



30356 Old Dixie Highway, Homestead, FL. 33033
School Catalog
Volume Six – Effective July 2018

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Mission, Vision, and Purpose

Mission:

PiBerry Institute, Inc. (PBI) provides a superb educational training experience that broadens a student's knowledge, competency and skill levels, and heightens their sense of confidence, ethics and purpose for achieving success in their personal lives and professional careers. We are committed to this mission by maintaining a qualified, caring faculty and staff dedicated to the personal and professional development of each student.

Vision

Piberry Institute, Inc. will graduate capable and competent individuals who impact their work environments and communities.

Purpose:

Our purpose is to prepare students to competency levels that make them qualified for initial employment and or career advancement in their fields of study.

State Licensure

PiBerry Institute, Inc. is licensed by the Commission for Independent Education; License # 4508. Further information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, toll-free (888) 224-6684).

Accreditation

Piberry Institute, Inc. is accredited by the Council on Occupational Education; School #336100, effective October 2013. Further information about COE can be obtained by contacting the Council at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 and toll free at (800) 917-2081 or locally (770) 396-3898.

Piberry Nursing Program is Approved by the Florida Department of Health, Division of Medical Quality Insurance, Florida Board of Nursing.

Ownership

Piberry Institute is solely owned by Marion Carberry. The Executive Officers of the Corporation are Marion Carberry, Vorick Picou, Pauline Carberry.

US Department of Education

Piberry Institute is approved by the U.S. Department of Education. If you have a complaint, please contact the Florida Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, toll-free (888) 224-6684 FREE). Students can submit their complaints to <http://www.fldoe.org/policy/cie/file-a-complaint.stml>

Facilities

Piberry Institute, Inc., occupies a 4420 sq. ft. facility that is located at 30356 Old Dixie Hwy, Homestead Fl. 33033. The facility consists of classrooms, medical and nurse labs, school offices, financial aid offices and student services area. The medical lab and classrooms contain equipment commonly found in in the medical environment, such as, EKG machine, microscopes, phlebotomy equipment. The nurse lab has stethoscopes, sphygmomanometers, an electronic thermometer, simulated patient unit, hospital bed, teaching mannequins and models, drug cart, EKG machine, walkers, canes, bedside commode, simulated mannequins, and other miscellaneous equipment. All students have access to the campus learning resource center, which is equipped with computers,

textbooks, and relevant periodicals. The facility is located convenient to public transportation, a variety of stores in the shopping center, and restaurants. The facility and restrooms are handicapped accessible.

Program Accreditation & Title IV Eligibility

Piberry Institute is eligible to process Title IV federal funds for the Medical Assistant Technician program. The Practical Nurse program is not Title IV eligible for federal financial aid. The program is licensed by the Florida Department of Education, approved by the Florida Department of Health, Division of Medical Quality Insurance, Florida Board of Nursing, and is approved by The Council on Occupational Education. The Medical Billing and Coding program is not Title IV eligible, but is licensed by the Florida Department of Education approved by The Council on Occupational Education.

Admissions Policies

Each prospective student upon inquiry is assigned to an Admissions representative who informs prospective students about the admission process including but not limited to the curriculum, policies, procedures, costs of the program, any equipment and services required prior to enrollment. The admission representative also tries to ascertain and gives direction to the student in regard to their academic history, career goals, and potential for successful completion of their field of study. A copy of the catalog will be issued to students prior to signing of the enrollment.

To qualify for general admissions to Piberry Institute, the applicant must meet the following requirements:

1. Must be 18 years of age, possess a valid High School Diploma, or a High School Equivalency. Students under 18 years of age must have parental consent. The parent or legal guardian must sign the student's enrollment agreement.
2. Must have a personal interview with an Admissions Representative and tour the Facility.
3. Must meet with a Financial Services Officer who will discuss the cost of the program, and arrange for payment of tuition.
4. Must complete and sign an Enrollment Agreement, and provide two proofs of identification, including photo identification such as a drivers license, passport.
5. Applicants wishing to enter the Institute with a High School Diploma from a foreign country must provide an official original U.S. evaluation from a recognized evaluating agency. The cost of such evaluation is the responsibility of the applicant.

To qualify for admissions to the Practical Nurse program, the applicant must also meet the following requirements:

1. Students applying to the Nursing Education Program are required to take the HESI Admission Assessment exam and achieve a cumulative passing score for the English Language and Math of 55 percent before the end of the Basic Healthcare Course.
2. May order High School transcripts to be sent directly to the school.

Admissions Procedure for Practical Nurse:

- a) Students must register for the exam.
- b) Students are required to arrive promptly for the exam. If they are unable to attend the test date and time that they registered for, students are required to call or email, at least 48 hours prior to the test start time. Any student who registers for a given exam date and does not attend that scheduled test date must wait at least 15 days before being allowed to reschedule. Two or more successive "no shows" for an exam will require students to wait 30 days to

- register for another exam date.
- c) This is a timed exam. Students are allowed a maximum of 4 hours to complete the exam. If the student need special accommodations (ADA) for testing, he or she will receive 6 hours to complete the exam.
 - d) Students are required to complete all required sections of the exam on the initial attempt (all English Language and math modules) for their grade to be accepted.
 - e) A study guide is available for purchase at the college student services department. An exam review is also scheduled two weeks prior to the exam. Students that have completed an enrollment agreement may attend the review session if they so desire.
 - f) Students who do not achieve the passing score on their initial attempt may schedule a retake, but are required to wait 5 days after an unsuccessful attempt to register for another testing date. If the student is unsuccessful for the second attempt, then there is a 30 day wait to register for another testing date.
 - g) Students will be required to achieve the passing score by their third (3rd) attempt or will not qualify for admission to the nursing program for that enrollment period.
 - h) HESI exam scores will be valid for (2) years from the date of testing.
3. Must have a personal interview with a designated Practical Nurse Faculty/Director.
 4. Applicants who have attended another institution must meet the testing requirements for the Entrance and HESI Entrance exams. After meeting those requirements, such an applicant may challenge the Medical Terminology/Anatomy & Physiology and Pharmacology HESI specialty Assessments. If he or she meets a passing score of 85 percent or 850 or higher, and has earned a B or better grade from the previous institution, the applicant may receive the clock hours for that course. The passage of the final HESI course Assessment for these two courses, in conjunction with the applicable grade on the applicant's transcripts from the other institution are used as the basis for the acceptance of transfer of clock hours for both courses. The applicant has only one opportunity to achieve a passing score on each of those assessments. The applicant must also pay a \$50 test fee and \$500 administrative fee for each course accepted. Students who have attended Piberry Institute and have achieved a B grade or better in Medical Terminology/Anatomy & Physiology and Pharmacology courses may receive the transfer clock hours, but must successfully pass the HESI final assessments exam and pay the \$50 test fee for each exam.
 5. Students enrolling in a Diploma Practical Nurse Program are required to demonstrate the ability to read and write in standard English. Evidence of such level of English. Proficiency may be established by transcripts of prior study from English speaking school; scores on the school entrance exams, personal interviews and/or by special demonstrations that are conducted orally and written.
 6. Complete a 150-word essay in English about the reason the student wants to be a Practical Nurse.
 7. Provide required documentation for TB Test or/Chest C-Ray, Health Exam, current immunization as outlined in the Piberry Institute Health Assessment Form (obtained and paid for by the student).
 8. Complete and pass a 10 Panel Background screen with clean history – AHCA – (obtained and paid for by the student).
 9. Complete and pass a Level II drug test with no concerns (obtained and paid for by the student).
 10. Provide two letters of recommendation.
 11. Provide two passport photos.

To qualify for the Home Health Aid program, applicants must meet the following requirements:

- Be at least 18 years of age.
- Must have parental or guardian consent and signature if less than 18 years old.
- Have a personal interview
- Submit a signed enrollment agreement

The requirements for admission and for graduation shall be disclosed. If the practice of a career has special requirements or limitations, such as certain physical or language capabilities or lack of a criminal record, such requirements or limitations shall be disclosed to prospective students interested in training for that career. Rule 6E-1.0032(6)(g).

Once all requirements are met, the application is reviewed by the Director of Admissions and the Director of the Campus, and the student is notified as soon as possible. No applicant wishing to attend the Institute shall be excluded from participation regardless of sex, race, national origin, color, religion or disability.

Admissions of Foreign non-US Citizens

A student must be one of the following to be eligible to receive federal student aid Title IV eligibility funds:

- a U.S. citizen or national;
- a U.S. permanent resident or other eligible noncitizen; or
- a citizen of the Freely Associated States: the Federated States of Micronesia and the Republics of Palau and the Marshall Islands.

Persons with nonimmigrant visas include those with work visas, students, visitors, and foreign government officials, and cannot receive FSA funds. Someone with a nonimmigrant visa is not eligible for FSA funds unless she has a Form I-94 with one of the endorsements given in the eligible document section. Piberry Institute accepts foreign students to its Practical Nurse program only and issues I20 student visas to qualifying students for that program.

Admissions to a Bi-Lingual Program

There is a version I and version II to the Medical Assistant Technician program and Home Health Aid certificate program. Version I is delivered in English only and Version II is delivered bilingually in a combination of English and Spanish. An applicant may enroll in a Version II Bilingual program if his or her first language is Spanish, and it is determined at the time of the interview with the Admissions Representative. Graduates of any of the Piberry Institute, Inc. Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

High School Diploma Validation

Acceptable documentation for checking the validity of a student's U.S. high school completion include the copy of the diploma or GED Certificate. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree is also accepted. In some cases, a final transcript that shows all the high school courses the student took is required as proof of validation.

Graduation Requirements

A diploma is issued to students upon successful completion of all academic requirements for their programs, earning a minimum of 2.0 CGPA for the Medical Assistant Technician, Medical Billing & Coding Specialist and Home Health Aid programs. The Practical nurse program requires a

cumulative grade point average (CGPA) of 3.0. All externships and clinicals must also be successfully completed with a passing grade. All students must also meet their financial obligations with the school and complete an exit workshop for Career Services and Financial Aid as part of their program's graduation requirements. Failure to complete the graduation requirements may result in the student being withdrawn and no certification records, diploma, or transcripts will be issued.

Cancellation and Refund Policy

The following policies apply to all programs offered at Piberry Institute.

1. If for any reason an applicant is not accepted by Piberry Institute, a full refund will be made of all monies paid.
2. For applicants who have cancelled their enrollment within three business days after signing an enrollment agreement and who have made initial payment, all monies will be fully refunded except the application fee.
3. For applicants who enroll but who do not attend class, tuition and monies paid are fully refundable, except for the application fee.
4. Students who cancel, are terminated, or who withdraw after beginning instruction through 50% of the program completion, shall receive a prorated refund based upon the number of clock hours completed to the number of total course clock hours and the amount of monies paid minus the application fee. Withdrawing students receiving Federal Student Aid are entitled to refunds only after the Return of Title IV Funds Policy has been satisfied.
5. No refunds will be made after 50% of the program completed.
6. All refunds will be made within 30 days after the cancellation or termination.
7. Cancellation by the student should be in writing by certified mail or in person.
8. Official date of withdrawal from the program is the last date of attendance unless the school receives written notification indicating earlier withdrawal from the program.

Should Piberry Institute, Inc., cancel a course, the student will have the opportunity to complete the course at a later date. If a program is cancelled while there are current students enrolled in that program, students will have the opportunity to fully complete the program through a teach out.

Return to Federal Title IV Aid

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student stops attending and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the period of enrollment. Under these provisions, the calculation of Title IV funds is not concerned with refunding Institutional charges.

The Institute will calculate the percentage and amount of awarded Federal student financial assistance for all students with the R2T4 form. If the student withdraws up through the 60 percent point of the period of enrollment, then the student earns 100 percent of the Federal student financial assistance. If a recipient of Title IV grant or loan funds withdraws from the institute after beginning attendance, the institute must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for. The percentage of the period completed is the number of calendar days completed in

the payment period divided by the total number of calendar days in the same period.

Refunds are made within 30 days following the date upon which the Student's withdrawal has been determined, or for a Student who fails to return from an authorized Leave of Absence (LOA), within 30 days of the date the Student was scheduled to return. Refunds are distributed in the following order:

- 1) Unsubsidized Direct Stafford Loans
- 2) Subsidized Direct Stafford Loans
- 3) Direct PLUS Loan
- 4) Federal Pell Grant
- 5) FSEOG Grant
- 6) Other Title IV Aid
- 7) Private sources of aid
- 8) The student or parent

Refunds for state aid programs and applicable third party funding agencies (e.g., Veterans Administration, WIA) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in the student's Enrollment Agreement. Note, any state or third party funding agency refund due will be calculated in proportion to the amount of the benefits received.

Student FA Verification

When Piberry Institute receives the student's ISIR and financial aid package through our internal processing system, we can begin the process of verification. If a student is selected for verification, we attempt to collect all necessary documentation within 14 days and corrections are made to the ISIR if needed. The student is then cleared from tracking for verification when documentation is received. If we do not receive the requested verification items for a student within 30 days, we cannot begin the process of awarding aid. There is a possibility of a change in award amount if the applicant's EFC changes due to not having received the supporting documentation. Student enrollment can also be cancelled when required documentation is not received within 30 days. Student will be notified of the above by the financial aid representative when they occur. For more detailed information regarding Student Verification, please contact the federal student aid department for the complete verification policy.

