods

- 1st Payment Period: 1–450 hours
- 2nd Payment Period: 451–900 hours
- 3rd Payment Period: 901–1,225 hours
- 4th Payment Period: 1,226–1,500 hours

1. Tuition Due Date (Applies to All Students)

Tuition is due on the first day of each payment period.

2. NCLEX Workshop Eligibility (Applies to All Students)

A student must be current with all tuition and fee payments to attend the NCLEX workshop in the third semester.

Students who are delinquent will not be permitted to attend the workshop until their account is brought current.

3. Payment Plan Requirements (Applies to All Students)

Payment plans are available to all students through the Financial Aid Office. Students may request a payment plan at any time by contacting the Financial Aid Office.

Students must follow the deadlines and installment amounts outlined in their official payment plan for their out-of-pocket tuition responsibility.

For students starting in 2026 and beyond:

a. Semester Enrollment Requirements

To begin each new semester, students' out-of-pocket balance (excluding pending financial aid) cannot exceed \$9,000. If balance exceeds \$9,000 on the first day of classes of any new semester, the student will not be permitted to continue. Student may request a Leave of Absence until the balance is reduced to \$9,000 or less. This rule applies at the start of every semester throughout enrollment.

b. Students who miss two consecutive payments are considered on Financial Probation.

c. The student is considered delinquent if final payment is not made by the deadline listed on their plan or if no payment plan is in place 30 days after the start of the fourth (final) payment period. Delinquent students will not be permitted to attend classes, clinicals, or workshops until all tuition and fees are paid in full.

d. The plan provided at the start of the program is based on student's FAFSA information and financial aid eligibility at the time of enrollment. If student's financial aid award changes for any reason during the program:

- If financial aid decreases: Any shortfall will be added to your remaining payment obligations under the payment plan.
- If financial aid increases: Any additional aid received will be applied toward your outstanding balance, potentially reducing or eliminating future payments.
- Payment due dates will remain the same.

4. Final Payment Obligation (Applies to All Students)

No student will be allowed to attend the NCLEX Preparation workshop in the third semester or continue in the program until all tuition and fees are paid in full. To attend the NCLEX Preparation Workshop in the third semester, the total account balance must be zero. Students with any outstanding balance will not be eligible to participate in this workshop.

5. Financial Delinquency (Applies to All Students):

A student is delinquent if:

- Final payment is not made by the deadline on their plan, OR
- Any tuition or fee remains outstanding before the NCLEX preparation workshop in the third semester.

Delinquent students will not be permitted to attend the third-semester workshop, classes, clinicals, or continue in the program until all payments are current.

6. Withdrawal from the Institution (Applies to All Students)

If a student withdraws or is expelled from the institution, all outstanding tuition and fees become due on the last day of attendance

Graduation Requirements:

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

1. Achieve a minimum of 77% average in all theory courses
2. Satisfactorily complete all required course work
3. Satisfactorily meet all clinical objectives
4. Satisfactorily meet all benchmark tests and remediation requirements
5. Satisfactorily meet all program requirements
6. Pay all tuition, fees and outstanding debts
7. Complete a minimum of 1,500 program hours

After meeting all criteria outlined in the Graduation Policy, the student will be considered a graduate of the Practical Nurse Education Program. Only graduates are eligible to apply for the National Council Licensure Examination (NCLEX).

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. Nursing Education Verification (NEV) will be submitted after all graduation requirements stipulated by the graduation requirement policy in the Practical Nurse Education program have been met.

MEDICAL ASSISTANT SPECIALIZED ASSOCIATE DEGREE

Program Description:

The Falcon Institute of Health and Science Medical Assistant Specialized Associate Degree is a 62-semester credit hour program for those who wish to become Medical Assistants. The degree will take 18 months to complete. The Medical Assistant Specialized Associate Degree will prepare students to become well rounded 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.

Medical Assistant Specialized Associate Degree classes and lab hours are scheduled between 4:00 PM - 10:00 PM Monday to Friday. Externship hours are daytime hours. Actual hours are set by the externship site. The Externship is a full-time commitment totaling 180 hours in seven weeks; at least 25.5 hours per week for the first six weeks and 27 hours for the seventh week. Students are responsible for meals and transportation to and from the externship site.

***Disclosure statement: Medical Assistant Specialized Associate Degree externship hours will be daytime hours.**

Units of Study:

English Composition
Fundamental of Ethics

Developmental Psychology
Introduction to Statistics
Nutrition and Health
Medical Law and Ethics
Medical Office Procedures
Electronic Health Records & Keyboarding
Coding, Insurance Billing and Reimbursement
Office Procedure Skill Lab
Human Anatomy and Physiology
Medical Terminology, Disease and Treatment
Pharmacology
Medical Skill Lab
Medical Assistant Professional Development
Clinical Skill Lab III
Medical Assistant Externship

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. Enter the workforce as qualified and technically skilled healthcare professionals in the ever-changing healthcare environment.
3. Well prepared to enter the profession as a Medical Assistant and have the ability to continue their learning throughout their professional careers.
4. Understand the legal and ethical considerations for the Medical Assistant, as well as the OSHA guidelines for both administrative and/or clinical settings.
5. Demonstrate effective verbal and written communication with patients, families and healthcare team members.
6. Display knowledge of appropriate conflict management skills in order to resolve conflicts.
7. 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.
8. Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect, human dignity, and individual rights.
9. Perform all Medical Assistant functions within a safe, legal and ethical parameters.

10. Students will satisfactorily complete their Medical Assistant education.
11. Students will obtain the Medical Assistant education and skills to be effectively prepared for their role as healthcare providers.
12. 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.
13. Demonstrate professional characteristics.

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 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 at <https://www.naces.org/members>, or the student may request a list of acceptable agencies from the admissions office. 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.

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. 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. 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: MMR (Measles, Mumps and Rubella) - 2 doses are required if born after 1957*; TD (Tetanus and Diphtheria) - last dose must be within 10 years*; Hepatitis B - series of 3 immunizations*; 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 <https://www.compass.state.pa.us/cwis/public/home> and 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 TABE 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:

Billed Expenses - can be applied to Financial Aid

Tuition Fee -----	\$24,800
Malpractice Insurance -----	\$40
Background Checks and Drug Test -----	\$160

TOTAL COST BILLED ----- \$25,700

Other expenses to be paid by the student:

Physical Exam and Immunization -----\$150
BLS for HealthCare Providers ----- \$19.99
Textbooks ----- \$700
Uniforms ----- \$100

(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 each course. Because the Medical Assistant Specialized Associate Degree allows students to enroll in a varying number of courses each semester, tuition is not billed on a fixed payment-period schedule; instead, the tuition obligation for each course becomes due at the start of that course

Grading Policy:

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*

The student must score 75% in each of the courses. Any failed course must be repeated before a student can progress to the next Semester. 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.

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

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 classroom, clinical, and lab hours must be completed in order to graduate.

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.

7. 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.

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 Specialized Associate Degree, 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 specialized associate degree.

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 9:00 am to 2:00 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.

6. PA Career Link

Eligible students may qualify for grant funding through PA CareerLink®. Please note that not all CareerLink® sites in Pennsylvania offer this funding. We encourage you to check with the school to confirm which county or area CareerLink® offices currently support funding for our programs.

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

7. Gap Funding

If financial aid and awards are not enough to cover a student's tuition cost, Falcon Institute of Health and Science will provide the student with information for a personal loan to cover the remaining balance. The student has until the workshop in the third semester to pay the outstanding balance. The student may meet with the financial aid advisor to create a payment plan for the balance not covered by financial aid and awards and must pay the outstanding balance before attending the workshop in the third semester, which is prior to graduation.