Return to Federal Title IV Aid Policy & Procedure

Within thirty (30) days of the date the school determined the student withdrew, they will be notified in writing if they are required to return any federal grant aid (Federal Pell or Federal SEOG). The student is considered in overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of thirty (30) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment. If during the thirty (30) day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the thirty (30) day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The Institute will notify the student of any

post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student. If Federal student financial assistance funds need to be returned, the Institute must return a portion or all of the unearned funds equal to the lesser of:

- a. The Institutional charges multiplied by the percentage of the unearned Federal student
- b. financial assistance funds; or
- c. The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Credit Balances

Students who have a credit balance on their account are eligible to receive a refund. The type of credit on a students' account will determine the method of initiating the refund and the length of time for a student to receive their refund. If a student has a Title IV credit on their account then the credit balances related to Title IV federal aid funds, per federal regulations, must be refunded no later than 14 days. If a student's change of enrollment results in a withdrawal from the school, the level of Federal Student Aid awarded may need to be recalculated by the school's financial aid office, along with any aid earned or not earned by the student, and returned to the federal source or refunded to the student, depending on the specifics of the situation. The amount of federal aid that may need to be adjusted and the pro-ration of the tuition, if any, are based on the date of withdrawal.

Students who have had a change in enrollment or who are withdrawing from the school must consult their school's financial aid office to determine a refund. Credit balances may be related to payments from several sources, including from personal funds; Title IV Federal Student Aid; and non-federal aid funds, such as private loans and grants, and other external awards.

The School policies and procedures for handling student account credit balances adhere strictly to federal and other regulatory requirements, as applicable, and vary depending on whether a credit balance is related to federal aid funds or not. Credit balances may also be related to and affected by changes in a student's enrollment status during a term; changes to expected enrollments status prior to a term, including non-enrollment; changes to academic workload that affect federal or other aid eligibility; leaves of absence; or withdrawal. If a student's enrollment status changes as a result of withdrawal, the student's federal aid award may need to be adjusted and this may affect the amount of any refunds.

Depending on the specifics of the situation, students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office. If a student or parent overpays the student's account, related credit balances will be refunded to the student, regardless of the source of the payment. For students who did not enroll during the term for which a credit balance exists in the student's account, the credit balance will be refunded to

the student. If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

Piberry monitors student credit balances daily and also review student accounts for accuracy of charges and funds posted, as well as possible pending charges, and will automatically issue refunds for eligible credit balances related to Title IV Federal Student Aid funds. Credit balances related to Title IV federal aid funds, per federal regulations, must be refunded by either:

- The date the credit balance occurred on the student's account, if the credit balance occurred after the first day of class of a payment period, or
- The first day of classes of the payment period, if the credit balance occurred on or before the first day of class of that payment period.
- Credit balances related to Title IV funds are always prioritized for refund processing, except that, the school may hold credit balances in a student's account across terms within the same award year if the student (or parent borrower for Parent Plus Loans recipients) provides prior written authorization.

Withdrawal Policy & Procedures

A student may discontinue all of his/her courses (for the term) by withdrawing from the term. A student need not withdraw from the term if he/she has not registered for the term, or has deliberately ceased attendance from the term. Withdrawal can be made in person, by text or email. If withdrawal is made in person, the student must sign the withdrawal form. If the student withdraws during the first four days of the new term, the student will not be billed tuition for that term's course. If withdrawal takes place after the fourth day of the new term, the student is billed for that course.

The effective date of the withdrawal is the date the withdrawal notification is received by the school. The last day of attendance is used to determine the official date of withdrawal. Any monies paid in excess of the amount assessed will be refunded according to the procedure listed under "Refund Policy" within the School Catalog.

Official Withdrawal

Students who wish to withdraw may do so by contacting the Academic Dean or Program Director via telephone, mail, or preferably in person. The withdrawal date will be the student's last date of attendance. A student who withdraws during the first five days of a grading period will not have that course(s) recorded on his or her transcript. A student who withdraws after the first five days of a grading period will receive a grade of "W," which is not calculated in his or her CGPA. The hours will count toward attempted hours. The student must complete the necessary exit interview forms. There are financial and/or financial aid implications for withdrawing; therefore, those students receiving financial assistance must consult the Financial Aid and/or Business Office.

Unofficial Withdrawal

The school may withdraw a student from his or her program of study for non attendance or violation of published school policy. If a student withdraws from school without notifying the school, the withdrawal will be effective from the last date of attendance. If the student is withdrawn for violation of published school policy, the withdrawal date will be the last date of attendance. A student who has been withdrawn during the first five days of a grading period will not have that course(s) recorded on his or her transcript. A student who has been withdrawn after

the first five days of a grading period will receive a grade of “W,” which is not calculated in his or her CGPA. The hours will count toward attempted hours.

Maximum Time Frame

To maintain Satisfactory Academic Progress, a student’s credit/clock hours attempted cannot exceed 1.5 times (150%) of the clock hours required to complete the program. For instance, the Medical Assistant Technician and Medical Billing and Coding Specialist programs are 38 weeks each. A student must complete the entire program within 57 weeks. The Practical Nurse program is 61 weeks. A student must complete the entire program with 91.5 weeks.

Course Repetition

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course clock hours are included in the maximum time frame calculation. The student who returns from withdrawing from the course must reenter into the same course and at the same point in the program. Federal financial aid will not pay for a course repetition. Students wishing to repeat the entire program may qualify for federal financial aid.

Satisfactory Academic Progress (SAP)

SAP is checked at the end of each payment period. Students must complete the number of weeks and clock hours in each payment period before receiving a subsequent disbursement. Students must make satisfactory progress toward the completion of course requirements in their selected program of study, regardless of Federal Financial Aid eligibility. Students are considered to making satisfactory academic progress if they meet the following criteria.

1. Must maintain a cumulative grade point average (CGPA) as defined by their program of study.
2. Must maintain an adequate rate of progress toward successful completion of their program.
3. Must complete the enrolled program within the maximum time frame.

Students receive letter grades at the end of each grading period utilizing the official letter grading scale for their program. Grades are based on assignments, tests, examinations, and skill evaluations given with each unit of learning. Students should refer to their programmatic grading scales as published in the school catalog. At the end of each payment period, the student’s grade card will be made available and/or furnished to the student. Students are required to maintain an adequate rate of progress toward successful completion of their program. All periods of the student’s enrollment count when accessing progress. In addition to the CGPA and rate of progress requirements, students must successfully complete all required course hours of their program within the maximum time frame. The maximum time frame cannot exceed one and one-half (1.5) times the clock hours required to complete the program.

Each program is broken down into evaluation periods or payment periods. At the end of each evaluation or payment period, the student’s CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program clock hours plus weeks do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions. These actions include being placed on FA Warning, FA Probation, and loss of Federal Financial Aid eligibility.

SAP Evaluation, Rate of Progress and Minimum CGPA Charts

Medical Assistant Technician Medical Billing & Coding Specialist		
Evaluation Point	450 Hours	900 Hours
Evaluation Point	19 weeks	38 weeks
Minimum CGPA	2.0	2.0
Rate of Progress	67%	67%

Home Health Aide	75 Hours
Evaluation Point	3 ½ weeks
Minimum CGPA	2.0
Rate of Progress	67%

Practical Nurse			
Evaluation Point	450 Hours	900 Hours	1350 Hours
Evaluation Point	19 weeks	38 weeks	61 weeks
Minimum CGPA	2.0	2.0	2.0
Rate of Progress	67%	67%	67%

Financial Aid Warning

Financial Aid (FA) Warning will be assigned to a student not making satisfactory academic progress at the end of the first payment period. A student on FA Warning may continue to receive FSA funds for one payment period. The school will advise the student of his or her status at the end of the payment period, and at the end of the financial aid warning period, if the student is not meeting SAP, they will lose Title IV eligibility. The student will then have to appeal to be placed on probation. If the student's appeal is approved, the student can be placed on probation and their Title IV eligibility can be reinstated for that period.

Financial Aid Probation

Financial Aid (FA) Probation is a status assigned to a student who has failed to make satisfactory academic progress after being placed on FA Warning and granted an FA Appeal. The school will advise the student of his or her status prior to the student returning to class. A student on FA Probation may continue to receive FSA funds for one payment period. A student on FA Probation who achieves a minimum CGPA and rate of progress by the next evaluation period will be removed from FA Probation and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make satisfactory academic progress after the FA Probation period will lose his or her eligibility for FSA funds. The student may continue his or her program on a cash-pay basis, assuming he or she meets all other programmatic academic requirements.

Financial Aid Appeals

A student may appeal the loss of financial aid based on mitigating circumstances. The appeal must be submitted in writing within 3 calendar days of being notified that the student is in a non-satisfactory progress status, to the Campus President. The Campus President will review the appeal and respond to the student within 48 hours of receiving the appeal. Students may only apply for an FA Appeal twice—regardless if the appeal is approved or denied.

Written FA Appeals must include:

- A clear statement about the mitigating circumstances that have caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- An explanation of how such mitigating circumstances contributed to the student's academic situation; and
- An explanation about what has changed in the student's situation that would allow the student to attain satisfactory academic progress at the next payment period.

If the student chooses not to appeal or the appeal is denied, the student may continue on a cash pay basis, assuming he or she meets all other programmatic academic requirements, until the student achieves the minimum CGPA and required rate of progress. If the FA Appeal is approved, the student will be placed on FA Probation for one payment period and regain his or her eligibility for Federal Financial Aid.

Academic Probation (Addendum 9-15-2018)

A student enrolled in the Medical Assistant Technician, Medical Billing & Coding Specialist, and Practical Nurse programs whose cumulative grade point average is less than 2.00 in their respective program grading scale at the end of a grading period is placed on Academic Probation. If a student fails to achieve a 2.00 grade point average in their respective program grading scale for the next evaluation period or for any evaluation period in which the student is on Academic Probation, the student will be terminated for academic failure. If a student on Academic Probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, he or she may continue on Academic Probation for one more evaluation period. A student will be removed from Academic Probation upon achieving at least a 2.0 cumulative grade point average. The enrollment of a student who fails to achieve overall academic success for his or her program at the end of two successive probationary periods shall be terminated.

Re-entry/Reenrollment Policy

Any student whose education was voluntarily or involuntarily interrupted may apply for readmission under the following circumstances:

- d. The student must complete a new enrollment agreement
- e. The current tuition rate at the time of reentry will be the tuition charged
- f. The student must be in compliance with the Satisfactory Academic Progress (SAP) of the Institute
- g. The student must bring all financial obligations to the Institute current.

A student may reenter into The Institute only once in a nine month period. If after the first reentry, the student withdraws or is withdrawn for any reason, he/she must wait one year from their last day of attendance to qualify for reenrollment. The reenrollment process is always evaluated by the Director of Admissions, Campus Director, and Dean of Academic Affairs. Final approval of the reenrollment application is the privilege of the Campus Director.

Procedure for Re-Entry after Academic Dismissal

A student denied an appeal must sit out one year before being eligible for re-enrollment to the Institute. The student must file a written request to the Campus Director for consideration for re-enrollment to the Institute.

Reasonable Accommodations

Reasonable requests for accommodations are considered. Please see the Campus Director for additional information. Piberry Institute, Inc. adheres to the regulations of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of Federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Piberry Institute, Inc. is not required to make academic adjustments or provide auxiliary aids and services that would alter its programs or cause undue burden for the school.

Piberry Institute, Inc. prohibits all discrimination against “qualified individuals with disabilities”. No member of the Piberry Institute, Inc. staff should inquire of a current or prospective student or applicant whether he or she has a disability.

Attendance & Excused Absences

The Academic programs have been designed sequentially to provide the student the best opportunity to be successful in each course. Therefore, attendance is vital to achieving this goal, plus it prepares the student for their careers, and is recorded daily. For example, a term for the Medical Assistant Technician is 80 hours of scheduled class clock hours. A student can be administratively withdrawn from a course if his or her absence exceeds 10 percent of the total number of scheduled class days of the grading period for each program. Certain conditions that are beyond the students control will be evaluated individually by the Dean of Academic Affairs. For FSA purposes, absences cannot exceed 10 percent of the clock hours in a payment period. All All absences may include but are not limited to:

- a. Death of an immediate Family member
- b. Hospitalization of the student or an immediate family member
- c. Court appearances
- d. Employer mandated presence

For the above mentioned cases to be excused the student must produce:

- Obituary showing the relationship of the student to the deceased
- Note from Dr. showing the student was under medical care during the dates of absence
- Copy of court subpoena
- Note from employer

Leave of Absence

Students who have a family or personal emergency, health issue requiring medical care, or if the student is called to temporary military duty may apply for a leave of absence. Once granted the student will not have to apply for re-admission and all tuition costs shall remain the same on return. The leave shall not exceed 180 days per calendar year. Acceptable reasons for a Leave of absence, (LOA), includes but is not limited to:

- Military Reasons. Students receiving veteran’s benefits will not be eligible for benefits while on LOA.
- Conditions covered under the Family and Medical Leave Act of 1993.
- Jury Duty.
- Administrative – a student that is unable to secure an externship site can request a leave of absence for a maximum of one term.