If the student does not want to take the gap funding option offered by the school or is not eligible for the options offered, the student must use their own resources to pay the outstanding bill. The entire tuition balance is due prior to attending the workshop in the third semester. If a student denies financial aid or is ineligible for financial aid, the outstanding balance will be due on the first day of the payment period.

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

$$\text{COA} - \text{EFC} = \text{Financial Need}$$

5. Estimated Financial Aid

- a. Pell Grant: Eligible amount determined by EFC from ISIR/SAR
- b. Direct Subsidized Loan
- c. Unsubsidized Loan Amounts

For detailed information on loan limits for dependent and independent students, please visit [this link](#).

- 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

$$\text{COA} - \text{EFC} - \text{EFA} = \text{Financial Need}$$

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

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

$$\text{COA} - \text{EFA} = \text{Financial Need}$$

- 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 9:00 am to 3:00 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.

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 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 prorate 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.

STANDARDS 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. Cell phones needs to stay with student belongings. Use of cell phones is permitted only during break times.
3. No eating is allowed during class, lab or clinical time. Close container for drinks is permitted. Eating is permitted only during break times.
4. Clinical site changes will not be permitted unless under extenuating circumstances and must be approved by the Program Director.
5. All students must abide by the school's **dress code for the school and clinical setting:**
 - a. Uniform required: Falcon Institute embroidered royal scrub top, royal scrub pants, and non-skid white sneakers or shoes; no slippers, flip flops or sandals are permitted. No crocs, no holes or open-backed shoes are permitted at clinical. No bandanas of any kind are permitted.
 - i. At clinical, a wristwatch with a second hand, Stethoscope, pen light, and ID badge are also required as part of the uniform.
 - b. The student's ID badge must be displayed at the top of the scrub top, at eye level.
 - c. The student is not permitted to wear headphones or earbuds during class unless directed for class work by the Instructor. No smart glasses are permitted.
 - d. Jewelry: no dangling earrings, excessive chains, or bracelets are permitted. At clinical, no rings except wedding bands are permitted. No facial or tongue jewelry is permitted.
 - e. Make-up and eyelashes: must be natural-looking. No heavy colognes or perfumes.
 - f. Body art: tattoos must be covered at all times.
 - g. Fingernails: must be clean and cut to a moderate length; artificial nails are not permitted during the program.
 - h. Hair: must be of a natural color and styled above the collar (cut short or pulled up in a hairstyling device). A headwrap may be worn but must be a solid color of either white, blue, or black.

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

6. 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.

7. 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.
8. 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 INTERGRITY

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.
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 student should first discuss their grievance with their primary instructor. If they are unable to resolve their grievance with their instructor, they are to follow the steps below.

Step One – Student should submit the grievance to their primary instructor. The primary instructor will review and respond to the grievance within ten business days.

Step Two - If the student and instructor are unable to resolve the issue, the grievance should be brought to the attention of the Student Advisor. The Student Advisor will review and respond to the grievance within ten business days.

Step Three - If the decision rendered by the Student Advisor is not satisfactory to the student, the student may appeal to the Program Director. The Program Director will review and respond to the grievance within ten business days.

Step Four - If the decision rendered by the Program Director is not satisfactory to the student, the student may appeal to the school President. The President will make a final decision regarding this issue.

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 Pennsylvania Department of Education, State Board of Private Licensed Schools 607 South Drive, Floor 3E Harrisburg, PA 17120. 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

At Falcon Institute of Health and Science, our goal is to provide a positive environment that will motivate students toward completing the program to best of their ability.

Orientation is provided to advise all students of all policies and procedures and to counsel them regarding their responsibilities and how to seek help when needed.

The school has a Student Counselor who is available to assist new and current students who are struggling with personal and/or academic issues. The Student Counselor also advises student regarding time management and stress management skills. The school offers free tutoring to students who fail any test. Additionally, the school employs a Student Success Coordinator who helps students to make study plans and to help them with their academic issues.

All students are provided the Program Director's email address so that if the student has additional needs that have not been met by the Student Counselor and/or Student Success Coordinator, they can contact the Program Director for further assistance.

The school also offers an outside counseling service to students, as needed, by Licensed Professional Counselors (LPC) to assist them with any issues or stressors that they may have and how to manage outside stress as well as counseling regarding good study habits, time management and conflict resolutions.

Student counseling services are provided regarding acquiring outside assistance for childcare, housing, and utilities as requested by the student or the instructor.

TRANSFER POLICY

Transfer of students between programs within the institution

Practical Nursing Education Program

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 1 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.**

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

Refund Policy for the Nurse Aide Training Program (Programs of Less Than 6 Weeks’ Duration)

For the Nurse Aide Training Program, a program 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.

Refund Policy for All Other Programs (Programs of 12 Months or Less, and Programs Beyond Twelve Months)

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

1. For a student cancelling after the 5th calendar day following the date of enrollment but prior to receipt by the school of the first completed home study lesson, monies paid to the school shall be refunded except the nonrefundable amount of the application/registration fee

(2) If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to completion of the program, minimum refunds shall be calculated as follows:

(i) Up to and including completion of the first 10% of the program, the school shall refund 90% of the total tuition.

(ii) Beyond completion of 10% of the program and up to and including completion of 25% of the program, the school shall refund 75% of the total tuition.

(iii) Beyond completion of 25% of the program and up to and including completion of 50% of the program, the school shall refund 50% of the total tuition.

(iv) Beyond completion of 50% of the program, a student is entitled to no refund.

(3) The percentage of the program completed shall be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.

Refund Policy for Programs Obligorating Students for Period Beyond Twelve Months

1. For a student cancelling after the 5th calendar day following the date of enrollment but prior to receipt by the school of the first completed home study lesson, monies paid to the school shall be refunded except the nonrefundable amount of the application/registration fee

(2) If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to completion of the program, minimum refunds shall be calculated as follows:

(i) Up to and including completion of the first 10% of the program, the school shall refund 90% of the total tuition.

(ii) Beyond completion of 10% of the program and up to and including completion of 25% of the program, the school shall refund 75% of the total tuition.

(iii) Beyond completion of 25% of the program and up to and including completion of 50% of the program, the school shall refund 50% of the total tuition.

(iv) Beyond completion of 50% of the program, a student is entitled to no refund.

(3) The percentage of the program completed shall be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.

- * **Refunds, when due, are made without requiring a request from the student.**
- * **Falcon Institute of Health and Science does not retain any tuition or fees collected in advance for students who do not commence class.**

* **All calculations will be based on the scheduled hours**

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

1. Jeanne Clery Act: Annual Security Report posted to school's website.

b. Turning Point of the Lehigh Valley

c. Crime Victims Council of the Lehigh Valley

d. School Counseling Services

8. A promise of discretion and dignity.

9. A promise of confidentiality for victims of sexual assault.

a. Bill of Rights and Responsibility for Nursing Students. (Falcon Institute of Health and Science, *Student Handbook*)

10. Follow up Program- 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 addresses 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. Rape, Abuse & Incest National Network (RAINN) Handouts

1. Self-Care After Trauma- Tips from RAINN

2. How to Help Someone You Care About- Tips from RAINN

3. Falcon Institute of Health and Science- Sexual Violence Education Acknowledgement form.

c. You Are Not Alone Video- With RAINN

1. This 1 and a half minute video addresses sexual violence and provides resources to the RAINN's anonymous and confidential hotline. They have teams dedicated to education, prevention, and response. They explain their dedication to providing a culture of safety.

d. 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.

e. Healthy VS. Unhealthy Relationships Brochure

1. Describes the difference between a healthy and unhealthy relationship. Provides traits of a healthy relationship. Offers a quiz to determine if an individual is in a healthy relationship. Brochure is from Turning Point of the Lehigh Valley and provides their contact information as well as the phone number and websites for Crime Victim's Councils (for victims of violent crimes and their significant others) and for National Teen Dating Abuse Helpline.

f. No One should Live in fear Brochure (English and Spanish copies available)

1. Discusses verbal, physical, emotional, sexual, and economic abuse. Provides a series of questions to determine if the individual is a victim of abuse and steps to take to protect oneself. The brochure provides a phone number to call for free information and services including temporary emergency shelter, counseling, court, medical, and agency advocacy, and education.