Students must return by the end of the leave of absence or they will be withdrawn.

New Student Orientation

New students are required to attend a New Student Orientation program intended to familiarize them with the policies, personnel, resources, and procedures of the Institute. Orientation consists of a meet and greet and informational sessions with the Campus Director, Admissions Student Services Advisors, Program Chairs, Deans, Faculty and Staff. Student Orientation. The academic department teams and student services coordinate the program.

Orientation is designed to make transition into college life easier and more enjoyable. Areas given special attention include academic advisement and program education, school services and facilities, rights and responsibilities of students and opportunities for student involvement. Attendance to orientation is mandatory, and those who cannot attend due to emergencies must contact Student Services to arrange a make-up orientation.

Tardiness

Repeated tardiness of greater than 15 minutes after the scheduled beginning time of a class, or continuous leaving early of the same period of time for five or more days in any 30 day period may result in a required meeting with the Dean of Academics. An additional five tardies after such a meeting with the Dean of Academics may result in a warning to the student, which can lead to dismissal from the program.

Make up Policy

All examinations, assignments, etc. are due as scheduled by the Instructor. All make up work must be approved by the Instructor, and must be completed within 5 calendar days of the due date.

Incomplete Grades

A student may receive a grade of Incomplete (I) if extenuating circumstances arises during the course of a given class. The Dean of Academic Affairs and the Instructor must approve this grade. All incomplete work must be completed within 14 calendar days after the completion of the course. Failure to comply will result in the student receiving a grade of zero for all incomplete assignments, and a final grade that is represented by the value of the amount of work completed.

Transfer of Clock Hours

Piberry Institute, upon receipt of an official transcript from another institution, will evaluate the courses for previous training for its Medical Assistant Technician and Medical Billing and Coding Specialist programs only. Official transcripts must be received prior to the end of the first month of attendance. A transferred course will only be accepted for Piberry courses that match the content of the course offered in the student's program. The course being transferred must have earned at least a "C" grade. Courses that meet these criteria will receive a "TR" grade with the required clock hours. Transfer courses have no effect on GPA or CGPA and cannot exceed 50% of the program's total number of hours. The student transcript must be received by Piberry Institute prior to the start of a program if the students has had prior training from a national or regional institution and who wishes to receive transfer of hours for those courses already completed.

Piberry does not guarantee transferability of courses and clock hours to any other institution or college. The decision to accept courses and clock hours are the sole discretion of the receiving institution or college. Students should not assume that any course, clock hours, or programs can be transferred to any other institution, or college. It is the student's responsibility to confirm whether

or not clock hours earned will be accepted by another institution of the student's choice.

Transfer Between Programs

A request to transfer between programs by the student must be submitted to the Office of the Registrar and approved by the Dean of Academics. Such a change may result in the student having to attend the Institute for a longer period of time due to required clock hours needed in the new program, and clock hours earned for classes already taken may not be applicable to the new program. All students are counseled prior to the decision being final. All request for transfer must be accompanied by a new enrollment agreement that is signed by an admissions representative and the Campus President, and successful passage of required tests and assessments as required for admissions to such a program.

Failed Courses

Students must repeat courses when they receive a F grade and must pay for that course again. Federal Title IV funds will not be used to pay for a repeat of a failed course. Upon completion of the repeated course, the new grade will be used in calculating the students' GPA.

Grade Challenges

A student may challenge a grade by submitting a written request within 14 calendar days after the final class meeting or after official notification of grade received. This request is submitted to the Registrar who will notify the instructor. If the Instructor believes that the grade was submitted in error, he/she will submit a change of grade form to the Registrar. If the grade was accurately, the request will be then sent to the Dean of Academic Affairs who will examine all circumstances associated with the challenge and issue a decision. This decision is final.

Certifications

Piberry Institute, Inc. is a Testing Center approved by National Center for Competency Testing (NCCT) and National Health Career Association (NHA) for the National Board examinations in many medical and health careers. Students can obtain their professional certification for Medical Assisting, Phlebotomy, and EKG if this is their goal. The Commission for Independent Education (CIE) does not license these certifications.

Catalog Revisions

Information contained within this catalog is subject to change at the discretion of Piberry Institute. Changes will be reflected in an addendum to this catalog and will be considered an integral part of this publication. New students will be provided a copy of this publication and copies of addendums when necessary.

Tutoring

Student Services maintains a Media, Learning and Library Services Center where students are encouraged to use. Students are allowed to use all texts and resources, computers, equipment, scanner, printer, and have designated study areas when classes are not in session. A Student Services professional is also available to answer general questions. Formal tutoring can be arranged, if needed by the student.

Exit Interviews

Any student who withdraws or graduates from their program is required to undergo an exit interview with the Financial Services department and Academic department. This exit interview can be conducted in person or on the telephone. No exit interview is required for students who are not in contact with the Institute at the time of withdrawal.

Definition of a Clock Hour

One Clock hour constitutes 60 minutes of directed supervised instruction and 10 minutes break.

Grading System

A	Excellent Achievement	90-100	4.0 GPA
B	Very Good	80-89	3.0 GPA
C	Average	70-79	2.0 GPA
D	Below Average	60-69	1.0 GPA
F	Fail	Below 60	0.0 GPA
P	Pass	Computed as C in GPA	
I	Incomplete	Computed as F in GPA	
W	Withdrawn	0.0	
TR	Hours given through Transfer	Not Computed in GPA	

Grading System – Practical Nurse only

A	Excellent Achievement	93-100	4.0 GPA
B	Very Good	84-92	3.0 GPA
C	Average	74-83	2.0 GPA
F	Failure	Below 73	0.0 GPA
I	Incomplete	Computed as F in GPA	
W	Withdrawn	0.0	
TR	Hours given through Transfer	Not Computed in GPA	

Grade Point Average

The Grade Point Average represents the student's cumulative academic performance.

Placement Services

Placement services are provided for all graduates. Piberry Institute does not guarantee employment for its graduates. The Career Services staff will assist students in their job searches upon successful completion of their programs. Such assistance includes offering information on job opportunities, temporary assignments, résumé preparation, and providing mock interviewing techniques to help further the development with their interpersonal skills. Students are highly encouraged to keep a working telephone number and email and to remain actively engaged with the Career Services department so that immediate employment opportunities that may come up from time to time can be relayed to the graduate and visa versa.

Continuing Education

Piberry Institute offers continuing education in Phlebotomy, Electrocardiography, and Certified Medical Assistant to individuals who possesses medical credentials or who work in medical professions that require continuing education and certification. These workshop courses are not under the jurisdiction of the Commission for Independent Education. No refunds will be granted after the first day of attendance.

Changes in Program

Piberry Institute, Inc., reserves the right to make changes in the equipment and curriculum to reflect the technology, consolidate classes, or replace Instructors as deemed necessary by the Institute after notifying the student body. Students will be notified through verbal in-class announcements, and through written notices placed visibly onto the bulletin board.

Diploma & Certificates

Upon successful completion of all requirements of a diploma Program, students will be awarded a Diploma reflecting the program they are enrolled in.

Transcripts

The Office of the Registrar issues only official transcripts. Official Transcripts requested by other schools or Colleges will be sent directly to the requesting Institution free of charge to the student, providing all financial obligations to Piberry Institute, Inc., are paid and up to date. For copies of official transcript, there will be a \$10.00 charge to the student. No Official Transcripts will be provided to any student who has an outstanding financial obligation to Piberry Institute, Inc.

Termination and Dismissal

The Piberry Institute, Inc., reserves the right to terminate a student based on the following:

- Nonpayment of tuition
- Unsatisfactory Academic progress
- Unsatisfactory attendance, including excessive tardiness.
- Violation of policies regulations or Code of Conduct
- Defacement and damage to property
- Disruptive behavior or unprofessional conduct

Past Due Accounts

Students with overdue accounts may not be permitted to attend the final class, or externship until the account is made current, or satisfactory arrangements are made. All accounts due to the PiBerry Institute, Inc., can be turned over to a collection agency at the discretion of the administration. All fees, tuition, and dues must be paid to Piberry Institute, Inc., in order to receive Transcripts, Certificates or Diplomas.

Student Code of Conduct

In an effort to foster an environment that is conducive to learning and to prepare our students for the workplace, we have established the following Code of Conduct.

Violation of any of the listed codes will result in an investigation by the Director of the Campus or his/her designate, that can lead to disciplinary action based on the severity of the violation. Students must be cooperative and show professionalism and respect toward faculty and staff during the performance of their duties, and show respect for fellow students and campus visitors.

Examples of conduct that threaten the health and safety of campus employees, other students, or visitors, and which may result in immediate suspension and/or dismissal, and further disciplinary action include, but are not limited to, possession of alcohol or other intoxicants, drugs, firearms, weapons, disruptive, intimidating, dishonest, or discourteous behavior; and destruction, theft, vandalism, or misuse of the Institute's or another person's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without expressed permission of the Campus Director or a designated Institute official.

Student Conduct Code Violations/Formal Disciplinary Procedure:

If the Institute has reason to believe that a student has violated the student conduct code, the Institute shall conduct an investigation and follow up with the student in the appropriate manner.

For isolated, minor student conduct code violations, the Institute may decide to conduct academic advising and issue a verbal warning of the student conduct code, or to provide the student with written notice, as the Institute deems appropriate. The Institute may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the Institute.

Student Dress Code

Students are preparing for careers that will require appropriate professional attire. Students are required to wear designated school uniforms in classroom and on their externship or clinical sites unless directed otherwise. While on campus, shoes must be closed-toe, or be athletic shoes made of leather or vinyl. No high tops are allowed. Shoes and uniforms must be kept clean, and in good repair at all times. Same attire must be worn for clinical/externship sites. Nurse students must wear white shoes to clinical sites. Students are responsible for meeting dress code requirements at all times while on campus. No outerwear is permitted in the classroom except for a lab coat or sweater. Uniforms are provided to students during their first course and are required for each day when classes are held. Each student will receive two scrub sets with logo, and an ID badge, which must be visible at all times when on campus. Jewelry is not to be worn at a minimum. There must be no visible body jewelry, including those for the nose, tongue, eyebrow, or lip rings, while on campus.

Personal appearance and good hygiene are important. Students should pay careful attention to good grooming and personal hygiene. Hair must be neatly combed, or brushed, must be clean, and pulled back from the face. Fingernails must be short and no more than a quarter inch from the fingertip. Make-up and perfumes must be kept to a minimum. Cell/Smart Phones and Other Electronic Devices Cell phones of any type and other electronic devices must be turned off, and at the very least silenced and put away during class time. There must be no texting what so ever in class. Students can tend to an emergency.

Clinical Rotations & Externships

The Medical Assistant Technician, Medical Billing & Coding Specialist, and Practical Nurse programs all require students to complete specific amount of hours after completing the didactic/academic classroom training in a clinical or externship setting such as in doctor's office, hospital, clinic, or long-term-care facility. The Dean of Academics in conjunction with Student Services arrange clinical or externships. Students may also select their own clinical sites providing the site is willing to enter into an affiliation with Piberry Institute, Inc. and whereas Piberry Institute, Inc. has determined that the student's choice of the site is acceptable for student training. The clinical or externship site is not obligated to employ the student after completion of his or her clinical or externship hours.

All clinical objectives must be completed during clinical rotations. Failure to complete those objectives will prevent the student from graduating. During the clinical or externship, students will put their classroom training to practice in a real work setting. While on clinical or externship site, the student is under the supervision of the clinical Instructor, the Dean of Academics, or a Preceptor, as well as will be supervised by the training facility personnel. Any absence during the clinical or externship period must be reported to the Dean of Academics and Site Supervisor. Clinical or externship generally begin immediately after classroom instructions are completed. Students are expected to adhere to all policies, rules and regulations of the site to which they are assigned, as well as the rules, policies and regulations of Government regulations such as HIPAA and patient privacy, and to Piberry Institute, Inc's student code of conduct.

Clinical and Externship sites are valued and appreciated by Piberry Institute, Inc. The Dean of Academics will assign students to a clinical or externship site that is deemed appropriate for the level of training required for the student to complete his or her practicum training. Because there are not an unlimited number of clinical and externship sites, a student may not turn down a clinical or externship assignment. There are also limited evening and weekend sites. Students enrolling in evening classes understand that he or she may be required to accommodate clinical training or externship during the day hours. Students must keep this in mind as they approach the completion of

the didactic courses and make appropriate arrangements to continue their course of study through to graduation. This information is shared with all students during the enrollment interview process.

The school cannot guarantee a site will be available for the student to complete his or her hours in any given geographical location; however, The Dean of Academics will consider the student's request when making assignments and seek to provide opportunities that are a good fit for both student and clinical or externship site. Students must work similar hours as employees at their assigned clinical or externship site. Generally, clinical or externship is arranged as a daytime, M–F, 40-hours per week. Clinical or externship is a part of the student's education. Students will not be paid and will be withdrawn from the program if the facility reports that they were asking for or receiving pay. A student is encouraged, however, to perform at their highest quality level during training as this may show positively on the student. Some clinical or externship sites may require employees and student externs to be tested for drug usage and/or be checked for any criminal background prior to accepting them to the site. When this is the case, the student must meet those requirements prior to reporting to the site. All testing fees will be the cost to the student.