SEXUAL MISCONDUCT POLICY AND REPORTING PROCEDURE- TITLE IX

Falcon Institute of Health and Science's TITLE IX Officer

Preet Chahal President
3045 Avenue B
Bethlehem, PA 18017
484-809-0698
preet@falconihs.com

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Falcon Institute of Health and Science not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

The purpose of this policy is to ensure that the Institution's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the School's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School.

Discrimination

The Falcon Institute of Health and Science prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

Sexual Harassment

The Falcon Institute of Health and Science defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. This policy applies to all interactions between students and Falcon Institute of Health and Science's faculty members and other faculty, staff, and administrative personnel, and other students.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Repeated incidents or a pattern of harassing behavior may be cause for serious corrective action. However, a more serious incident, even if isolated, may be sufficient cause for action under this policy including referral to law enforcement when applicable.

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex. A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this policy:

1. Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties.
2. Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipients.
3. Sexual advances, whether or not they involve physical touching.
4. Commenting about or inappropriately touching an individual's body.
5. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
6. Lewd or sexually suggestive comments, jokes, innuendoes, or gestures.
7. Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the School's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

Definitions

Consent - Pennsylvania does not specifically define "consent." However, a person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- By forcible compulsion;
- By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or
- Who suffers from a mental disability which renders the complainant incapable of consent. 18 Pa.C.S.A. § 3121.

"Forcible compulsion" is defined as "compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after sexual intercourse." 18 Pa.C.S.A. § 3101.

For More Information Visit: <https://www.rainn.org/laws-your-state-pennsylvania>

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual violence includes any one incident of:

- Sexual battery, as defined in a lewd or lascivious act, as defined in upon in the presence of a person younger than 16 years of age.
- Luring or enticing a child
- Sexual performance by a child
- Any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person-

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.

The existence of such a relationship shall be determined based on the consideration of the following factors:

- A dating relationship must have existed within the past 6 months.
- The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
- The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time, and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

"Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

"Cyber stalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in PA State Law. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in the PA State Law. <http://victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state/pennsylvania>

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a

situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking.

Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Unwelcome Conduct: Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this policy.

Gender-Based Harassment : Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the School's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this policy.

Reporting Title IX complaints to the School Procedure:

Consistent with Supreme Court precedent and the text of title IX, the school will respond when:

1. The school has actual knowledge of sexual harassment
2. That occurred within the school's education program or activity
3. Against a person in the United States.

The alleged victim or any third party may report anonymously online on school website

<https://www.falconihs.com/sexual-abuse-and-harassment-reporting/> or report to the Title IX Coordinator, the Program Director, or the President of the school in person, by email, by phone or by mail. If the alleged victim or any third party is not able to locate or report to the Title IX Coordinator, the Program Director, or the President of the school, they may report to any employee of the school.

A witness or victim of an incident of sexual harassment or sexual violence who reports the incident in good faith will not be sanctioned by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs or alcohol.

Title IX Coordinator
Preet Chahal President
3045 Avenue B Bethlehem PA 18017
484-809-0698
preet@falconihs.com

The US Department of Education's Title IX Final Rule defines that, "actual knowledge" includes notice to any school employee and states that any person (e.g. the alleged victim or any third party) may report the complaint to a Title IX Coordinator in person or by email, phone, or mail or school website.

The Final Rule also specifies that a school's "educational program or activity" includes situations over which the school exercised substantial control, and also buildings owned or controlled by student organizations officially recognized by a postsecondary institution such as many fraternity and sorority houses.