Students are evaluated each week on their sites. The evaluation will consist of soft and hard skills. An unsatisfactory evaluation from the clinical or externship site may require the student to serve additional clinical or externship hours, return to school for additional training, or may result in his or her termination from Piberry Institute, Inc. As part of the externship requirements, students are responsible for completing and submitting their hours as required. Extern timesheets must be faxed to Piberry Institute, Inc. by the student each Friday or Monday mornings. It is the student's responsibility to ensure that the externship forms are signed by the appropriate site supervisor and received by Piberry Institute, Inc. in a timely manner. Evaluations forms may be confirmed by the Dean of Academics or Student Services who may do random visits to the clinical or externship site. Falsification of information on these forms will result in termination from the program. Failure to complete assignments may result in repetition of the clinical rotation. There are also times that the student may be required to attend certain scheduled meetings, including site interviews, or for career services workshops before and during his or her clinical or externship period.

Students are expected to behave professionally. Any conduct that reflects poorly on the student, the school, or the site will subject the student to termination from the school. If a student is going to be late or absent from the Site, it is incumbent and expected that the student will notify the healthcare facility and the Office of the Dean of Academics. Violation of attendance policy will result in probation or withdrawal from school. Students should immediately notify their Clinical Instructor/Preceptor if there are any problems during clinical or externship experience. This includes differences in personality issues, illnesses, or general problems. (Students must never walk off the site. Students are encouraged to remain at the site, call the Preceptor or Dean of Academics before attempting to leave the site. If a student is terminated from a clinical or externship site, the Program Director will evaluate the circumstances and a determination will be made regarding his or her continuance and enrollment status. Students that are terminated from clinicals or externships will be required to repeat the entire clinical or externship. Students may be required to travel up to 100 miles away from campus to attend clinical assignments. Specific information regarding travel distance to clinical or externship assignments will be provided to students during the enrollment process. Students are responsible for their own travel to and from clinical assignments and must plan accordingly.

Students must keep in mind that clinical rotations or externships are designed to provide the student with exposure to the procedures and responsibilities that they will encounter in the workplace upon

graduation and while under the direction of preceptors, clinical instructors, and site supervisors. The clinical rotation does not guarantee employment upon graduation. During the clinical rotation, students are given the opportunity to put their classroom learning into practice. The student is under the constant supervision with visits occurring on weekly basis by a clinical instructor from Piberry Institute.

Vaccination Policy

Practical Nurse students are required to provide documentation of immunization under HEOA Section 488(a)(1)(E). Piberry Institute makes available to current and prospective students information about school policies regarding vaccinations.

Program	Tuberculin Skin Test	Varicella Immunity	Rubella & Rubeolla	Heppatitis B	Flu	Tetanus
Practical Nurse	YES	YES	YES	YES	YES	YES

Anti-Hazing Policy

The Piberry Institute, Inc., does not permit or condone any type of initiation or hazing of new or currently enrolled students. Any such action will result in disciplinary action, and possible termination of enrollment.

Student Right to Know

Information on graduation/completion rates for first time, full time students is available through the Office of Student Services. These rates are calculated according to guidelines in the Student Right to know Act of 1990.

Student & Career Services

Student Services provide a system of support services that enhances student success, student learning, and assists students in achieving their academic, career and professional goals, as well as their personal and social development through thoughtful and appropriate programs and services.

Student Services also coordinate Career Services functions and can help students with effective job search techniques, and will provide career coaching, resume building and interviewing skills to support the student in pursuing career opportunities. The Career Services Department does not guarantee employment to any graduate but works to provide employment leads and help graduates with preparing documents and etiquette needed for obtaining interviews for appropriate employment.

Media, Learning & Library Center

Piberry Institute, Inc., is equipped with a media, learning and library resource center that contains books, periodicals, and other informative materials on programs offered by the Institute. Piberry Institute's Library and Resource Center is designed for a student's use and benefit.

Students are allowed to use any texts, other resources, computers, printer, and scanners, and copier. A Student Services representative is available to assist students with tutoring or to answer any questions that they may have during designated times.

Tuition & Fees

Tuition information for the program includes books, supplies as detailed below and on the student Enrollment Agreement. Should there be a reduction in tuition, fees, or other charges, all students entering the institution within the enrollment period that the reduction is offered are eligible for this reduction of tuition, fees, and other charges.

Program	Tuition	Books & Fees	Total Costs
Medical Assistant Technician, Diploma	\$15,000	\$750	\$15,750
*Medical Billing & Coding Specialist	\$15,000	\$750	\$15,750
*Practical Nurse, Diploma	\$19,000	\$1,100	\$20,100
*Home Health Aide	\$500	\$50	\$550

***This is a cash program. The Program is not eligible for participation in Title IV Funding and Federal Financial Aid**

There are additional out of pocket fees that may be applicable to some programs as described below.

Practical Nurse program:

It is the Practical Nurse student's sole responsibility to register and pay for all costs relating to the NCLEX examination. Other out of pocket costs for the Practical Nurse student are:

HESI Entrance Exam	\$50	HESI Specialty Retakes	\$50
Background Check	\$90	Specialty HESI Exams	\$300
Drug Test	\$50		

Medical Assistant Technician and Medical Billing & Coding Specialist:

There is a \$270 out of pocket cost for certifications exams in Phlebotomy, EKG, Certified Medical Assistant for the Medical Assistant Technician program. The Certified Professional Coding certification for the Billing & Coding Specialist is \$120.00.

Term/Module = 4 weeks/80 hours

Academic Calendars

Medical Assistant Technician & Medical Billing & Coding Specialist			
Module Start Date	Drop Date	Module End Date	Anticipated Grad Date
4/16/2018	4/19/2018	5/11/2018	1/18/2019
5/14/2018	5/17/2018	6/8/2018	2/15/2019
6/11/2018	6/14/2018	7/6/2018	3/20/2019
7/9/2018	7/12/2018	8/3/2018	4/15/2019
8/6/2018	8/9/2018	8/31/2017	5/10/2019
9/4/2018	9/7/2018	9/28/2018	6/9/2019
10/1/2018	10/4/2018	10/26/2018	7/13/2019
10/29/2018	11/1/2018	11/23/2018	8/10/2019
11/26/2018	11/29/2018	12/21/2018	9/7/2019
1/7/2019	1/10/2019	2/1/2019	10/5/2019
2/4/2019	2/7/2019	3/1/2019	11/2/2019
3/4/2019	3/7/2019	4/5/2019	11/28/2019
4/8/2019	4/11/2019	5/3/2019	12/21/2020
5/6/2019	5/9/2019	5/31/2019	2/1/2020
6/3/2019	6/6/2019	6/28/2019	2/29/2020
7/1/2019	7/4/2019	7/26/2019	4/4/2020
7/29/2019	8/1/2019	8/23/2019	4/25/2020
8/26/2019	8/29/2019	9/20/2019	5/30/2020
9/23/2019	9/26/2019	10/18/2019	7/4/2020
10/21/2019	10/24/2019	11/15/2019	8/1/2020
11/18/2019	11/21/2019	12/13/2019	8/22/2020
12/16/2019	12/19/2019	1/24/2020	9/19/2020
1/27/2020	1/30/2020	1/21/2020	10/10/2020

Practical Nurse			Home Health Aide	
Cohort Start Date	Anticipated Grad Date		Start / End Date	Start /End Dates
5/14/2018	9/30/2019		5/14/2018 – 6/1/2018	5/21/2018 - 6/8/2018
7/9/2018	11/30/2019		5/28/2018 – 6/15/2018	6/4/2018 – 6/22/2018
9/4/2018	12/30/2020		6/18/2018 -7/6/2018	6/25/2018 – 7/13/2018
11/26/2018	3/30/2020		7/9/2018 - 7/27/2018	7/16/2018 – 8/3/2018
1/7/2019	5/30/2020		7/23/2018 – 8/10/2018	7/30/2018 - 8/17/2018
3/4/2019	7/30/2020		8/6/2018 – 8/24/2018	8/13/2018 – 8/31/2018
6/3/2019	8/30/2020		8/20/2018 – 9/7/2018	8/27/2018 – 9/14/2018
8/26/2019	10/30/2020		9/4/2018 - 9/21/2018	9/24/2018 – 10/12/2018
10/21/2019	1/30/2021		10/15/2018 – 11/2/2018	11/5/2018 – 11/23/2018
1/27/2020	4/30/2021		11/26/2018 – 12/14/2018	1/7/2019 – 1/25/2019
3/30/2020	6/18/2021		1/28/2019 – 2/15/2019	2/19/2019 – 3/8/2019
5/25/2020	8/6/2021		3/11/2019 – 4/5/2019	4/1/2019 – 4/19/2019

Observed Holidays

Martin Luther King Day 1/21/2019 President's Day 2/18/2019 Memorial Day 5/27/2019
Independence Day 7/4/2019 Labor Day 9/2/2019 Thanksgiving 11/22-23/2018 & 11/28-29/19
Spring Break 3/25 – 3/29/2019 Winter Break 12/24 - 1/4/2019
3/23 – 3/27/2020 & 3/22 – 3/26/2021 12/23–1/3/2020 & 12/21-1/1/2021
Veterans Day and Constitution Day (Recognized and Celebrated in School)

Student Grievance Policy and Procedure

Grievance Policy: Any student has to right to file a grievance if they believe that they have a case that needs to be heard.

Grievance Procedure: The student must file a written grievance letter with the Dean of Academic Affairs specifying what they believe to be the basis for the grievance, listing all parties involved within 48 hours of the incident. The Dean of Academic Affairs will attempt to resolve the matter with the input from all parties.

1. Complete a Grievance form. The form must be signed and dated with a full explanation of the problem or reason for the grievance.
2. The Grievance form must be submitted to the Director of Student Services
3. Upon receipt of the Grievance form the Director of Student Services will schedule the hearing with the Dean for the next available date.
4. The Director of Student Services will return a copy of the form with the bottom portion completed to indicate date, place, and time of the hearing.
5. Student Services Director's office maintains the records on student complaints that are filed in accordance with the institution's grievance policy that ensures acceptable quality in the educational programs offered by the institution.
6. The student will receive a decision about their grievance within 24 hours after the hearing.
7. In the event that the grievance student still remains unresolved, students can contact The Commission for Independent Education; Florida Department of Education located at 325 West Gaines Street, Suite 1414, Tallahassee, Fl. 32399, Telephone: (888) 224-6684. OR the Commission on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 and toll free at (800) 917-2081 or locally (770) 396-3898.

FERPA & Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day we receive a request for access. A student should submit to the Registrar, Academic Dean, or Campus President, a written request that identifies the record(s) the student wishes to inspect. The school's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Piberry Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Piberry Institute to amend a record

should write the Piberry Institute official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Piberry Institute decides not to amend the record as requested, Piberry Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Piberry Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Piberry Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Piberry Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Piberry Institute has contracted as its agent to provide a service instead of using Piberry Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Executive Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Piberry Institute.
 - b. Piberry Institute also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll.
 - c. Piberry Institute may disclose information on a student without violating FERPA if it has designated the information as "directory information." At Piberry Institute this includes: Student's participation in officially recognized activities; month/day of birth (Happy Birthday Lists); Piberry Institute awards received/Program of Study; Graduation announcements and programs. Other than in school publications, Piberry Institute's policy is we only disclose directory information to law enforcement officials. Students may, if they desire, request that directory information not be released. Such a request must be submitted in writing to the Campus President within the first two weeks of each term.
 - d. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records including your Social Security Number, grades, or other private information may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of

studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Health & Safety

The Health and Safety of students is of great importance to the Institution. A detailed outline of Health and Safety Policies is available. The plan is evaluated annually by Student Services and Academic Departments and is maintained by Student Services. Administrators follow detailed processes for responding, investigating and reporting all related health and safety needs, emergencies, sicknesses, and accidents of students on campus.

Copyright Infringement Policies and Sanctions

Piberry Institute readily makes available to current and prospective students the school's policies and sanctions related to copyright infringement.

Copyright information 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 the 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. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Veterans Training & Services to Military Members

Piberry Institute is approved for Veterans' Training. A dedicated personnel within the Student Services Department acts as the contact for support services to veterans, military service members and their families. For additional information, please see the Director of Student Services.

Veteran's Attendance Policy:

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an absence. Students exceeding 10% **total** absences in calendar month **will be** terminated from their VA benefit for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purpose.

Standards of Academic Progress for VA Students:

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 or (3.0 Practical Nurse) each evaluation period.

A VA student whose CGPA falls below 2.0 or (3.0 for Practical Nurse) at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If VA student's CGPA is still below 2.0 or (3.0 for Practical Nurse) at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining CGPA of 2.0 or (3.0 for Practical Nurse).

Veteran's Credit for Previous Education or Training:

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and students notified. CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Course Numbering System

The course numbering system uses a five digit alpha numeric identifier. The prefixes are characters that represent the subject areas. The numbers represent the progression within the course, beginning with 100 and progressing to 2000.

Definition of Prefixes

CPR – Cardiopulmonary Resuscitation

MT – Medical Technician

MBC – Medical Billing & Coding

HAE – HIV/Aids Education

PRN – Practical Nurse

HHH – Home Health Aide

***Practical Nurse, Diploma**

This Program does not qualify for Federal Financial Aid

Program Objective:

This program will prepare students for an entry-level position as a Practical Nurse. The program offers a sequence of courses that provides coherent content aligned with academic standards and relevant technical knowledge and skills that prepares the student for occupation-specific opportunities in the Health Science career field. The program will familiarize the student on techniques and procedures relevant, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Program Description:

The Practical Nurse Diploma program prepares the student to care for the sick, injured, convalescent and disabled in a variety of health care settings. The student will learn hands-on care to patients under the supervision of RNs or physicians. After completing the courses of study for the program, students are eligible for licensure as a Practical Nurse in the State of Florida. Once licensed, the student is qualified to work as a licensed practical nurse. The student will learn basic bedside care, take vital signs such as temperature, blood pressure, pulse and respiration, treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice packs and hot water bottles and monitor catheters. Students will learn procedures that include reporting patient adverse reactions to medications or treatments, collecting samples for testing, performing routine laboratory tests, feeding patients and recording food and fluid intake and output. Students will learn to help patients with bathing, dressing and personal hygiene, keeping patients comfortable and caring for the patient's emotional needs. The PN student will also learn procedures for delivering, caring for and feeding infants.

Course Number	Course	Clock Hours
HAE 1000	Basic Healthcare with HIV/AIDS	90
PRN 1100	Medical Terminology with Anatomy & Physiology	70
PRN 1101	Foundations of Nursing	110
PNR 1102	Pharmacology with Math Calculations	90
PRN 1103	Stages of Maturity	40
PRN 1104	Diet & Nutrition	20
PRN 1111	Essentials of Medical Surgery I	90
PRN 1112	Essentials of Medical Surgery II	90
PRN 1113	Geriatrics	40
PRN 1114	Obstetrics & Reproduction	75
PRN 1115	Pediatric Nursing	75
PRN 1116	Mental Health	40
PRN 1117	Nursing Capstone I	40
PNR 1118	Management & Leadership	20

PRN 1120	Clinical Skills – Medical Surgery I	90
PRN 1130	Clinical Skills – Medical Surgery II	90
PRN 1131	Clinical Skills – Obstetrics & Reproduction Health	20
PRN 1132	Clinical Skills – Pediatrics	20
PRN 1133	Clinical Skills –Geriatrics	40
PNR 1134	Clinical Skills – Mental Health	40
PRN 1135	Clinical Skills – Practical Nursing capstone II	160
	15 Months	61 Weeks
		1350 Hrs

Course Descriptions:

PRN 1000 – Basic Healthcare with HIV/AIDS

Course Description: Basic Healthcare will introduce the student to the concepts of the vocational role and responsibilities of a practical nurse. Additionally, the student will receive an overview of the nursing process, nursing documentation, interpersonal relationships, family and community health concepts, patient education, patient rights, legal aspects of practice, and current issues in nursing. Clock Hours: 90

PRN 1100 – Medical Terminology & Anatomy & Physiology

Course Description: Medical Terminology offers an introduction to the concepts of medical word parts, phrases, root words, combining forms, prefixes and suffixes. Students will also focus on the Anatomy and Physiology aspects, specifically on the structures and functions of the human body beginning with the cellular functions and the chemical aspect of life, to the more complex organ systems of the body. The learning process will continue with a systematic approach to learning that includes the integumentary system, skeletal system, muscular system, nervous system, senses, endocrine system, blood, lymphatic, respiratory, digestive, and urinary and pregnancy, prenatal and genetics. Clock Hours: 70

PNR 1101 – Foundations of Nursing

In this course, students will learn how to apply nursing skills and processes for addressing acute and chronic care of individuals in a multicultural environment. Students are presented with and integrate concepts related to physiological, psychosocial, developmental, cultural, and spiritual health care needs of the individual. The framework for patient care, nursing diagnoses, communication, and interpersonal that are important in preparing the student to successfully work in a collaborative health care field will also be introduced. Critical thinking and decision-making are addressed as a guide for a safe, competent and skillful nursing practice. This clinical portion of the course requires the student to care for patients in the acute care facilities. The course is taught concurrently with a Theory class and a laboratory component. Clock Hours: 110

PRN 1102 – Pharmacology & Math Calculations

Course Description: Pharmacology and Math Calculations will offer an introduction to the foundational concepts necessary for the safe administration of medication to different individuals across the life spans which are diagnosed with a variety of health conditions that require therapeutic medication administration. Emphasis will also be placed on the integration of the nursing process, patient teaching, cultural considerations, legal aspects affecting medication administration, principles of pharmacology and medication administration, and drug groups and categories. The course examines the fundamentals of mental illness (depression and other mood disorders, anxiety disorders, psychosis, post traumatic stress disorder, personality disorder etc.),

and the causes (biochemical, neurological, behavioral, developmental, genetic, social etc.), and the effects of drug treatments (pharmacological, psychological, spiritual), as well as health care models (shared care, acute inpatient, outpatient, public health, community and recovery approaches) which are regarded as current best practice. The course will also examine mental health from the perspective of national, state and local government levels. Clock Hours: 90

PRN 1103 – Stages of Maturity

Course Description: Stages of Maturity will focus on the essential concepts of growth and development throughout the human lifespan. In addition, significant milestones of physical and psychological development and a comparison between psychoanalytical, psychosocial, cognitive, human needs, and moral development theories throughout the human lifespan will be introduced. Clock Hours: 40

PRN 1104 – Diet & Nutrition

Course Description: Diet and nutrition will focus on the areas of nutritional assessment; categories of nutrients, the Food Guide Pyramid, the significance of various types of lipids will be discussed, as well as the products of protein and carbohydrate metabolism. The acquisition of knowledge related to planning and implementing nutritional care during pregnancy, which will include identifying signs and symptoms of those at risk for problems related to poor nutrition. Additionally, a knowledge base will be built on the components of weight management, nutritional support for the impaired client, the surgical client, client teaching, and those with cancer or HIV. Clock Hours: 20

PRN 1111 – Essentials of Medical Surgery I

Course Description: Medical-Surgical Nursing I will introduce a more complex concept of client-centered nursing care and the skills required to provide care in the Medical-Surgical Nursing environment. Emphasis will be placed on the student's ability to use critical thinking by utilizing all aspects of the nursing process that includes conducting a focused nursing evaluation of the client's status and decision making. Focus will also be placed on client teaching, identifying client's needs, planning for episodic nursing care, implementing appropriate aspects of care and contributing to data collection and evaluation of client outcome on conditions and disorders related to the immune, respiratory, hematologic cardiovascular and sensory systems. A supervised clinical experience will further enhance the student's knowledge.

Additionally, the course consists of discussing coping mechanisms, differentiating between mental health and mental illness, recognizing signs and symptoms of various mental health disorders, and discussion of treatment modalities, such as how to recognize the potential for suicide will be included. This will cover initiating appropriate intervention, describing treatments and resources for the addicted client, describing drug seeking behaviors, identifying an individual in crises and describing appropriate interventions. Maslow's theory of hierarchy, both physical and mental components, will be incorporated. This course also covers elements of patient care in an in-patient setting. Areas reviewed include suctioning techniques, urinary catheter care, irrigation of body cavities, and maintenance of tubes, obtaining blood specimens, and use of oxygen. Clock Hours: 90

PRN 1112 – Essentials of Medical Surgery II

Course Description: Medical-Surgical Nursing II will continue to introduce a more complex concept of client centered nursing care and the skills required to provide care in the Medical-

Surgical Nursing environment. Emphasis will be placed on the student's ability to use critical thinking and concepts of the nursing process that includes conducting a focused nursing assessment of the client's status and decision making, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of care and contributing to data collection and evaluation of client outcomes on conditions and disorders related to the musculoskeletal, gastrointestinal, urinary, endocrine, male and female reproductive systems.

Additionally, care of patients with trauma or shock and care of patients with mental health disorders will also be presented. Students will learn techniques for counseling patients in such areas as pre-operative and post-operative teaching, performing surgical prep, provider post-operative care and assisting with post-operative discharge. A related clinical experience will further enhance the student's knowledge. Clock Hours: 90

PRN 1113 –Geriatric

Course Description: Practical Nursing/Geriatrics will continue to focus on the vocational role and a responsibility of a practical nurse as it applies to client-centered care and the nursing process. Additionally, the focus will be placed on care for the geriatric client, prevention of patient abuse, abandonment and neglect, interpersonal relationship, enhanced communication skills; performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, perform supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care, legal and ethical aspects of nursing, functions of health, client evaluation, cultural differences, values, preferences and needs, safe client environment, contributions to data collection, client-outcomes, and intermediate nursing skills. A supervised clinical experience will further enhance the student's knowledge. Clock Hours: 40

PRN 1114 – Obstetrics & Reproduction

Course Description: Obstetrics and Neonatal Health Nursing focuses on the complexity of prenatal care, complications of pregnancy, and the effects on the family as well as cultural considerations. Emphasis is also placed on the care of the newborn, care of a hospitalized newborn and newborn assessment. A related clinical experience will further enhance the student's knowledge. The course will provide information relating to normal pregnancy, the puerperium and normal newborn, as well as some deviations to the normal. Students will be introduced to infant care during and after the delivery. This will involve learning how to perform an Apgar score, how to suction an infant's respiratory passage with bulb syringe, proper identification using the mother's bracelet, weighing and measuring an infant, proper bathing, carrying, feeding, and collecting a urine specimen from an infant. Students will learn how to provide post-partum care, including mental illness issues, and demonstrate and perform perineal care, and assist in breast care. Clock Hours: 75

PRN 1115 – Pediatric Nursing

Course Description: Pediatric Nursing focuses on the evolution of child health nursing, trends in child mortality and morbidity, federal programs affecting children, role of the pediatric nurse, child abuse recognition and intervention, the health care delivery system as it relates to children, and implementation of the nursing process in the care of children. A related clinical experience will further enhance the student's knowledge.

This course includes how to apply safety principles for the pediatric patient, describe general

characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of common disorders/diseases, mental illness, and implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Clock Hours: 75

PRN 1116 – Mental Health

This course introduces the student to mental health concepts and related nursing interventions. Through utilizing a nursing process framework, students are introduced to theoretical models of behavior, classifications and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the students ability to develop awareness of his/her own behavior and its impact on others. Students will be provided with nursing information to help them develop knowledge and skills with concepts for a therapeutic environment, therapeutic communication, therapeutic relationships and additional foundations for safe and effective care. Clock Hours: 40

PRN 1117 – Nursing Capstone I

Course Description: This course will provide the student with a comprehensive series of content review and study skills, and includes a review of the fundamental skills in the legal aspects of practice, basic healthcare, management and leadership, trends in nursing, practical nursing, fundamentals of nursing, pharmacology and math calculations, stages of maturity, diet and nutrition, essentials of medical surgery, maternal and child health and pediatrics. The course guides students to further developing skills to perform patient care procedures, such as applying hot and cold applications, give enemas, test stool for occult blood, remove retention catheter, apply bandage, apply brace, apply splints. Students will demonstrate proper technique to irrigate an ear, eye, nasogastric tube, vaginal canal, wound, oral cavity, and colostomy, assist with physical examinations, observe intravenous infusion and report signs of adverse reactions, provide post postmortem care and perform tracheotomy care, assist patient with and maintain therapeutic diets, placing and removing personal protective equipment, collecting specimen from isolated patients, demonstrating procedures for initiating isolation, including care and disposal of equipment and supplies. Clock Hours: 20

PRN 1118 – Management & Leadership

Course Description: The student will be taught nursing management and supervisory skills applicable in short and long term care settings. Emphasis will be placed on unit operation and management, personnel roles and duties, task delegation, conflict resolution, and communication skills. The student will implement management and leadership skills, health teaching and counseling in a related clinical setting. Additionally, the student will be taught the legal and ethical aspects of nursing. Clock Hours: 20

PN 1136 – Practical Nurse Capstone II

Course Description: This course will provide the student with a comprehensive series of content review and study skills. This will include a review of the fundamental skills of basic healthcare, management and leadership, trends in nursing, practical nursing, fundamentals of nursing, pharmacology and math calculations, stages of maturity, diet and nutrition, essentials of medical surgery, maternal and child health and pediatrics. Comprehensive review continues with clinical skills overview of pharmacology, medical surgery, obstetrics and Gynecology nursing, and pediatric nursing, mental health nursing, medical-surgical nursing, maternal and newborn nursing, pediatric nursing, mental health nursing, pharmacology, nursing management, and nutrition as it

applies to nursing practice. Clock Hours: 160

This program is a combination of comprehensive on-site clinical experience for the nursing student by providing patient care as a member of the health care team in a health care facility (under the supervision of nursing faculty), the student adds to the experience already acquired in applying knowledge and practicing skills that have been learned throughout the entire program. During Capstone, the student also returns to the campus for classroom instruction at regular intervals for a clinical overview and summary, review of competency assessment and NCLEX review. In addition, employability skills are reviewed. The core of this course will guide and help the student prepare and determine their level of knowledge and competence in preparation to take the NCLEX-PN. The criteria that must be met prior to the student to being able to take the PN HESI Exit are that all practices and tests must be taken on the school computers. Throughout the term, the student must take and pass all required PN Hesi exams. If an exam is failed, it must be made up with an improved grade, prior to taking this class. In order to pass this course, a score of 900 or greater must be obtained on the Hesi Exit Exam which allows for a Predicted Probability of Passing the NCLEX-PN.