The school will offer supportive measures to every complainant with or without a formal complaint. The school will offer supportive measures to the complainant or respondent as appropriate as reasonably available, and without fee or charge before or after the filing of a formal complaint or where no formal complaint has been filed. Section 106.30 defines supportive measures as non- disciplinary, non- punitive, and individualized services designed to restore or preserve access to the recipients education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the recipient's educational environment or to deter sexual harassment.

Falcon Institute of Health and Science has a memorandum of understanding affiliation with partner agency, Crime Victims Council Of The Lehigh Valley (CVCLV), Coordinator will provide Falcon students resources, including intervention, counseling, medical services, sexual assault forensic examinations and resources available through the CVCLV. Including, assistance to students with filing a complaint or report as per contract.

Falcon Institute of Health and Science has a memorandum of understanding affiliation with partner agency, Turning Point of the Lehigh Valley will provide Falcon Students confidential services and support at no cost. As per agreement these services include:

1. 24- hour hotline counseling and crisis intervention.
2. Safe House services for those fleeing immediate danger and transitional housing.
3. Individual and group counseling services.
4. Assist in filing a formal complaint to law enforcement.
5. Civil and criminal justice advocacy at two County Courthouses.

The school will investigate every formal complaint (which may be filed by a complainant or by the school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then the school may address the allegations under the school's own code of conduct and provide supportive measures. 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.

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.

UNSATISFACTORY PROGRESS POLICY FOR STUDENTS USING VETERANS' EDUCATION BENEFITS

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Based upon this requirement, any students using Veterans Education Benefits will be dismissed when not meeting the requirements listed in our current approved catalog.

Based upon the current SCO Handbook:

1. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program.
2. When a student has failed to maintain prescribed standards of progress, VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory.
3. Upon recertification to VA the school's certifying official should maintain in the student's file a statement that describes the conditions for the student's continued certification to VA. These conditions will prescribe the minimum performance standards to be achieved by the student during the next enrollment/evaluation period.

TRANSCRIPT/PROGRESS RECORD REQUEST

Unofficial Transcript Release:

Current students may request a copy of their unofficial transcript or progress records by completing the transcript request form available in the Registrar's Office at the school.

Unofficial transcripts are provided at no cost to students who are currently enrolled and attending school. These transcripts will only be released directly to the requesting student in person and will not be sent via email, fax, mail, or any other electronic means.

Official Transcript Release:

The Falcon Institute of Health and Science will make every effort to process your request for an official transcript within ten (10) business days from the date the completed application and the transcript request fee has been received. However, please note that processing times may be extended near the end or start of a semester.

1. For students who are recipients of federal student aid funds (loans and/or grants), in compliance with § 668.14(b)(34) of federal regulations, Falcon Institute of Health and Science reserves the right to hold or partially hold transcripts based on the status of a student's institutional charges for each payment period.

Partial Transcript Release: Partial transcripts will be released, but not including credits for any one or more payment periods for which there is an outstanding balance and there is not an acceptable payment agreement with the institution pursuant to which payments are being made on a timely basis.

Full Transcript Release: Full transcripts will be released only when all institutional charges for all payment periods have been paid in full or are being timely paid under an acceptable payment agreement with the institution at the time the request is made.

2. For students who are not recipient of federal student aid funds, Falcon Institute of Health and Science reserves the right to hold or partially hold transcripts if any portion of the student's institutional charges are unpaid for any semester or term.

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 based on the disciplinary action and dismissal policy.
2. If the student is placed on probation, a written notification will be given to the student. When applicable, the 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 without any warning.
5. Based on the nature of the circumstance, the Program Director reserves the right to immediate dismissal without warning or probation.

FINES AND ADMINISTRATIVE PENALTIES

The following infractions will result in a \$25 fine per infraction:

- Use of a cell phone during class lecture or lab (during exams, students must follow the institution's Testing Policy)
- Smoking or vaping outside in non-designated areas on campus
- Parking in non-designated areas

All fines must be paid in full prior to the start of the next semester. Students will not be permitted to progress until all outstanding fines are paid. For students in their third semester, all fines must be paid in full before attending required workshops.