HESI Exams Guideline:

There is a HESI exam for the following specialty courses:

- Geriatrics
- Pharmacology
- Medical Surgery
- Maternity/Pediatrics
- Mental Health
- Practical Nurse HESI Exit

Students must sit the first of two HESI Specialty exams upon completion of each course that is designated with HESI Specialty exam. If the first HESI exam result is not a successful passing, the student is allowed to sit the second HESI exam within two weeks. The student is allowed only two attempts to receive a passing score for any HESI specialty exam and HESI Exit exam.

A student must achieve a 850 or higher score for each HESI Specialty Exam, and a 900 score for the HESI PN EXIT. A student must have a C or better grade for a course to sit for its HESI Specialty exam. If a student has a failing course grade, such a student will not be allowed to sit for the HESI Specialty exam until the course is successfully repeated. Students that have any course fails is subject to academic probation and Satisfactory Academic Progress guidelines.

A student with a passing course grade that fails to achieve a passing score on his or her first attempt of any HESI Specialty exam, must remediate. Remediation is specifically designed for the individual student per the Dean of Academics. Such a remediation will consist of a certain amount of required remediation hours to be met by the student using resources of their own, and those materials and resources provided to them by the school. Students will remediate on their own time. Piberry Institute will not designate nor allow any class time for remediation and review. Once the student has successfully clocked the required amount of

remediation hours, such a student will be allowed to sit for the second attempt of the HESI Specialty exam. If a student does not complete the remediation hours within the two-week period, the student may receive a failing grade for the exam. A student cannot have two failing HESI Specialty exam grades concurrently. This means a student must have all passing HESI exam scores of 850 or better in order to sit for any other upcoming HESI Specialty exams. If the student fails to achieve a passing score on the second attempt of any HESI Specialty exam, the student may appeal for a third attempt. If the appeal is granted, and the student sits for a third and final attempt, and he or she does not score 850 points or higher, the student will receive an F grade for that specialty and will be dropped from the program. The cost of all HESI Exams is the sole responsibility of the student.

The criteria that must be met prior to the student to being able to take the PN HESI Exit are as follows: All HESI reviews and exams must be taken on the school computers. Throughout the term, the student must take and pass all required HESI exams with an 850 or higher score. If a test is failed, it will be repeated only two times and the second and final attempt must pass with an 850 score or better.

Medical Assistant Technician, Diploma

Program Objective:

The Medical Assistant program prepares the student to perform administrative and clinical tasks as required in a clinical setting, as required by a Physician to maintain an efficient running office. The Medical Assistant program prepares students to provide allied health services in Physician offices, Ambulatory Health Care Facilities, Clinics, Labs, and other health care facilities. After the completion of this program the student will be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization.

Program Description:

Students will be introduced to Medical Terminology, Anatomy & Physiology, the clerical responsibilities of the Medical Front Office, Phlebotomy - Skills necessary, recognition and observance of all OSHA requirements associated with these procedures and with HIV/AIDS. Electrocardiography - the anatomy and physiology of the cardiovascular system, with emphasis on preparing the patient for the examination, and the proper placement of electrodes in the performance of an electrocardiogram. The principles of first aid and CPR, Urine analysis, and the clinical aspects of the Medical Back office such as obtaining and recording of Vital Signs, Height, Weight, and Visual Acuity.

After the completion of this program the student will be awarded a Diploma as a Medical Assistant Technician, and be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization.

Course Number	Courses	Clock Hours
MT 100	Medical Terminology with Anatomy & Physiology	80
MT 103	Pharmacology with Mathematics	80
MT 104	Medical Front Office Procedures	80
MT 110	Phlebotomy & Hematology with HIV/AIDS	80
MT 112	Electrocardiography	80
MT114	Medical Back Office Procedures I	80
MT115	Medical Back Office Procedures II	80
MT116	Medical Assistant Certification Review	80
MT 200	Medical Assistant Technician Externship	260
	10 Months 38 Weeks	900 Hrs

Course Descriptions:

MT100 – Medical Terminology with Anatomy & Physiology

This course introduces students to the basic structure of medical terms and abbreviations through examination of prefixes, suffixes, root words, and combining forms. This course also includes pronunciation, spelling, definition of medical terms, and an in-depth introduction to medical abbreviation. This course will also introduce the student to the different body systems, i.e. respiratory system, reproductive system, cardiovascular system, and etcetera, bones and major muscles with an in-depth overview of body structure, and functions of body systems and organs.
Clock Hours – 80 Prerequisite – None

MT103 – Pharmacology with Mathematics

Pharmacology and Math Calculations will offer an introduction to the foundational concepts necessary for the safe administration of medication to different individuals across the life spans which are diagnosed with a variety of health conditions that require therapeutic medication administration. Emphasis will also be placed on the integration of the nursing process, patient teaching, cultural considerations, legal aspects affecting medication administration, principles of pharmacology and medication administration, and drug groups and categories.

Clock Hours – 80 Prerequisite – None

MT104 – Medical Front Office Procedures

This course is an introduction to the administrative functions of the medical office with emphasis on written and oral communication. In depth processes of telephone techniques, messaging, and scheduling. Also introduced are the areas of medical ethics, confidentiality of medical records, HIPPA, basic billing, office management and correspondence.

Clock Hours – 80 Prerequisite – None

MT110 – Phlebotomy and Hematology

This course introduces the students to the anatomy and physiology of the circulatory system, the practice of venipuncture, and other collection techniques to obtain samples on which various hematological tests are performed. The course will also cover various safety issues, equipment maintenance, and personal practices that prevent the contamination of self and specimens. Biohazard Waste Disposal, Personal Protective Equipment. There is also an introduction to training participants to basic information on HIV and AIDS. The difference between HIV and AIDS, how HIV is passed from one person to another, incubation period, responsibility of employers in regard to providing PPEs for workers who may be at risk for contracting the disease, and common myths on how it is spread is also covered.

Clock Hours – 80 Prerequisites – MT100

MT112 – Electrocardiography

Electrocardiography - This course introduces students to the anatomy and physiology of the cardiovascular system, the electrical conduction system of the heart, and proper placement of the electrodes in the performance of the procedure. Emphasis is also placed on preparing the patient for the examination, Basic ECG concepts, Electrical Heart functions, Quality Control, recognition of normal Sinus rhythm, bradycardia, tachycardia, basic interpretation of arrhythmias and blocks, the recognition of Myocardial Infarction, and. The student will be exposed to multi-channel machines, and the process of mounting the tracing on appropriate templates. The principles of CPR including the use of AED, and First Aid are also taught and tested on.

Clock Hours – 80 Prerequisites – MT100

MT114 – Medical Back Office Procedures I

This course provides the study of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Recognition of normal and abnormal conditions, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique, bandaging of wounds, DEA Regulations, Prescription requirements for all schedules of drugs, use of PDR, Patient Instruction. Students are instructed in the regulations of OSHA and the CDC, CLIA waved Lab Testing and QC.

Clock Hours – 80 Prerequisites – None

MT115 – Medical Back Office Procedures II

This course provides the practice of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Students are instructed in the regulations of OSHA and the CDC. Basic Drug Calculations, Common Drugs and their Classifications/ Indications for use, and Parenteral and other routes of Drug Administration, Assistance in Minor Surgery, Sanitation, Sterilization Disinfection, Therapeutic Modalities, Vision Testing Specialty testing, and Basic Respiratory Testing.

Clock Hours – 80 Prerequisites – None

MT116 – Medical Assistant Certification Review

The purpose of the course is to help and prepare the student for various Medical Assistant certification examinations. An overall review of theory, administrative, and practical coursework is included. Practice examinations are part of the course.

Clock Hours – 80 Prerequisites – MT100, MT103, MT104, MT110, MT112, MT114, MT115, MT116

MT200 – Medical Assistant Technician Externship

This course places the student in the medical setting to gain supervised experience of being a Medical Assistant. The student is given to opportunity to put into practice all skills learned through their previous theoretical and laboratory teachings. This is held in medical offices, clinics, hospitals, or any other health care facility deemed appropriate by the Institute. All students in the Medical Assistant program must successfully pass this course in order to graduate from the program. Within this course, and prior to leaving the classroom facility for externship, students are presented with 20 hours of career planning activities.

Clock Hours – 260 Prerequisites – MT100

***Medical Billing and Coding Specialist, Diploma**

*This Program does not qualify for Federal Financial Aid

Course Objectives:

The Medical Billing and Coding diploma program objective is to provide students with the professional foundation in billing and coding procedures for the medical front office. Students will be able to contribute to the overall financial and reimbursement processes of a health care facility, and will gain a working knowledge of billing systems, government regulations, and third-party payer requirements that could lead to positions that specialize in medical billing and coding.

Program Description:

The Medical Billing and Coding Specialist diploma program instructs students in the areas relating to billing and coding and ranges from courses in anatomy and physiology, medical ethics, as well as courses in medical insurance, billing, coding, and reimbursement processes.

Number	Course	Clock Hours
MT 100	Medical Terminology with Anatomy & Physiology	80
MT 1020	Medical Ethics	80
MT 104	Medical Front Office Procedures	80
MBC 1000	Medical Insurance	80
MBC 1100	Medical Coding	80
MBC 1300	Procedural Codes	80
MBC 1400	Diagnostic Coding	80
MBC 1500	Reimbursement & Coding	80
MBC 2000	Certified Professional Coding	80
MBC 2500	Medical Billing & Coding Externship	180
	10 Months	38 Weeks
		900

Course Objectives:

MT100 – Medical Terminology with Anatomy & Physiology

This course introduces students to the basic structure of medical terms and abbreviations through examination of prefixes, suffixes, root words, and combining forms. This course also includes pronunciation, spelling, definition of medical terms, and an in-depth introduction to medical abbreviation. This course will also introduce the student to the different body systems, i.e. respiratory system, reproductive system, cardiovascular system, and etcetera, bones and major muscles with an in-depth overview of body structure, and functions of body systems and organs.

Clock Hours – 80 Prerequisite – None

MT 1020 – Medical Ethics

This course will explore the ethical issues in health care. A structured approach for identifying, analyzing, and resolving ethical issues in clinical medicine will be discussed. Case studies will be utilized to demonstrate the process of identifying, analyzing and resolving ethical issues.

Clock Hours – 80 Prerequisite – None

MT104 – Medical Front Office Procedures

This course is an introduction to the administrative functions of the medical office with emphasis on written and oral communication. In depth processes of telephone techniques, messaging, and scheduling. Also introduced are the areas of medical ethics, confidentiality of medical records,

HIPPA, basic billing, office management and correspondence.

Clock Hours – 80 Prerequisite – None

MBC 1000 – Medical Insurance

This course prepares students in many of procedures of billing for medical services. Students will examine different types of insurance programs, profit and nonprofit third-party payers, HMO/PPO/IPO, Medicare, Medicaid, worker's compensation package, and disability coverage.

Clock Hours – 80 Prerequisite – None

MBC 1100 – Medical Coding

This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries as well as the basic principles and uses of each.

In-depth coding technique using the International Classification of Diseases, Clinical

Modification, and current procedural terminology are taught.

Clock Hours – 80 Prerequisite: None

MBC 1300 – Procedural Codes

This course emphasizes the rules and guidelines of the CPT coding manual, and prepares the student to work in the medical field in the front office as a medical biller, medical coder, medical collector, or medical office administrator. The student learns beginner concepts of coding using the CPT-4 coding manual.

Clock Hours – 80 Prerequisite – MBC 1100

MBC 1400 – Diagnostic Coding

This course will provide an introduction to basic diagnostic coding, characteristics and conventions of ICD-9-CM and ICD-10-CM coding, and other diagnosis coding systems. Students will get exposure to diagnosis codes and official coding guidelines.

Clock Hours – 80 Prerequisite – MBC 1100

MBC 1500 – Reimbursement & Coding

Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement.

Clock Hours – 80 Prerequisite – MBC 1100

MBC 2000 – Professional Coding Certification Review

This course will review topics covered throughout the billing and coding courses, and will conduct ongoing weekly assessments in preparation for the certified professional coder examination.

Clock Hours – 80 Prerequisite – MT 1010, MT 1020, MT 1030, MBC 1000, MBC 1100

MBC 1200, MBC 1300

***Home Health Aide, Certificate**

*This Program does not qualify for Federal Financial Aid

Program Objective:

To train students in technical and clinical skills needed to successfully perform as Home Health Aides in the community and private homes. Completion of this program does qualify students' employment in agencies with Medicare and Medicaid patients.

Program Description:

The training program includes instructor led classroom and clinical training and practical hands on application. Students must successfully complete tests and final exam.

HHA 100	Introduction to Home Health Care	4
HHA 101	Verbal and Written Communication	2
HHA 102	Legal and Ethical Responsibilities	1
HHA 103	Physical Comfort, Safety Functions and Domestic Violence	14
HHA 104	Personal Patient Care	6
HHA 105	Nursing Procedures	8
HHA 106	Principles of Nutrition and Fluid Balance	4
HHA 107	Care of the Geriatric Patients	6
HHA 108	Infection and Infection Control, HIV/AIDS & OSHA	9
HHA 109	Bio-psychological-Social Support	2
HHA 110	Supervised Management Functions following Patient Plan of Care	8
HHA 111	Rehabilitative Activities	2
HHA 112	Case Studies	2
HHA 113	Documentation	4
HHA 114	Medicare Standards	3
	Total Hours	75

Course Descriptions:

HHA 100 - Introduction to Home Health Care

This module will discuss the history of home care, benefits of home care, role, responsibilities and ethical issues affecting the home health aide. It will also provide information on the sources of payment for home care and characteristics necessary for the home health aide in caring for patients in their homes.

Clock hours – 4

HHA 101 - Verbal and written Communication

This section will emphasize verbal and written information about patient plan of care. Clock Hours - 2

HHA 102 - Legal and ethical Responsibilities

Follow policies and procedures affecting health, safety and well-being of patient in home setting. Clock Hours – 1

HHA 103- Physical Comfort, Safety Functions and Domestic Violence.

Maintain patient units in home and identify emergency evaluation procedures, how to be alert to

potential domestic violence and what to do. Clock Hours – 14

Lab Hours – 7

HHA 104 - Personal Patient Care

Assist with bed, shower, or tub bath, grooming, oral Hygiene, toileting, dressing, meals bowel and bladder training, and perinea care. Clock Hours – 6

Lab Hours – 4

HHA 105 - Nursing Procedures

Admitting, transfer, and discharge of patient. Making beds, measuring and recording patient's statistics, range of motion exercises, collect urine and stool specimens, monitor catheter drainage, monitor fluids, observation of patient emesis, postmortem, enema of five ounces or less, and maintain patient belongings. Clock Hours – 8

Lab Hours - 5

HHA 106 - Principles of Nutrition and Fluid Balance

Factors when purchasing and storing food, and assisting with eating, encourage adequate nutrition and fluid intake maintaining correct diet. Two hours are spent in a home environment practicing skills. Clock Hours - 4

HHA 107 - Care of the Geriatric patients

General characteristics and safety principles related to the elderly, community resources, Reality Orientation Techniques, diversional activities, behavior, and special care. Clock Hours - 6

HHA 108 - Infection and Infection control, HIV/AIDS & OSHA

Universal precautions in the home care for patients with infectious diseases, and isolation procedures. Two hours are spent in a home environment practicing skills. Clock Hours – 9
Lab Hours - 4

HHA 109 - Bio-Psychological-Social Support

Family role and patient and family emotional needs. Clock Hours – 2

HHA 110 - Supervised Management Functions

Following patient plan of care. Organize and complete patient care assessments. Clock Hours – 8

HHA 111 - Rehabilitative Activities

Assist patients with restorative and rehabilitation needs to reach optimum level of independence. Clock Hours – 2

HHA 112 - Case Studies

Discussion of actual patient care situations in the home. Clock Hours – 2

HHA 113 - Documentation

Review of reporting methods and practice in writing. Clock Hours – 4

HHA 114 - Medicare Standards

Overview of Medicare standards, guidelines, and reporting requirements. Clock Hours – 3

Criminal History and Physical Disability Disclosure

Some employers may deny employment to graduates who have a criminal record. A criminal background check and drug screening are required by many agencies before accepting students as externs. Graduates with felony convictions may not be eligible for professional certification or licensure, depending on the requirements of the student's chosen program at the time of completion. Students and graduates are reminded that having a criminal background may limit their employment possibilities and background checks vary by program and employer. Please contact the Campus President if you have questions or concerns regarding this disclosure. Students applying to the Practical Nurse program must successfully pass a drug and background screening test.

PiBerry Institute does not guarantee employment to graduates even those with physical disabilities. Piberry Institute, Inc., provides employment assistance to students by writing and developing the student's resume, conducting related job searches, and referring graduates to prospective employers for employment opportunities. The decision to employ any Piberry Institute, Inc., graduate is solely up to the prospective employer.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

Piberry Institute, Inc, is committed to assisting all members of the Piberry Institute, Inc., community in providing for their own safety and security. The annual security and fire safety compliance document for the location 30356 Old Dixie Hwy, Homestead FL 33033 is available on the website at <http://piberry.edu>.

If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the administrative office at Piberry Institute located at 30356 Old Dixie Hwy, Homestead, FL 33033 or you can request that a copy be mailed to you by calling Marion Carberry, Campus President at (305) 245-2581.

The website contains this report and information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the year 2017 previous of crimes that have occurred on campus; in certain other property owned or controlled by Piberry Institute, Inc.; and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the administrative office at Piberry Institute, Inc.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), originally known as the Campus Security Act, since amended by the Higher Education Act (HEOA), The Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and sexual violence on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is the responsibility of the administration of Piberry Institute, Inc. to provide a safe environment for study and to prevent crime and sexual violence. Piberry Institute, Inc., is concerned about the safety and welfare of its students and employees. Therefore, the following Campus Security and Safety Policy is implemented for the protection of students, faculty and staff. The policy is published annually by October 1st as required and is

compliance with the Student Right-to-Know, the Campus Security Act and as amended by HEOA, the Drug-Free Schools and Communities Act of 1989 (DFSCA), the SaVE Act and Violence Against Women Act. The Campus Security and Safety Policy may be accessed at the Piberry Institute website www.piberry.edu within the Disclosures & Consumer Information tab and is entitled Annual Security & Crime Report Link and a printed copy may be obtained at the campus.

Each year in the fall and by October 1st Piberry Institute is required to prepare a Campus Security Policy Report and Crime Statistics Report as required in the federal Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report and Crime Awareness Information are gathered through requests to the local Police Agency and are combined with on-campus crime reporting. The report is published by October 1st and is made available to prospective students, students, faculty and staff. In addition, a Crime Statistics report containing three years of reported data is made available. The campus facilities are opened and closed each morning and evening by administrative personnel. We encourage students to immediately report criminal incidents or other emergencies to the Campus President, Marion Carberry at (305) 245-2581, or to any other employee so that the appropriate legal or other action may be taken. Piberry Institute works with local and state law enforcement if necessary.

Students and employees are responsible for their own security and safety on and off-campus and need to be considerate of the safety and security of others. Piberry Institute Inc. has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities. In 1996 Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify colleges, schools, day care centers and parents about the presence of dangerous offenders. We encourage our campus community to look out for themselves and one another.

In 1996 The Campus Sex Crimes Prevention Act (Megan's Law) became federal law. Megan's Law requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The law requires registered sex offenders to provide to notice to the state enforcement agency of any campus of higher education in which the offender is employed, carries on a vocation, or is a state. Megan's Law requires state and local law enforcement agencies in all 50 states to notify schools, day care centers and parents about the presence of dangerous offenders.

The Florida Department of Corrections advises Piberry Institute Inc. when registered sexual offenders / sexual predators may be enrolling or may be enrolled. Information regarding registered sexual offenders / sexual predators in Florida may be found at the FDLE Registered Sex Offenders website: <http://offender.fdle.state.fl.us/offender/homepage.do> or toll free number-1-888-357-7332 for TTY Accessibility – 1-877-414-7234.

Crime Definitions:

The definitions for the three crime categories included in the crime statistics report are from the Federal Bureau of Investigation Uniform Crime Report definitions and the crimes to be reported are as follows:

Murder / Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides,

accidental death, and justifiable homicides are excluded.

Negligent Manslaughter – The killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny, housebreaking, safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including any joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or person property of another kind.

Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations – The violation of law or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition)

Hate Crimes – All of the above – plus the following:

Larceny – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Domestic Violence – 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 who is cohabitating or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...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 – Violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Consent – Means intelligent, knowing, and voluntary consent and does not include coerced submission. The law says that consent does mean your failure to offer physical resistance to the offender. If you are under 16 years of age, consent cannot be used as a defense to a sexual crime. Further, a 16 or 17 year old cannot legally consent to sexual activity with a person in a position of familial or custodial authority or to a person 24 or older.

Sex Offenses – Forcible Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape - The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will ; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, No matter how slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of

sexual gratification, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses – Non-forcible Unlawful non-forcible sexual intercourse

Incest Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent if a weapon is utilized in any of the crime categories above a separate weapons violation will be recorded in the campus crime statistics.

Disciplinary Referrals

In addition to maintaining statistics for arrests the following three crime categories require statistics to be maintained for disciplinary referrals regarding violations of law:

Weapons: Carrying Possessing, etc.

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests

Liquor Law Violations

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests
4. The number of fatalities

Drug Law Violations

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests
4. The number of fatalities

The Campus Sexual Violence Elimination Act (SaVE Act) mandates that all colleges have an obligation to respond to reported incidents of domestic violence, dating violence, sexual harassment, sexual violence and stalking on or off campus.

Piberry Institute Inc., prohibits domestic violence, dating violence, sexual harassment, sexual assault, and stalking and encourages students and employees to report incidents against them on-campus and off-campus. These incidents should be reported to the campus security authorities and or Campus director. Piberry Institute Inc., provides awareness, prevention and victim rights training to its employees and students. Pamphlets and brochures are also available in each campus' library. Domestic violence, dating violence, sexual harassment, sexual violence and stalking involve unwelcome conduct of a violent and/or sexual nature and are traumatic to the victim (s). If you are a victim of domestic violence, dating violence, sexual harassment, or stalking tell someone who understands these offenses. It is a tremendous burden to bear alone. These incidents are terrifying and traumatic. It is not uncommon to feel fearful, confused, guilty, ashamed, or isolated. It is better not to deal with these feelings alone. There are many concerned

and professionally trained people in the community who are prepared to help you. The campus assists students with off-campus counseling, mental health services, and other services for victims. Information may be obtained from the Campus President. Piberry Institute does not have a process by which it conducts verbal or written encouragement or for referring victims to pastoral counselors and professional counselors, but maintains procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The following are some national and state agencies that provide support for Counseling, Treatment, and Rehabilitation:

- Dating Violence
loveisrespect.org
Text “loveis” to 22522
Love is respect – (866) 331-9474 / (866) 331-8456 (TTY)

- Sexual Assault
Sexual Violence Resource Center
RAINN: rainn.org / (800) 656-HOPE (4673)
Not Alone: notalone.gov

- Florida Council Against Sexual Violence
www.fcasv.org
(850) 297-2000
(800) 956-7273 toll free

- The National Domestic Violence Hotline
thehotline.org
1.800.799.SAFE (7233)
1.800.787.3224 (TTY)

- Stalking
National Women’s Law: womenslaw.org
National Center for Victims of Crime:
victimsofcrime.org
(202) 467-8700

If you are a victim:

1. You have the option to report domestic violence, dating violence, rape or sexual offenses and stalking to the proper law enforcement authorities including campus personnel and local police. The campus staff will assist you in reporting these offenses at your request. So, first and foremost:
5. Get to a safe place where you will be safe from further attack. Call a friend or family member who you believe you trust for support.
6. For your own protection you are advised to call the local police immediately, especially if the assailant is still nearby.
2. Once you have reported incident to the campus authorities whether the offense occurred on or off campus, you will be provided with a written explanation of the student or employee’s rights and options.

3. Get medical attention immediately for incidents involving domestic violence, dating violence, and rape or sexual assault. It is extremely important that you seek medical attention immediately because you may have been injured internally as well as externally by the attack. A prompt medical examination in rape and sexual violence incidents will test for pregnancy and disease.
Do not drink, bath, change clothing, or comb your hair before receiving medical attention. It is only natural to want to do these things, but you may be destroying evidence you will need if you decide prosecute. In the course of your medical examination, this evidence will be collected by the hospital staff.
4. Seek professional counseling - Regardless of whether you report the incident or not, you should always seeking counseling for the traumatic experience you have survived. The long-lasting psychological effects of a domestic violence, dating violence, rape or sexual assault or stalking do not go away if they are ignored. The campus will provide students and employees written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.
5. Reporting a domestic violence, dating violence, rape or sexual assault or stalking incident to the police does not commit the victim to further legal action. In the initial meeting with the police, you will be asked to tell the police what happened, where it happened, and what your attacker looked like. The earlier you report an offense, the easier it will be for police to investigate the crime, and to prosecute the case successfully, if that is your choice. It helps to preserve your options for the future.

If you desire assistance in contacting the appropriate law enforcement agencies the campus will assist you in notifying the local law enforcement agencies. If you wish to have the assailant prosecuted the police and the District Attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney. You have the right to decline to report the offense to the local law enforcement agencies. Where applicable, the rights of victims and Piberry Institute's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be explained to the victim(s). Upon request by a victim of a domestic violence, dating violence, rape or sex offense or stalking, the campus will change the victim's academic, living, transportation, or work schedule if the change is reasonably available.

Disciplinary Proceedings:

Understand that Piberry Institute has a zero tolerance policy regarding any criminal offenses involving our students and employees. If the offender is a student or employee, Piberry Institute may impose institutional disciplinary sanctions including suspension and dismissal. Persons seeking to file a complaint should contact the Campus Director. In domestic violence, dating violence, rape or sexual assault, or stalking cases, the following additional provisions apply:

Any violator will be immediately suspended and depending on the results of the investigation will be disciplined up to and including expulsion from school or employment termination. Any disciplinary hearing stemming from the investigation(s) will be conducted within 14 days of the investigation's conclusion.