DISCIPLINARY ACTION AND DISMISSAL POLICY

Students must always demonstrate professionalism, patient safety, and respect for instructors and peers.

The following guidelines will be used to discipline students as necessary.

Category I – Verbal Warning

- Dress code violation
- Sleeping during class or clinical

Category II – Written Warning

- Repeat of a Category I violation
- Disruptive classroom behavior
- Leaving the clinical unit without instructor approval
- Abuse of equipment or supplies
- Swearing/offensive language
- Yelling, slamming doors, verbal altercations, or outbursts
- Yelling or raising voice toward faculty, staff, or clinical site personnel
- Inappropriate gestures
- Insubordination
- Cheating, copying, or plagiarism
- Lying

Note:

All violations based on the severity of the infraction may result in immediate suspension, probation, or dismissal without verbal or written warning.

Category III – Probation

- Repeat violations of Category II
- Unsafe patient care delivery
- Negligence of patient care
- Abandonment of patient care
- Bullying or cyberbullying

May result in immediate suspension or dismissal, depending on the severity, without the student being placed on probation.

When probation is assigned, the following applies:

- The student will receive written notification of probation.
- Probation may last up to twelve (12) months.
- Any further violation while on probation will result in suspension for the semester or dismissal from the program.

Category IV – Suspension or Dismissal

Based on the seriousness of the incident, a student may be suspended for the remainder of the semester or dismissed from the program without a suspension period.

- Arrest by government law enforcement during school activities
- Assault of another student or school personnel
- Drug-related activity
- Ethnic or racial intimidation or harassment
- Violation of patient confidentiality
- Failure to disclose an arrest
- Falsification of records
- Possession of a resident/patient's belongings
- Fighting
- Forgery
- Lewd behavior
- Positive drug test
- Possession of a weapon, controlled substance, or drug paraphernalia
- Theft
- Being under the influence of a controlled substance or alcohol
- Verbal or physical threats to anyone
- Any behavior that endangers patient safety or breaches confidentiality may result in immediate dismissal

Disciplinary Authority and Institutional Enforcement

- Faculty members may issue verbal and written warnings in response to violations categorized under the Disciplinary Action Policy.
- The Program Director has the authority to impose all levels of disciplinary action, including probation, suspension, and dismissal, based on the severity of any violation. Disciplinary actions may be taken independently by the program director or in consultation with the Review Committee.
- Students who are dismissed from the program may not be eligible for readmission. Refunds will be calculated based on the student's official last date of attendance, in accordance with the institution's refund policy

FULL TIME FACULTY AND SUPPORT STAFF

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President

ADN Northampton Community College, Bethlehem, PA

BSN Regis University, Denver, CO

MSN Regis University, Denver, CO

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Director Practical Nursing Education Program

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MSN Drexel University, Philadelphia, PA

BSN Drexel University, Philadelphia, PA

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Financial Aid Director

MBA, BSB Texas A&M, TX

Darryl Neumann

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Noemi Torres

Financial Aid Advisor

AS McCann School of Business, Allentown, PA

Amy Cincera

Financial Aid/Bursar

AAS- Lehigh Carbon Community College, Schoenecksville, PA

Dana Serman

HR Coordinator

HS- Liberty High School Bethlehem, PA

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NA Instructor
LPN Lincoln Technical Institute, PA

Eugene Anderson
Nursing Instructor
Nurse Aide Training Instructor
BSN Alfred University, Alfred, NY
MSN DeSales University, Center Valley, 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 three times per year. Falcon Institute of Health and Science observes holidays on the following days:

New Year's Day
Martin Luther King's Day
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