The investigation and disciplinary hearing will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The standard of evidence utilized in the investigation and hearing is the “preponderance of evidence” standard. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding; including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

Both the accuser and accused shall be simultaneously informed, in writing, of:

The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, rape or sexual assault, or stalking. Procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding is conducted by the Institute. Appeal requests must be in writing to the Campus Director and within 14 days after the date the individuals are notified of the disciplinary proceeding findings.

The victim will be provided with information of how Piberry Institute, Inc. will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

Disciplinary Proceedings - Notification to Victims

The Higher Education Opportunity Act (HEOA) requires the campus to disclose, upon written request, to the alleged victim of a crime of violence or sexual assault, the results of any disciplinary hearing related to the offense conducted by the campus against the student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim’s next of kin, if requested.

Piberry Institute, Inc. is registered to receive alerts from here:

<https://floridaoffenderalert.com/subscribe.php>

Piberry Institute, Inc., is in compliance with both the Student Right to Know Act of 1990 and the Campus Awareness and Campus Security Act of 1990. The following statistics represent incidents directly reported to local authorities Miami-Dade Police Departments and other Campus Authorities. These statistics as well as an annual fire safety report are required to be submitted to the Department of Education annually.

Policies for Making Timely Warning Reports:

Piberry Institute, Inc encourages the immediate reporting of any actual, suspected criminal or hazardous activity. Any student, faculty member, employee or guest can directly report suspected criminal activities or emergencies on campus by calling the School Director, faculty or employee member. However, those with complaints of potential criminal action should make a report with local police authorities as well as with the school. In the event of an emergency and criminal actions, the public is notified within 24/48 hours. Victims or witnesses report crimes on a voluntary, confidential basis for inclusion in this annual security report.

For violent crime or non-forcible sex offense (Incest or Statutory Rape), Piberry Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

In the Piberry Institute Inc. Drug Awareness and Substance Abuse Policy, it recognizes the drug

or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA.

In cases of Emergency, Piberry Institute follows the guidelines for its emergency response and evacuation procedures to clear the building from front to back using the evacuation routes posted throughout the building.

Piberry Institute, Inc. does not maintain Crime Logs. Please call 911 or the local Police for assistance and further information. The local Police Department has jurisdiction to arrest any person committing a criminal crime on the Piberry Institute, Inc. campus and its surrounding. Piberry Institute, Inc. does not hire a security company or security personnel that works exclusively for Piberry Institute, Inc.

DRUG AWARENESS AND SUBSTANCE ABUSE POLICY

The federal Drug-Free Schools and Communities Act of 1989 requires institutions receiving Title IV funding and other financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug- Free Schools/Drug -Free Workplace Annual Disclosure upon enrollment, and thereafter annually. The disclosure is also made available to all campus employees. These policies are reviewed and published annually at the Piberry Institute website: www.piberry.edu. For additional Information, contact Marion Carberry, Campus President, at (305-245-2581 or mcarberry@piberry.edu.

Illegal drug use and substance abuse affects all communities. Therefore, all members of the academic community, students, faculty, administrators, and other academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension and/or dismissal of students, faculty members, administrators, and other employees.

Piberry policies and programs are intended to emphasize: 1) The incompatibility of the use or sale of illegal drugs with the goals of the Institute, 2) The legal consequences of involvement with illegal drugs, 3) The medical implications of the use of illegal drugs, and 4) The ways in which illegal drugs jeopardize an individual's accomplishments Domestic Violence is a Crime!

DRUG-FREE-CAMPUS AND WORKPLACE

The Drug Schools and Communities Act (DFSCA) of 1989 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Drug-Free Campus and Workplace Statement

Piberry Institute, Inc. is committed to providing a learning and working environment free of the abuse of alcohol and the illegal use of drugs and the abuse of alcohol by any Piberry Institute, Inc. employee. The policies and laws described in this statement apply to all employees and students of Piberry Institute.

Alcohol & Substance Abuse Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are harmful and prohibited in and on property owned and/or controlled by Piberry Institute, Inc. No employee or student is to report to work, class, or any school or school sponsored activity (whether on or off-campus) while under the influence of illegal drugs or alcohol. The use of alcoholic beverages by employees and students by any Piberry Institute, Inc. employee are subject to the alcoholic beverage laws of the State of Florida, applicable county and city regulations. Such employee also must abide by the Employee Code of Conduct policies outlined in the Staff and Faculty Handbook. The possession and use of controlled drugs by members of the Piberry Institute, Inc. community is prohibited and must at all times be in accordance with the provisions of Florida law, federal law, and school policies. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and “designer drugs”), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances is prohibited unless authorized by law.

Violation of the policies and laws described in this policy statement by an employee or student is grounds for disciplinary action up to and including termination or expulsion. Such disciplinary actions may also include reprimand or suspension. Student organizations may be sanctioned for violation of these policies and laws. Sanctions may range from written reprimand to revocation of recognition as a student organization. Additionally, a violation may be reason for evaluation and treatment of a drug-and/or alcohol-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by Piberry Institute, Inc., does not preclude the possibility of criminal charges against a student or employee. Similarly, the filing of criminal charges does not preclude further action by Piberry Institute, Inc.

Employees must notify the School Campus Director in writing of a conviction of a criminal drug statute occurring within the workplace within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification. For reporting purposes, each year the campus must determine the number of drug and alcohol-related violations and fatalities that occur on campus or as part of any of the Institute’s activities as well as the number of arrests, and number and type of sanctions that are imposed by the campus. Those statistics are sent to the Department of Education and published by October 1st as part of the annual crime statistics.

Note: Students who are convicted of drug related charges are subject to losing Title IV federal financial aid. The Institute must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a clean and written notice that notifies the student of the loss and advises the ways in which to regain eligibility. The student must successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the United States Department of Education Secretary to determine whether or not the student may be eligible to regain eligibility of Federal funds.

Legal Sanctions

Students/employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to prosecution. Piberry Institute refers violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years’ imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession

of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Florida law, any person who knowingly sells, purchases, manufactures, delivers, or brings into Florida any controlled substance shall be punished pursuant to sentencing guidelines and punished by a fine of not less than \$25,000 nor more than \$250,000. Any person who possesses more than 10,000 pounds of a controlled substance must serve a mandatory sentence of 15 years and pay a \$200,000 fine. If they transport a controlled substance into Florida, they have committed a capital felony and shall be imprisoned for life and shall be fined \$250,000, the maximum fine under the guidelines.

Local sanctions range from \$500 to \$1,000 in fines or from 60 days to six months in jail, or both, plus civil forfeiture of property for possession.

The State of Florida may impose a wide range of sanctions for alcohol-related offenses. For example, any person who is convicted of driving under the influence of alcohol shall be punished by a fine of not less than \$250 or more than \$500 for a first offense. For a first conviction, a person shall be imprisoned for no more than six months and suspension of his or her driver's license for a minimum of six months.

The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

Drinking Age

The legal drinking age in Florida is 21. Selling, giving or serving alcohol to persons under 21 is unlawful. In Florida, this law extends to possession of alcohol by anyone under 21. It is unlawful for anyone to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcohol is a felony.

Open Container Law

It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight upon any street, sidewalk or in any alley within the City of Miami/Homestead. It is unlawful to have an open container of alcohol in a vehicle. (Section 316.1936, F.S.) Florida Law.

Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by the impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher. For a first conviction, the following sentencing guidelines apply:

- Payment of a fine of \$250 to \$500 and imprisonment for up to six months for a first conviction.
- If the blood or breath alcohol level is .20 percent or higher, the fine is \$500 to \$1,000 and imprisonment for up to nine months.
- Monthly probation reporting and mandatory completion of substance abuse course.

- Probation for up to one year which will include a minimum of fifty hours of public service for a community work project.
- Impoundment of vehicle for ten days unless owner or family has no other means of transportation.
- Serious bodily injury of another, property damage or death while driving under the influence will result in additional sentences.

Sale or Possession of Illegal Drugs

It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.

Selling and Purchasing Controlled Substances Within 1,000 Feet of School

It is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell a controlled substance in, on or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

Local Counseling, Treatment, and Rehabilitation Programs

Piberry Institute, Inc., is required to notify current/perspective students and employees of local counseling, treatment, and rehabilitation programs, and as such states that any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA.

Local Drug and Alcohol Counseling facilities:

- 1) Florida Drug Rehab Center
Miami, Florida
(786) 563-4432
- 2) Drug and Alcohol Rehab of Miami
Miami, Florida
(305) 290-4820 or (800) 537-2334
- 3) Alcoholics Anonymous
Miami, Florida
(305) 759-6362

Health Risks Associated with Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and

convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

Health Risks Associated with Drug Usage

Drug	Physical Dependence	Psychological Dependence	Effect
NARCOTICS Heroin Morphine Codeine Hydrocodone Oxycodone Methadone & LAAM Fentanyl & Analogs Other Narcotics	Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes Yes Yes	Narcotics Euphoria Drowsiness Respiratory Depression Nausea
DEPRESANTS Chloral Hydrate Barbituates Benzodiazepines Glutethimide Stimulants Cocaine Amphetamine Methamphetamine Other Stimulants Tetrahydrocannabinol Hashish	Yes Yes Yes Yes Yes Yes Yes Yes Unknown Unknown Unknown	Yes Yes Yes Yes Yes Yes Yes Yes Unknown Unknown Unknown	Slurred Speech Disorientation Drunken Behavior Without odor of Alcohol Increased Alertness Euphoria Increased Pulse Rate and Blood Euphoria Relaxed inhibitions Increased appetite & Disorientation
Hallucinogens LSD Mescaline & Peyote Amphetamine Variants Phencyclidine/Analog Other Hallucinogens Anabolic Steroids Anabolic Steroids Testosterone Nandrolone Oxymetholone	None None Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown	Illusions/hallucinations Altered perceptions Virilization Testicula Atrophy Gynecomastia Aggressive behavior Oxymetholone Adema

There are classic danger signals that could indicate the first sign of drug use. The primary ones could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or in school.
- Continuing resistance to discipline at home or school
- Inability to get along with family or friends
- Regular temper flare-ups
- Increased borrowing of money
- Heightened secrecy / isolation
- Acquiring a whole new set of friends.

It is recommended that any person observing any of the above changes in either students or staff behavior immediately notify the School Campus Director. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both individual and the Institution. Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any such counseling provided to an individual. If the individual is in immediate danger of harming himself/herself or others, local law authorities should be contacted immediately.

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education to document its efforts related to the prevention of alcohol abuse and the use/distribution of illegal drugs by both employees and students. At a minimum, schools must annually distribute the following in writing to all students and employees:

- Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs or alcohol by students and/or employees
- A description of the legal sanctions under local, state, or federal law related to the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs available to students and/or employees
- A clear statement that the institution will impose sanctions on students and employees, a description of those sanctions, up to and including expulsion/termination of employment, for violations of these standards of conduct
- The law further requires institutions to conduct a biennial review of its alcohol/other drug prevention efforts with the following objectives:
 - Determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if needed
 - Ensuring that sanctions are consistently and evenly applied

Biannual Review:

A biennial review of these policies/guidelines will be conducted to ensure their effectiveness, consistent enforcement, and to implement any necessary changes. The biennial review also includes information related to the number of AOD-related violations and fatalities occurring on the campus, as well as the number and type of sanctions imposed on students and employees for violations of the standards of conduct.

Administration

Marion Carberry	Campus President, Student & Career Services Director, Compliance Director
Dr. Vorick Picou	Director of Academic Affairs, Admissions Director, Faculty, Registrar
Elaine Gooden	Nurse Director, Faculty
Marissa Vita	Financial Aid Coordinator, Administrative Assistant
Maria Perez	Admissions Administrative Assistant/Receptionist

Faculty

Vorick Picou, MD Program Taught: Medical Assistant Technician Practical Nurse Doctor of Podiatric Medicine, Ohio Institute of Podiatric Medicine, Cleveland, Ohio	Elaine Gooden, RN Program Taught: Practical Nurse Bachelor of Science, Registered Professional Nurse, CUNY. The City College Brooklyn, New York, NY Associate of Science, Psychology
Henry Maradiaga Altamirano, MD Program Taught: Medical Assistant Technician Doctor of Medicine, La Universidad Nacional Autonoma de Nicaragua, Registered Medical Assistant	Yandris Sanchez, RN Program Taught: Practical Nurse Registered Nurse, Miami Regional University, Associate of Science Chanel Gordillo Program Taught: Home Health Aid Medical Assistant Technician, Piberry Institute Certified Nurse Assistant, Jackson Training Center
Victoria Acosta, MD Program Taught: Medical Assistant Technician Medical Billing & Coding Specialist Nursing Clinical, Censa Health Institute Dr. of Medicine. AS Diagnostic Sonography, National School of Technology	Veronica Flores Mann, RN Program Taught: Practical Nurse Registered Nurse, Miami Dade College, Associate of Arts, Nursing. Bachelor of Science, Nursing. Certified Nursing Assistant

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