Practical Nurse Education Program January 2025 to January 2026

January 21, 2025 - Start Date
May 26, 2025- Memorial Day/Holiday
July 4, 2025 - Independence Day
September 1, 2025 - Labor Day
October 13, 2025 - Columbus Day/Indigenous Peoples' Day/Holiday
November 27, 2025 - Thanksgiving Day/Holiday
December 24, 2025 - Christmas Eve/Holiday Observed
December 25, 2025 - Christmas Day/Holiday Observed
December 31, 2025 - New Year's Eve/Holiday Observed
January 1, 2026 - New Year's Day/Holiday Observed
January 16, 2026 - Last day of class

Practical Nurse Education Program February 2025 to August 2026

February 17, 2025- Start Date
February 17, 2025 – Presidents' Day/Holiday
May 26, 2025 - Memorial Day/Holiday
July 4, 2025 - Independence Day
September 1, 2025 - Labor Day
October 13, 2025 - Columbus Day/Indigenous Peoples' Day/Holiday
November 27, 2025 - Thanksgiving Day/Holiday
December 24, 2025 - Christmas Eve/Holiday Observed
December 25, 2025 - Christmas Day/Holiday Observed

December 31, 2025 - New Year's Eve/Holiday Observed
January 1, 2026 - New Year's Day/Holiday Observed
January 19, 2026 - Martin Luther King Jr. Day/Holiday
February 16, 2026 - Presidents' Day/Holiday
May 25, 2026 - Memorial Day/Holiday
July 4, 2026 – Independence Day/Holiday
August 14, 2025 - Last day of class

Practical Nurse Education Program
August 2025 to February 2027

August 11, 2025 - Start Date
September 1, 2025 - Labor Day
October 13, 2025 - Columbus Day/Indigenous Peoples' Day/Holiday
November 27, 2025 - Thanksgiving Day/Holiday
December 24, 2025 - Christmas Eve/Holiday Observed
December 25, 2025 - Christmas Day/Holiday Observed
December 31, 2025- New Year's Eve/Holiday Observed
January 1, 2026 - New Year's Day/Holiday Observed
January 19, 2026 - Martin Luther King Jr. Day/Holiday
February 16, 2026 - Presidents' Day/Holiday
May 25, 2026 – Memorial Day/Holiday
July 4, 2026 – Independence Day/Holiday
September 7, 2026 – Labor Day/Holiday
October 12, 2026 – Columbus/Indigenous Peoples' Day/Holiday
November 26, 2026 – Thanksgiving Day/Holiday
December 24, 2026 – Christmas Eve/Holiday Observed
December 25, 2026 – Christmas Day/Holiday Observed
December 31, 2026 – New Year's Eve/Holiday Observed
January 1, 2027 – New Year's Day/Holiday Observed
January 18, 2027 – Martin Luther King Jr Day/Holiday
February 12, 2027 - Last day of class

Practical Nurse Education Program
September 2025 to September 2026

September 2, 2025 - Start Date
October 13, 2025 - Columbus Day/Indigenous Peoples' Day/Holiday
November 27, 2025 - Thanksgiving Day/Holiday
December 24, 2025 - Christmas Eve/Holiday Observed
December 25, 2025 - Christmas Day/Holiday Observed
December 31, 2025 - New Year's Eve/Holiday Observed
January 1, 2026 - New Year's Day/Holiday Observed
January 19, 2026 - Martin Luther King Jr. Day/Holiday
February 16, 2026 - Presidents' Day/Holiday

May 25, 2026 – Memorial Day/Holiday
July 4, 2026 – Independence Day/Holiday
September 4, 2026 - Last day of class

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

CONSUMER INFORMATION

Reported Data

August 1, 2022 – July 31, 2023 Completion Rates and Placement Rates as reported to the Council on Occupational Education:

Students who entered the program during the reporting period were included in this report.

· Nurse Aide Training Program:

Total Completion Rate: 79%

Total Placement Rate: 97 %

Total Licensure Exam Rate: 100%

Total Transfer-Out Rate: 0%

· Practical Nurse Education Program:

Total Completion Rate: 85%

Total Placement Rate: 82 %

Total Licensure Exam Rate: 92%

Total Transfer-Out Rate: 0%

